EDGECOMBE COUNTY
EMERGENCY OPERATIONS PLAN (EOP)

The following plan was developed and is being implemented for the purpose of enhancing Preparedness, Response, and Recovery capability within Edgecombe County, North Carolina.

Plan Approved _____

SIGNATORIES

The Undersigned agree to the responsibilities assigned to their organization in the Edgecombe County, North Carolina Comprehensive Emergency Operations Plan:

_____ _____

Board of Commissioners, Chairman Date

_____ _____

County Manager Date

_____ _____

Mayor, Town of Tarboro Date

_____ _____

Mayor, City of Rocky Mount Date

_____ _____

Mayor, Town of Conetoe Date

_____ _____

Mayor, Town of Leggett Date

_____ _____

Mayor, Town of Macclesfield Date

_____ _____

Mayor, Town of Pinetops Date

_____ _____

Mayor, Town of Princeville Date

_____ _____

Mayor, Town of Sharpsburg Date

_____ _____

Mayor, Town of Speed Date

_____ _____

Mayor, Town of Whitakers Date

_____ _____

Sheriff Date

_____ _____

Director, Emergency Services Date

_____ _____

Director, Health and Human Services Date

RECORD OF REVISIONS

Revision #	Revision Date	Section/Page Reference	Signature

Approval By: Edgecombe County Commissioners

_____	_____
Mr. Leonard Wiggins, Chairman	Date
_____	_____
Mr. Jonathan K. Felton, Vice-Chairman	Date
_____	_____
Mrs. Evelyn Powell	Date
_____	_____
Mr. William B. Wooten	Date
_____	_____
Mr. Donald C. Boswell	Date
_____	_____
Mr. Wayne E. Hines	Date
_____	_____
Mrs. Viola Harris	Date

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Edgecombe County Emergency Operations Plan

MISSION STATEMENT

The Edgecombe County Office of Emergency Management will ensure, through coordination with County and Local shareholders that the county is prepared to respond to, and recover from, all natural and man-made emergencies. This office will provide the leadership and support to reduce the loss of live and property through an all-hazards emergency management program of mitigation, preparedness, response and recovery throughout Edgecombe County.

Our Vision

"is for governmental, volunteer and private organizations, with effective plans, necessary resources, and training for variable and efficient disaster response. To maintain and improve the capability to successfully work together to mitigate against, prepare for, respond to, and recover from all-hazards related emergencies and disasters."

Edgecombe County Office of Emergency Services (EM)

Divisions of County Fire Marshal and Emergency Management

Edgecombe County Emergency Operations Plan

FOREWORD

The Edgecombe County Emergency Operations Plan (EOP) has been developed to address multiple hazards which threaten our jurisdiction. Through the use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disasters; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system in which plans developed for one type of emergency are useful in other emergency situations.

This document presents a basic plan, which serves as a summary document to the seventeen Emergency Support Functions (ESFs) supporting the basic plan. These ESFs define the roles of each response agency thereby reducing confusion, chaos and conflict during an emergency.

In addition, this document meets the legal requirements of North Carolina General Statutes, Chapter 166-A. It provides the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

This EOP, upon approval and adoption of the Edgecombe County Board of Commissioners, and its signatories replaces and supersedes all previously adopted emergency plans.

Edgecombe County Emergency Operations Plan

BASIC PLAN

I. INTRODUCTION

The Edgecombe County EOP is designed to address "all hazards" and identified threats to the County. The magnitude of an incident or disaster governs the approach and level of response to a disaster or unusual event.

The Emergency Support Function (ESF) system has been proven to be very effective when handling small and large scale incidents requiring response and recovery support from local, state and federal government.

The safety of all Edgecombe County residents and visitors is a shared responsibility and effort between first responder agencies, the Office of Emergency Services (EM) and County Government. Edgecombe County consists of three jurisdictions; the unincorporated area of the County. Each municipality is supported by its own local governing body and is independently responsible for the safety of its residents and visitors; with mutual aid support from the County.

In the event of a countywide emergency declaration, the corporate resources of the County and each of its municipalities work together for the mutual benefit of all residents and visitors of Edgecombe County. The statutory authority for this arrangement may be found in Chapter 166-A of the North Carolina General Statutes. As required by General Statute 166A-2, it is the responsibility of County/City government to organize and plan for the protection of life and property from the effects of hazardous events or disasters.

State support is governed under North Carolina Statute 166-A. In turn, the federal government is responsible for support to both the state and local government in accordance with the Robert T. Stafford Act and Title 44 "Emergency Management and Assistance" of the Code of Federal Regulation (CFR).

In January 2008, the Department of Homeland Security (DHS) released the National Response Framework (NRF), which evolved from the National Response Plan (NRP). The NRF, which focuses on response and short-term recovery, articulates the doctrine, principles and architecture by which the Nation prepares for and responds to all-hazard disasters across all levels of government and all sectors of communities.

The NRF was released following an extensive process of outreach and coordination between DHS and key stakeholders representing federal, tribal, state and local governments, and non-governmental agencies.

The NRF is a guide that describes how the Nation coordinates all-hazards response from the smallest incident to the largest catastrophe. This document establishes a comprehensive approach to domestic incident response. The NRF identifies the key response principles, as well as the roles, responsibilities and command structure used to coordinate national response. It describes how communities, states, the Federal Government and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. In addition, it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It builds the foundation for first responders, decision-makers and supporting entities to provide a unified response.

II. PURPOSE

The Edgecombe County EOP is intended to provide an organized system of preparedness, response, recovery and mitigation by which the Board of County Commissioners are guided in their statutory responsibilities in the provision of direction and control during a disaster. This plan has been designed to achieve a number of goals:

- To provide an organized system of hazard vulnerability reduction to the citizens of and visitors to Edgecombe County;
- To develop an enhanced level of awareness relative to emergency preparedness, throughout the population at large;
- To provide the most efficient response and recovery system possible through effective coordination and maximum utilization of all available resources;
- To coordinate the return of essential services to a normal state as quickly and effectively as possible after a disaster;
- To maintain a high level of readiness through community outreach, public education and regular training; and

- To reduce the public's vulnerability to recurrent hazards by the promotion of hazard mitigation strategies, particularly in the areas of critical infrastructure, land use, and building codes.

III. SCOPE

The Edgecombe County EOP establishes official policy for all County agencies and signatory municipalities in response to, and recovery from, emergencies and disasters within the County.

This document was developed through the group efforts of the Edgecombe County Emergency Management staff, County agencies, municipal agencies, and many private organizations. In addition, the staff of the North Carolina Division of Emergency Management (Central Branch Office) provided invaluable aid throughout the development of this plan.

A detailed distribution list is maintained and updated annually by the Edgecombe County Emergency Management Office. A copy of this list is located in the Emergency Management Office.

IV. SITUATION AND ASSUMPTIONS

A. Situations

Geography and Economics

Edgecombe County is located in the Northeastern region of North Carolina contiguous to the east by Martin County and on the South by Pitt and Wilson Counties. The economy is largely dependent on agriculture.

The current population of the County and municipalities within the County is estimated at 57,000. The anticipated population at peak times would be the same.

There are _6_ municipalities within the County; the largest of these are Tarboro, with a population of 11,000. Total square miles is approximately 510. The Tar River is the principal water supply for Edgecombe County.

Transportation and Roads

***Major highways**:*
US Highways: I-64, US-258, US 301
NC Highways: Hwy 33, Hwy 42, Hwy 97, Hwy 111, Hwy 122

Highway routes into and through Edgecombe County would possibly be used by Hurricane evacuees and persons seeking shelter from coastal counties. Public roadways within Edgecombe County are almost exclusively owned and maintained by the NC DOT, Division of Highways. While most secondary roads are paved, there are still a number of unpaved public roads throughout the county.

Rail systems

CSX Railway

B. Hazards

Edgecombe County is exposed to numerous hazards, all of which have the potential to greatly disrupt the community, cause damage, and create casualties. Potential hazards for Edgecombe County include:

Natural Disasters

- Aircraft Accidents (civilian / military)
- Civil disorder / rioting
- Dam Failure
- Drought / Extreme Heat
- Earthquake
- Floods
- Forest Fires
- Hazardous materials
  - Transportation incidents
  - Fixed facility incidents
  - Unidentified spills of dumping activity
- Hurricanes
- Landfill Fires
- Large Structure Fires

- Mass Casualty
- National Security Emergency
- Other / unknown (biological, disease, etc.)
- Pipeline Break
- Power Failure
- Severe Bridge Damage
- Severe Cold Weather / Winter Storms
- Severe Thunderstorms
- Terrorist Activity / Sabotage
- Tornados
- Waste / Waste Water Spills

C. Assumptions

The occurrence of any one or more of the emergency/disaster events previously listed could result in a catastrophic disaster that would impact Edgecombe County severely and result in one or more of the following:

- Loss of electrical services
- Loss of water distribution and storage systems
- Loss of part or all of waste treatment systems
- Severance of road/highway network
- Necessity for mass care and feeding operations
- Debris clearance
- Multiple injuries/deaths
- Drastic increase in media attention
- Damage to communications network
- Damage to telephone infrastructure
- Severe economic impact
- Increased number of vectors (insects)
- Need for official public information and rumor control
- Need for state and federal assistance
- Control of re-entry of the public into damaged areas
- Damage to vital records
- Need for damage assessment
- Need for auxiliary power
- Solicited/unsolicited goods and services
- Contamination of private wells
- Depletion of local resources
- Staffing shortages
- Loss of vital/critical facilities
- Environmental impact
- Need for reconstruction management (recovery)
- Need for coordination and management of resources
- Damage to historical sites

- Isolation of populations
- A Presidential Disaster Declaration
- A significant increase in state and federal personnel

It is necessary for the County and municipalities to plan for and to carry out a coordinated disaster response and short-term recovery operations utilizing local resources. However, it is likely that outside resources and assistance would be necessary for most major disaster incidents affecting the County.

Emergency and disaster incidents could result in a complete disruption of government functions, which requires that all levels of local government and departments develop and maintain a continuity of government plan and standard operating procedures to ensure continuity of operations. These plans and procedures should address staffing requirements, line of succession, mode of operations and preservation of vital records as referenced in the Continuity of Operations Plan (COOP). A copy of the COOP is on file within the Emergency Management Office.

The majority of disasters will leave at a portion of the County isolated for a period of time. Families should be encouraged to develop family preparedness plans and to exercise those plans annually.

V. CONCEPT OF OPERATIONS

A. Preparedness

1. As required by General Statute 166-A-2, it is the responsibility of County/municipal government to organize and plan for the protection of life and property from the effects of hazardous events or disasters.

2. Facilities vital to the operation of County and municipal government have been identified.

3. Records generated by each functional area of County and municipal government should be preserved for continuity of government during times of disaster.

4. Planning and training are integral parts of emergency and disaster preparation and must be prerequisite to effective emergency operations.

5. Coordination with adjoining jurisdictions is essential when events occur, that impact beyond County or jurisdictional borders.

6. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes and ordinances.

B. NIMS ICS

National Incident Management System (NIMS)/Incident Command System (ICS) is a system mandated by Homeland Security Presidential Directive – 5 (HSPD-5) that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private sector and nongovernmental organizations (NGOs) to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity.

The NIMS indicates the core set of concepts, principles and terminology for interoperability and compatibility between multiple jurisdictions as outlined in ICS. The management model followed by the Edgecombe County Emergency Operations Center (EOC) is based on the principles of the Incident Command System (ICS).

The ICS model has been recognized as the model for the command, control and coordination of resources and personnel in response to an emergency. The ICS is designed to enable effective and efficient incident management by integrating the use of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

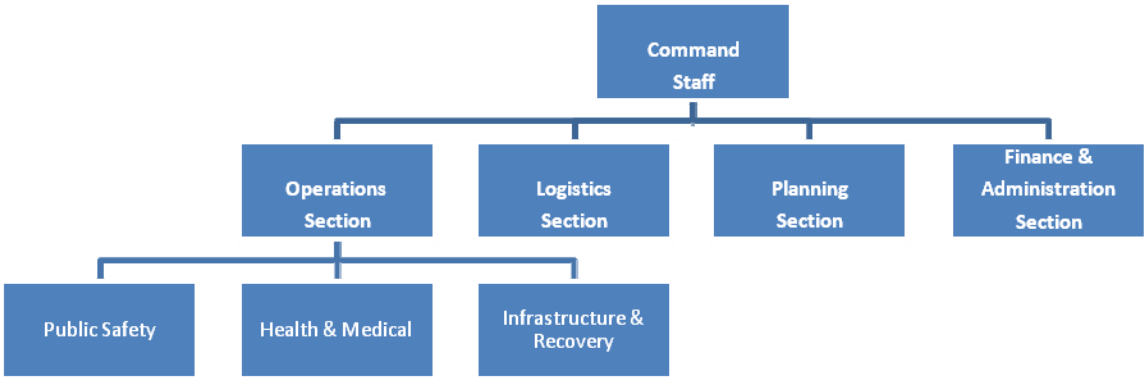
ICS principles and procedures require the use of common terminology, modular organization, integrated communications, unified command structure, incident action planning, and manageable span of control, as well as pre-designated facilities and comprehensive resource management. ICS managements structured to facilitate activities in five major functional areas: command, operations, planning, logistics and finance and administration.

The management model is used in the EOP to organize both short term and long term operations for a broad spectrum of emergencies, from small to complex incidents, natural and manmade. It is used by all levels of government federal, state, local and tribal, as well as many private and nongovernmental organizations.

Edgecombe County Emergency Operations Plan

Using ICS, multiple agencies and jurisdictions work together to accomplish the required response and recovery activities dictated by a disaster. These tasks are performed under the overall direction of the Incident Commander (i.e., the County Manager or designee). All participating agencies and jurisdictions contribute to the determination of the incident objectives and strategy via the Incident Action Plan (IAP), and the optimal utilization of all available resources in an integrated manner. This flexible management method allows expansion or contraction of response and recovery forces as dictated by the magnitude of the event.

Figure 1.



Event Classification

The Edgecombe County Emergency Services has developed an Events Classification System (ECS) that will provide greater coordination in the way events are classified as they occur within Edgecombe County. Events are classified by category in the following table:

Event Category 1	**EC-1**	**Daily/Routine Event**
Event Category 2	**EC-2**	**Significant Event**
Event Category 3	**EC-3**	**Partial Small Town**
Event Category 4	**EC-4**	**Massive Small Town**
Event Category 5	**EC-5**	**Partial Small City**
Event Category 6	**EC-6**	**Massive Small City**
Event Category 7	**EC-7**	**County-Wide**
Event Category 8	**EC-8**	**Catastrophe**
Event Category 9	**EC-9**	**Disaster/Annihilation**

C. Edgecombe County Emergency Authority

The Edgecombe County EM is responsible for the coordination of all countywide response efforts relative to disasters. The Edgecombe County EOC is the facility in which all emergency and disaster preparations, response, and recovery activities are coordinated among the participating agencies.

Edgecombe County is governed by a Board of County Commissioners consisting of seven elected Commissioners, with chief administration delegated to a County Manager. During times of disaster, the County Manager and the EM Director have the authority, under N.C. General Statute 166-A, and the Edgecombe County Emergency Management Ordinance (Attachment N) to accomplish required response actions to protect lives and property from potential threat. Overall authority is reflected in County Policy, the EOP, Annexes, Attachments, Standard Operating Procedures and related documents.

D. Use of Edgecombe County Resources

Resources owned or controlled by Edgecombe County and its municipalities are used in emergency disaster operations and recovery activities when required. Government owned resources in excess of the needs of Edgecombe County, including its municipalities, are made known to the County and to the State of North Carolina Division of Emergency Management for possible use in any other area where needs exist.

E. Emergency Operations Center (EOC) Activation

The Edgecombe County EOC is co-located inside the Edgecombe County Detention Center. Edgecombe County uses the Town of Tarboro 911 Center as an alternate EOC location in the event the primary location is not available. The EM Director, his designee, or the County Manager may activate the EOC.

In the event of a major emergency or disaster, a request is made to the Edgecombe County Commission Chairman (Board of Commissioner) for a Declaration of a State of Local Emergency. The senior elected official or the designee of the jurisdiction as defined in GS 14-288, is authorized to declare a State of Emergency and may sign the declaration at the request of the County Manager or EM Director. The authorizing resolution and an unsigned copy of the declaration are maintained in the Office of Emergency Services.

Upon activation of the EOC, the Message Center and a Media Center will be established to control the flow of information received. The Message Center is located at the EOC and the Media Center will be located at Council Chambers. The EOC Manager and the Situation Unit Leader will closely monitor all messages requiring major actions to be taken to avoid duplication or conflicting instructions.

The following persons are authorized to activate any portion of this plan:

1. The Governor of the State of North Carolina may, at his/her discretion, declare a state of emergency and activate this plan through the Chairman of the Edgecombe County Board of Commissioners, or the County Manager;

2. The Edgecombe County Chairman (Board of Commissioners) may, at his/her discretion, declare a state of emergency and activate any portion of this plan. Upon Declaration of a State of Local Emergency, the Chairman or a designee may direct the evacuation of risk areas. At this time schools and business may be directed to cease operations until the emergency has passed; and

3. If a situation precludes the timely authorization by the Edgecombe County Commission Chairman, the County Manager or the Director of the Emergency Management will activate the plan and take such actions, authorized by this plan, as previously approved by the Edgecombe County Board of County Commissioners.

   In the event of an incident or disaster, the EOC Manager directs the overall management of all related activities including the development and implementation of strategy through incident action planning and approves the ordering of and release of resources(refer to the Edgecombe County Standard Operating Procedures for EOC Activation for additional details).

   Upon request of the EOC, County departments, and response agencies send representatives to the Edgecombe County EOC. Upon arrival, the representative(s) receive his/her assignment and an incident briefing. Some agencies may need to send more than one representative if the agency is required to perform several functions. The number of representatives per agency is pre-determined, dependent upon the type of hazard.

   A policy group comprised of County Commissioners, city and town officials, appropriate department heads and other political officials may

be assembled as an advisory group to the EOC Manager in order to provide assistance in establishing policies.

F. EOC Activation Levels

The EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions The EOC will activate when an emergency situation has occurred or might occur that is of such a magnitude it will require a large commitment of resources from numerous sources over an extended period of time to control or mitigate. The following levels will serve as guidelines for such activation.

Activation Levels- To facilitate the use of the EOC for a variety of emergencies, graded levels of response to varying levels of events have been identified. An event may escalate through the different activation levels sequentially.

Level Three: Full EOC Activation

- Full EOC Activation (Level 3) - This level may be implemented for a major event. All personnel, the Command Staff, and support staff will report to the EOC to carry out assigned functions without delay and will staff the EOC twenty-four (24) hours a day until otherwise notified.

The Edgecombe County EOC will operate at one of three levels of readiness in order to effectively carry out its mission. These levels are described below and are patterned to closely match the North Carolina Division of Emergency Management (NCEM) EOC activation levels to maintain consistent definitions. The Edgecombe County EM is constantly monitoring the County for threats, unusual events, or situations. An EM Duty Officer is on-call 24 hours a day, 7 days a week, and is advised of any such events by the Edgecombe County Communications Center, State Warning Point, concerned citizens, or other agency. The Duty Officer also has the responsibility to monitor and follow-up on any threat, unusual event, or situation that has the potential to impact Edgecombe County. This includes media reports, weather advisories, on scene personnel, National Weather Service, State Warning Point, Communication Center, etc.

The level of activation will be determined by the EM or designee in conjunction with the County Manager and will be based on the expected or actual impact of the incident. The purpose of activating the EOC as a result of a disaster is to centralize response and recovery decisions, plans, and operational activities in order to maximize the efficiency, quality, and quantity of resources.

Level Two: Hazard Specific Activation / Partial (Specific Threat)

Hazard Specific Activation (Level 2) - This level may be implemented by the County Manager, Director of Emergency Services, or their designees. Appropriate staff from identified county departments and outside agencies will be requested to report to the EOC to monitor conditions.

Level One: Monitoring Activation

Monitoring Activation (Level 1)- This level will be implemented whenever the Department of Emergency Services receives notice of an incident which may escalate to threaten the safety of the public. During this activation, Emergency Services will disseminate information to identified County Personnel via facsimile, E-mail, alphanumeric and digital pagers and radios. Department of Emergency Services personnel may partially staff the EOC to monitor conditions.

G. EOC Responsibilities

When activated, the Edgecombe County EOC is responsible for the following objectives:

1. Implement and manage incident response operations;
2. Implement and manage incident recovery operations;
3. Coordinate, and/or act as a liaison with appropriate federal, state, county and municipal governmental agencies, and the private sector;
4. Approve mutual aid resource requests;

5. Establish incident response and recovery objectives and strategy, and development of the IAP;

6. Establish priorities and resolution of conflicting resource demands; and

7. Prepare and issue emergency public information.

H. EOC Command Structure

The Edgecombe County EOC utilizes a bottom-up approach in all phases of incident management, with emergency activities resolved at the lowest appropriate level of government. The resources of departmental, agency, municipal, county, state, and the federal governments are utilized in sequential order to insure a rapid and efficient response. The Edgecombe County EOC's response to, and recovery from a disaster is carried out through the organizational structure depicted in Figure 1.

The EOC Manager leads the organization and appoints Section Chiefs, Branch Directors, Safety Officer/Risk Manager and a Public Information Officer (PIO). The Section Chiefs, typically EM staff or department heads, appoint subordinate staff. Branch Directors are also EM staff, whereas, ESF lead agencies are pre-determined pursuant to this plan.
There are five major components of the Edgecombe County EOC Incident Command System. These five components carry out the management responsibilities of the EOC:

1. **EOC Manager (Incident Command):**

   The County Manager or designee, usually the EM Director holds the position of EOC Manager (Incident Commander). The EOC Manager has the overall responsibility for managing the entire incident. In addition, the EOC Manager is responsible for activities such as developing and implementing strategies, the ordering and release of resources, the provision of information to internal and external stakeholders and establishing and maintaining liaisons with other agencies participating in the incident.

   The EOC Manager is responsible for appointing a Safety Officer/Risk Manager as part of the Management Team to oversee all aspects of incident safety and training, and to insure documentation of accidents and injuries associated with the incident(s).

2. **Operations Group:**

   The Operations Group is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organizational elements in accordance with the IAP and directs its execution. The
   Operations Section Chief participates in the development of the incident action plan.

3. **Planning and Information Group:**

   The Planning and Information Group is responsible for the collection, evaluation, and dissemination of information related to the incident and the status of resources. It is also the lead group for developing the IAP.

   The Edgecombe County Crisis Communications Plan will serve as the guide for developing and providing Public Information.
   (Refer to Attachment J).

4. **Logistics Group:**

   The Logistics Group is responsible for providing facilities, services, and material in support of the response and recovery operations. The Logistics Section Chief participates in the development of the incident action plan and activates and supervises the units within the logistics section.

5. **Administrative/Finance Group:**

   The Administrative/Finance Group is responsible for the organization, management, and operation of activities related to the administrative and fiscal aspects of the event. These activities are administered within the guidelines, policies, and constraints, established by the Board of Commissioners, County Manager and other agencies such as the county finance department, state and federal agencies. These responsibilities include the following:

   Time Keeping: Employees can track their work time via the computer or phone system. In the event neither is operational, supervisors must insure that they and their employees manually track their work time.

   Purchasing: Normal purchasing practices are to be followed if the computer network is operational. If the computer network is NOT operational, Procurement Cards, with approval from Department

Directors, will be used for purchasing within the daily limits. Large purchases will require approval from the Finance Director or designee.

Compensation and Claims: Most normal compensation activities can be performed electronically. If the network is NOT operational, manual check creation can be performed. Claims will be referred to the appropriate County agency.

Travel Request, Forms, and Claims: If the network is NOT operational, all documents must be created manually and completed for processing by the Finance Department.

EOC Branches

The Edgecombe County EOC is organized so that maximum advantage can be made of the many interdisciplinary skills and resources that exist on an everyday basis throughout county departments and outside support organizations. As illustrated in the EOC Table of Organization (see Figure 1 page 9), these agencies, based on the type of normal services they perform, are arranged into three distinct functionally oriented groups:

- Infrastructure;
- Human Services; and
- Public Safety/Municipal

Each agency representative serves as the primary contact and coordinator for his/her respective agency within one of the three branches. The representative may also serve the role as lead or support ESF. As such, the responsibilities of this individual exceed simple representation and coordination of his/her respective agency's activities. The EM has assigned staff to each branch. During activations, the Branch Director is responsible for coordination of the interactive efforts of all the members of the branch.

Branch Directors maintain a line of communication with the Operations Section Chief for requesting and reporting on incident objectives and response/recovery actions. Branch Directors are expected to communicate with and request information from the Logistics, Planning and Information, and Administrative/Finance Groups.

The role of each Branch is to:

- Work jointly to devise solutions for identified or projected problems;
- Work jointly to capitalize on opportunities to share information, professional and technical skills, and personnel and equipment;
- Work jointly to track the collective status and actions of the Branch;
- Anticipate upcoming needs, potential problems and solutions that relate to the branch;
- Provide and/or coordinate requested support for Branch members; and
- Advise support agencies of decisions, actions, and instructions.

Infrastructure Branch

The Infrastructure Branch is responsible for monitoring and coordinating communications, response and recovery actions relative to flooding, drainage matters, debris clearance, damage assessment, critical facilities, utilities, transportation, and engineering.

Health and Human Services Branch

The Human Services Branch is responsible for monitoring and coordinating mass care, medical services, disaster mental health, and environmental & public health. The Human Services Branch assists, as necessary, state and federal agencies in providing individual and family disaster relief offered through disaster assistance programs.

Public Safety Branch

The Public Safety Branch is responsible for monitoring and coordinating fire/rescue, SAR, hazardous materials, law enforcement, security, traffic activities, evacuation and re-entry, and a number of activities provided through mutual aid.

Municipalities

In order to facilitate effective coordination and communication between Edgecombe County and its municipalities, each municipality has identified a municipal representative to act as their liaison with the Edgecombe County EOC during times of disaster. Each municipality within Edgecombe County is responsible for planning and responding to events occurring within its jurisdiction.

When emergencies or disasters occur in which municipalities exhaust their resources, they may call upon the County. The Municipal Representatives are included in the Operations Section of the Edgecombe County EOC. Municipalities are encouraged to participate in the statewide mutual aid agreement for disaster response and recovery and are aware that they must submit requests for mutual aid through the Edgecombe County EOC. An EM coordinator is responsible for interacting with Municipal Representatives to assist with issues and requests. Municipal management of disasters affecting a municipality will be coordinated from the Edgecombe County EOC with support from the County.

The Municipal Representatives are responsible for the following:

- Monitoring and coordinating the response and recovery activities of the various assigned municipalities through the EOC chain-of-command;
- Providing or coordinating requested support for municipalities;
- Working jointly with other members of the Command Staff to capitalize on opportunities to share information, professional and technical skills, and personnel and equipment;
- Working jointly with their respective counterparts to develop solutions for identified or projected problems;
- Working together to track the collective status and actions of the municipalities;
- Anticipating upcoming needs and potential problems; and
- Informing municipalities of executive decisions, actions, and instructions.

VI. INTER-AGENCY Response

A. In significant emergencies/disasters, direction and control will be managed by the EOC Command Staff following policies set forth by the Policy/Administration Group.
B. Emergency Operating Centers will be staffed and operated as the situation dictates. When activated, operations are supported by ranking representatives from a number of local government, private sector and volunteer organizations to provide information, data, and recommendations to the Policy/Administration Group.
C. The County Manager and County EOC Manager will coordinate County resources. The Mayor or his designee will coordinate and control the resources of their respective municipality with the County EOC manager available for assistance and advice if requested.
D. Edgecombe County will utilize all available media outlets for the dissemination of emergency information to the public. Per the Edgecombe County Communications Plan, the Chair of the County Commissioners will serve as the primary spokesperson for the County unless delegated (See Attachment M, Edgecombe County Communications Plan).
E. Should local government resources prove to be inadequate during emergency operations requests for assistance will be made to other jurisdictions, state or federal levels of government, and/or other agencies having the requisite resources in accordance with existing mutual-aid agreements and understandings.
F. Military resources are provided by the North Carolina National Guard through a mission request to the State EOC. Should the need arise for military support, a military liaison will be appointed for mission coordination.
G. The NRF establishes the basis for fulfilling the Federal government's role in providing response and recovery assistance to a State and its affected local governments impacted by a significant disaster, which results in a required federal response.
H. Under the NRF, County departments and agencies, having various authorities and resources are assigned primary and secondary responsibilities for various ESF's. Each ESF will coordinate with local command, which will coordinate with State agencies to provide necessary resource(s).
I. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall direction of the Federal Coordinating Officer.

Pre-Response Actions:

A. Notification and Warning

Various threats generate different response actions and in some cases, such as hurricanes, the level and type of response varies according to the ability to properly notify and warn the population.

B. Local Warning Point – Primary

The primary 24-hour Edgecombe County Warning Point is located inside the Edgecombe County Communications Center, which is located 3005 Anaconda Road, Tarboro, NC, 9-1-1 telecommunications receive emergency notifications 24-hours a day through the use of traditional land line telephone communication.

C. Warning and Status Updates

The EM provides notifications of an event as early as is practical in an effort to provide as much advance warning as possible. Notification, warning, and event updates are accomplished in a number of ways depending on the circumstances surrounding the incident. In the case of a winter storm or hurricane, the EM staff will begin the notification process three to five days prior to the anticipated start of the event, if able to be anticipated. Events for which no warning is possible are handled in the most expeditious manner, either by radio, telephone, or fax.

The EM maintains a comprehensive emergency contact database containing names, affiliations, office telephone numbers, home telephone numbers, wireless and pager numbers, email addresses and any other available 24-hour contact numbers. This database is maintained and updated on a continuing basis. The email distribution list provides the capability of simultaneously emailing notifications and updates to numerous agencies, municipalities, and organizations. The typical voice message or email for an emergency event will provide a description of the event, details on what actions are to be taken (i.e. EOC activation, emergency meeting or briefings, etc.) and a time frame for the required actions to commence. Email communications may further include any appropriate situational status information, such as incident

maps, computer model projections, information from any outside credible source or other briefings EM has been included in, and other information as deemed pertinent and credible.

In an effort to keep the state informed of any incident that is utilizing or may utilize state resources or may cross over county boundaries the EM includes the State EOC in its emergency notifications.

Once the EOC is fully activated, each agency representative has access to a telephone line with an unpublished number that can be utilized to communicate with outside agencies. These agencies may also communicate through hand-held radio and/or through amateur radio when available and appropriate.

The Edgecombe County Board of Commissioners Chairperson will serve as the official spokesperson in a declared event unless otherwise delegated. Notification and status updates are provided to the general public through the electronic and print media. All EOC representatives are provided with updated status information on a timely basis.

PIO's from Edgecombe County, associated municipalities, and critical private and non-profit agencies are assigned to the EOC during any activation. The PIO function ensures that the media correctly informs the public regarding the circumstances surrounding an incident or disaster by monitoring radio and television broadcasts, scheduling press conferences and issuing news releases. The PIO also serves as the primary briefing instrument for the official spokesperson(s) prior to any press conferences The PIO utilizes the media for the purpose of notifying the people of Edgecombe County of any potential emergency event. In the event that immediate dissemination of information to the public becomes necessary, the EOC has the capability of using the Emergency Alert System (EAS) to alert the general population by radio and television.

D. Mass Evacuation and Sheltering

1. Evacuation

A hazard analysis and a vulnerability assessment has been completed, which identifies types of threats and the geographical areas and population in the County that are most vulnerable to these threats. Efforts are being made to identify special evacuation needs. There are several highway routes allowing evacuation from various parts of the County. Major traffic arteries are US-64, US-258, US-301, and North Carolina highways HWY 97, HWY 42, HWY 33, HWY 111 and HWY 122.

While mass evacuations will require most residents to use private transportation, Edgecombe County will arrange for the availability of public transportation, to include but not be limited to: school buses, vans, rental vans, trains and/ or aircraft that may be available at minimal or no charge for anyone without the ability to self-evacuate. Priority will be given to those who are medically fragile and/or physically unable to ambulate.

The ultimate responsibility for ordering a county wide evacuation or re-entry rests with the Policy/Administration Group. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation or re-entry involves more than one jurisdiction, or an area outside of a municipality, the order will be issued at the County level by the Chairperson of the Policy/Administration Group, or his/her designated representative.

2. Evacuation of Special Populations (Institutions, Facilities and Special Needs).

Institutions within the County are responsible for developing procedures for evacuation of their respective institutions.

Schools will be responsible for developing evacuation procedures. Pre-designated buses will be utilized for students without their own vehicles. Schools within the likely plume zone for hazardous materials release from known fixed storage locations will develop procedures for in-place sheltering and off site evacuations. Parents will be advised of the location of reception centers or reunification centers as appropriate. Assistance to the schools in providing information on nearby hazardous materials storage locations and in developing emergency protective actions will be provided by the Edgecombe County EM.

Efforts continue to be made by the human service agencies in the County to identify special needs populations.

3. Residential Health Care Facilities (RHCFs)

Each residential health care facility within Edgecombe County is required by the North Carolina Department of Health and Human Services (NCDHHS) to develop an effective evacuation plan for the facility. The EM provides assistance in developing the plan, and will assist Vidant Edgecombe Health Care and Edgecombe County Rescue Advanced Life Support (ALS) with coordinating the evacuation of non-

ambulatory/medically fragile patients in order to maximize the use of critical resources.

The number of patients requiring evacuation by ground transport may likely exceed the capability of Edgecombe County Rescue ALS in regards to manpower and the availability of ground transport units. In order to transport these patients safely within the desired timeframe, it may be necessary to request resources from surrounding Emergency Medical Service (EMS) organizations. For planning purposes, it is estimated that a minimum of 1.5 hours will be required to secure additional resources and to utilize them for patient evacuation. Completion of medically fragile/non-ambulatory patient evacuation will be dependent on the availability and access to transportation, healthcare providers, and appropriate and proximal receiving medical treatment facilities.

Through the use of mutual aid agreements, special needs and medically fragile victims will be evacuated to pre-determined locations based on medical condition, resources and bed availability.

4. Schools

The EM maintains an agreement with the Edgecombe County School system that outlines the process for closing schools prior to an anticipated incident or disaster. This agreement indicates the use of designated schools as Storm Evacuation Shelters (SES), Public Monitoring, Decontamination and Reception Centers. When considering the use of these facilities, the Superintendent of Schools will participate in the development of the evacuation schedule and will approve closure times for all schools prior to the issuance of an evacuation order. In developing the evacuation schedule the following must be considered:

The normal morning and/or afternoon bus schedule;

Time required to evacuate the schools and to transport the student's home;

Time required to staff and prepare the facility for use as an evacuation center; and

Any requirements necessary to remove faculty and student owned vehicles from parking lots in order to provide parking availability for evacuees.

5. Businesses

Consideration is given to designating a specific time for businesses within an evacuation zone to close and evacuate personnel. Any evacuation time designated for business and industry will be determined, as able, subsequent to the issuance of a general evacuation order but prior to the advent of life threatening conditions. It is the policy of the Edgecombe County Policy Group to refrain from issuing a mandatory evacuation order for businesses until absolutely necessary in an effort to maximize the available resources to the general public prior to the incident or disaster.

6. Manufactured Home Parks

Edgecombe County has over ninety (90) mobile home parks. All residents of mobile home parks in Edgecombe County are strongly urged to evacuate during all major wind events.

E. Sheltering – General Population

Shelters can be selected for a variety of evacuation circumstances. For hurricanes and tornados facilities must meet structural criteria to withstand the high winds. Facilities must also be located outside of areas where flooding may occur. Edgecombe County shelter selection will be based upon the safest and most appropriate facilities in conjunction with the American Red Cross (ARC) publication, “Guidelines for Hurricane Evacuation Shelter Selection”.

Evacuation shelters are divided into two categories: primary and secondary. Primary shelters are those facilities that have the highest shelter capacities, emergency power capability, kitchen facilities, and are located nearest population centers or along major highway arteries. The remaining schools are considered secondary sites. It is the policy of Edgecombe County not to pre-release primary shelter information due to the fact that rapidly changing conditions may preclude the establishment of shelter locations in “Primary” shelters. Residents and visitors are directed to refer to the news media for available shelters and opening times.

F. Evacuation Centers for Pets

Edgecombe County has a very limited capability due to the lack of animal protection personnel, facilities and sufficient volunteer staff. Until this shortfall is mitigated, the public may drop off their animal at the animal shelter located at 2909 N Main St, Tarboro, NC 27886, or an animal control representative at the human shelter(s) will take possession of the animal and transport it to the animal shelter. Additional resources will be requested as needed from other jurisdictions to assist in the protection and care of domesticated pets.

VII. Mutual Aid

The response to and the recovery from a declared event may require the utilization of resources above and beyond those held by Edgecombe County and it's municipalities. In order to access additional resources that may be required it is necessary to enter into agreements with outside public and private agencies. These agreements accomplish three primary goals:

A. Identify the resource(s) to be accessed;

B. Provide reasonable assurance that those resources will be made available when required; and

C. Provide terms for compensation for the use of those resources.

Emergency utilization of the resources of organizations and agencies that are not part of Edgecombe County government will be pre-arranged through the development of mutual aid agreements and memorandums of understanding to the maximum extent possible. Such agreements are entered into by duly authorized county officials and are formulated in writing.

Agreements will include a clear statement regarding payment or reimbursement for personnel services, equipment costs, and the return of materials. All mutual aid agreements will conform to and remain part of the statewide mutual aid program. Edgecombe County is a participating entity in this statewide program and all municipalities understand that requests for mutual aid will be submitted through the Edgecombe County EOC. The EM Director or his/her designee will be responsible for the administration, coordination, and monitoring of all mutual aid agreements within and around Edgecombe County.

VIII. Recovery

A. Recovery and Mitigation Actions

Following any major event, a critique will be performed to evaluate the jurisdiction's response to the event. All evaluations will include the following issues related specifically to recovery:

1. Mitigation of potential problems through use of Hazard Mitigation Grants;

2. Plan and procedure revision based on lessons learned;

3. Needs Assessment status;

4. Resource Management and Management of Donated Goods and Services; and

5. Interagency Cooperation

The recovery phase of an event deals with the functional restoration of a community to pre-disaster conditions and a "return to normalcy"

The recovery phase includes but is not limited to the following:

- The restoration of infrastructure including roads, traffic controls, signs, railroads, airports, fuel supplies, potable water supplies, electricity, sewage disposal, storm drains, and flood control facilities.

- The restoration of public safety measures including fire suppression, law enforcement, emergency medical services and search and rescue.

- The restoration of human services including the provision of health and medical services, environmental and public health concerns, and the provision of services to people, including those with special needs.

B. General Recovery Functions

1. The EM through its Infrastructure Branch Director is responsible for the coordination of short-term recovery efforts within the County.

2. Prior to the establishment of a Disaster Field Office (DFO), recovery activities are coordinated through the EOC. Recovery activities include preliminary damage assessment, coordinated debris strategy and debris clearance as well as the coordination of business recovery actions.

3. In the event of an event that is followed by a major declaration (as described in 44 CFR) requiring the establishment of a DFO, the Edgecombe County EM, through the Infrastructure Branch Director and the Municipal Representatives become the liaison between the County and its municipalities and the state and federal representatives assigned to the DFO.

4. In the event an emergency is not followed by a declaration, the EM initially coordinates with the appropriate agencies for assignments until essential services are restored.

5. The established liaison between NCEM recovery staff and the Edgecombe County EM is the State's Central Branch Office (CBO) Area Coordinator. Other SERT team members may serve as an alternate to the CBO Area Coordinator.

C. Transition from Response to Recovery

The transition from response activities to recovery may not be clear. Delays in returning to an evacuated area may be for an extended period of time due to:

1. Un-inhabitable conditions – caused by flooding or building collapse;

2. Lack of access to essential services - such as blocked roadways, lack of water, sewer, or electricity; and

3. Life Safety issues (downed electrical wires, gas leaks, flooding).

Agencies responsible for recovery functions must be activated and ready to perform assigned functions before the response phase is finished. There is a marked difference in the action required during the initial or short-term recovery phase, and the extended or long-term recovery phase. The different phases occur simultaneously throughout the community. Some neighborhoods function normally; others struggle through the short-term recovery phase, due to a lack of essential

services. Simultaneously, other neighborhoods address long-term recovery projects, such as road rebuilding and repair. Refer to the Recovery Annex for additional information.

D. Mitigation:

Hazard mitigation under sections 404 and 406 of the Stafford Act is any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards.

While the County is performing repair or restorative work, it should consider mitigation methods that will prevent similar damage in a future event thereby reducing future damage costs.

Hazard Mitigation is pursued on a project-by-project basis. A positive benefit/cost ratio must exist to ensure that the additional work will be cost effective. Mitigation is accomplished by completing additional work that is beyond the scope of normal repairs and beyond code requirements in order to reduce the vulnerability to future disaster related damages.

Refer to the Edgecombe County Hazard Mitigation Plan for more detailed mitigation information.

IX. Plan Development and Maintenance

The County Manager mandates the development and annual review of this plan by all officials and stakeholders involved and will coordinate necessary revision efforts through the EM Director. Revisions will include an in-depth critique of actions taken in support of the plan following any event requiring implementation of the plan.

The EM is responsible for publishing the Edgecombe County EOP and all necessary revisions. The EM Director or his/her designee is responsible for ensuring that the EOP is maintained and reviewed. A comprehensive review and revision of the EOP's Basic Plan is conducted once every four years.

All revised sections of the EOP are completed and will be made available for distribution on the anniversary date of the fourth year. During the four years prior to the comprehensive revision, the EM will take as many opportunities as possible to review the effectiveness of the EOP. Tabletop, functional and full scale exercises, as well as, actual events are the primary methods the EM uses to evaluate the effectiveness of the EOP.

Following each exercise and/or activation of the EOC, the EM will conduct critiques to determine those areas of the EOP deemed insufficient in meeting the needs of the event. The EM will compile all insufficient findings and incorporate them into the EOP revision at the appropriate time.

In addition to the basic plan review process, the EM will complete an annual update of those sections of the EOP that contain time sensitive data, such as the demographics section of the basic plan. The Annexes and SOP's are reviewed after each exercise and/or real-time event and update as required.

X. Standard Operating Procedures (SOPs)

The EM Director or his/her designee has the overall responsibility for ensuring that the SOP's and associated checklists are maintained. The Director will assign personnel from the EM to be accountable for the maintenance of specific procedures and checklists.

All other County departments and organizations that have emergency response or recovery assignments will be responsible for developing and maintaining their own departmental SOPs. These agencies will designate an individual to liaison with Edgecombe County EOC as the coordinator for their agency. The designated individual will maintain the agency's event related SOPs. The EM approved SOP's and supporting checklists are exercised, reviewed, and revised on a continuous basis. After-action exercises are conducted to help critique those procedures and checklists that were followed during the event to gauge overall effectiveness. The EM revises the appropriate portions of its SOPs and checklists based upon the findings and recommendations from the after-action report.

XI. Exercise and Evaluation Planning

The Edgecombe County EM takes a constant year-round approach in preparing for a response, recovery, and mitigation effort. Aside from developing and maintaining a local EOP, Edgecombe County EM personnel and stakeholder agencies engage in numerous training sessions and exercises dealing with hurricanes, hazardous material emergencies, and mass casualty incidents. All exercises conducted by the EM are in compliance with the Homeland Security Exercise Evaluation Program (HSEEP). HSEEP utilizes a "building block" approach to evaluating and improving target capabilities.

XII. Public Awareness and Education

Public awareness and education prior to any emergency is crucial for successful public information efforts during and after an emergency. The responsibility of educating the public lies with the EM. The EM staff works through a variety of programs to promote a high level of public awareness. Presentations are made throughout the County and as requested by various citizen groups and civic organizations.

Emergency Public Information

When an emergency threatens the community, emergency instructions are distributed through the various communications systems available to the EOC.

The EAS is used to deliver emergency messages about immediate threats to the general public via electronic media stations. The Chair of the County Commissioners or designee, and the Lead PIO are the only "official" spokespersons for Edgecombe County who are authorized to release information to the media when the EOC is activated. All public information will be coordinated and approved by appropriate agencies and departments and released by one of the official spokespersons.

XIII. Financial Management

A. Authority

The authority for all administrative support during the response and recovery phases of any given event encountered by Edgecombe County rests with the Chair of the Board of County Commissioners. The Chair typically delegates this responsibility to the County Manager who confers the duties of the administrative process to the EM Director. The above process provides the County with a three-tiered Line of Succession.

B. Procedures

Edgecombe County employs a uniform code of administrative procedures that addresses the completion and timely filing of all financial reports. In the event of EOC activation, each County department assigned to an ESF may incur expenses in performing their support and response functions. In most cases, those expenses are eligible for reimbursement by state or federal sources. All costs, whether budgeted, unbudgeted or not reimbursed from state or Federal sources, are absorbed in their respective budgets.

The departments and agencies are responsible for tracking and documenting their own expenses. Departments complete a FEMA-compatible Daily Activity Report (DAR) that is processed pursuant to administrative procedures. Agencies not fiscally responsible to Edgecombe County shall utilize their own established reporting procedures.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-1 TRANSPORTATION

GENERAL

Introduction

ESF 1 addresses transportation issues during the preparation, response and recovery phases of a disaster.

Assumptions

- Emergency situations may require evacuation of all or part of the County.
- Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident.
- Large-scale evacuation may be needed in the event of an impending hurricane.
- Sufficient warning time will normally be available to evacuate the threatened population in the event of an impending hurricane and in other situations.
- Evacuation and re-entry information will be made available to the public through local media releases provided by the Public Information Branch.
- If there is a significant threat, some residents will evacuate prior to being advised to do so by public officials.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
- Some residents may refuse to evacuate regardless of warnings
- Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.
- Debris or damage to the roadway could hamper evacuation or re-entry.
- A delayed evacuation order could endanger lives and result in civil disorder.
- Evacuation from Edgecombe County will impact adjacent counties.

- Stranded motorists could present significant problems during an evacuation situation.

Lead Agency

Edgecombe County School System

Support Agencies

Edgecombe County School System
Edgecombe County Emergency Management Office
Edgecombe County Sheriff's Office
Cities of Rocky Mount, Tarboro, and Princeville Police Departments
Public Works Department
North Carolina Department of Transportation (NCDOT)
North Carolina National Guard

Scope

The available resources of ESF-1 may be defined as the personnel, technology, equipment, and supply resources. The obtainable resources may be defined as the personnel, technology, equipment, facilities, material, and supplies obtainable from contractors, vendors, suppliers, related agencies of federal, state, and local governments, and public and private associations or organizations.

Purpose

The purpose of ESF-1 is to coordinate all transportation resources to meet the needs of citizens and disaster victims during the response and recovery efforts; to assist emergency responders with emergency evacuations; to prioritize public and private transportation resources and process requests for transportation assistance through the EOC.

These requirements include but are not limited to the following:

• Evacuation assistance
• Traffic control
• Debris clearance
• Logistical transportation
• Emergency repairs

Edgecombe County Emergency Operations Plan

Policies

The available and obtainable resources of ESF-1 will be employed, in the event of an incident or disaster to accomplish the following:

- Coordinate transportation resources for evacuations as a result of imminent threat of an incident or disaster;

- Develop situation reports and action plans for all available modes of transportation and submit to the Operations Section Chief;

- Coordinate with ESF-3 (Public Works) and NCDOT in facilitating the removal of obstructions from and the temporary repair of the transportation infrastructure;

- Coordinate the production and distribution of transportation maps; and

- ESF -1 supports the North Carolina EOP and the local response priorities of Edgecombe County. ESF-1 involves direction, coordination, operations, and follow-through before, during, and after an emergency or disaster.

CONCEPT OF OPERATIONS

Standard Operating Procedures (SOPs) have been developed by the Edgecombe County EM, in cooperation with the, Edgecombe County School System, local law enforcement agencies and North Carolina DOT. This function will be coordinated with and involve other support agencies.

ESF-1 is the primary responsibility of Edgecombe County School System, and secondary support for this function is the responsibility of the EM and the Sheriff's Office. Edgecombe County EM will coordinate with the Board of Education to provide resources needed during an emergency incident.

Activities in support of ESF-1 are divided into two categories: those actions to be accomplished prior to the emergency situation (mitigation/ preparedness) and those actions carried out as the disaster unfolds (response/recovery).

- In the event of an incident or disaster, the Infrastructure Branch Director in cooperation with the ESF-1 lead agency will notify agencies to activate previously identified personnel for duty in the Edgecombe County EOC.

- It will be the responsibility of the Infrastructure Branch Director to notify all ESF-1 support agencies (the ESF-1 support team) of any pending incident

or disaster and to advise them of when and where their designated personnel are to report for duty, if activation is required.

- Designated ESF-1 personnel must have the authority of their individual agencies to commit available and obtainable resources without having to secure approval from any other management level.

- It will be the responsibility of the ESF-1 support team to review and assess developing transportation problems and respond in the following manner:

    1. Prepare periodic situation reports and submit to the Infrastructure Branch Director;

    2. Assess developing transportation problems and coordinate corrective measures; and

    3. Transportation resource requests submitted to ESF-1 will be copied to the Infrastructure Branch Director.

Organization

- ESF-1 operates within the Infrastructure Branch and under the administration of the Operations Section Chief.

- Edgecombe County School system is the ESF-1 lead agency. In cooperation with the support agencies and is responsible for the coordination of the available resources applicable to ESF-1.

- The Infrastructure Branch Director is responsible for ensuring the attendance and participation of designated individuals within the support team at ESF-1 meetings, conferences, training, and exercises.

- The ESF-1 support team and the Infrastructure Branch Director will, on an annual basis, review and revise, as necessary, the applicable sections of the Edgecombe County EOP.

- The ESF-1 support team, in conjunction with the Infrastructure Branch Director will develop and maintain a database of emergency contact information.

- In conjunction with the Infrastructure Branch Director, ESF-1 support will maintain a database of available and obtainable resources that may be employed as required during or after an incident or disaster event.

- The overall management of ESF-1 will be the responsibility of the Infrastructure Branch Director. His or her duties will include:

    1. The establishment and maintenance of an ESF-1 duty roster insuring 24-hour continuity of operation when required; and

    2. The maintenance and timely issuance of situation reports (SITREPS), as appropriate, to the Operations Section Chief.

Communication Systems

- The primary Edgecombe County EOC communications system utilized by ESF-1 will be a UHF repeater system 800mhz.

ESF-1 Interface

- ESF-1 will coordinate directly with other Infrastructure ESF's for available and obtainable resources.

- ESF-1 will interface with the Infrastructure Branch Director when seeking available resources from other ESF's outside the Infrastructure Branch.

- ESF-1 will exhaust all available and obtainable resources before turning a request for support or resources over to ESF-7A (Resource Support).

Responsibilities

- It will be the responsibility of ESF-1 to develop and maintain an inventory of vehicles to be used for emergency transportation.

- It will be the responsibility of the ESF-1 support team to compile and maintain a fueling list and to ensure that arrangements are in place to secure priority fueling of ESF-1 vehicles.

- Arrangements are in place with Edgecombe county fuel vendors to provide priority handling for the county's fueling needs in the event of an emergency or disaster.

- Transportation operations management will be coordinated by ESF-1 in conjunction with the various field operations, which will include driver notification, traffic regulation, pick-up point identification, pre-positioning of equipment, and interface with law enforcement.

Preparation

Prior to the advent of an event, a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions for ESF-1:

1. Plan and coordinate with support agencies and organizations to provide local agency transportation service support including evacuation routing and road, highway, and bridge repair or clearances;

2. Have appropriate personnel trained to the awareness level of ICS and NIMS;

3. Recruit, designate, and maintain a list of emergency personnel to serve in the Edgecombe County EOC;

4. Contact the designated ESF-1 agencies;

5. Arrange for 24-hour continuity of operation and set up the duty roster and attendance logs, as anticipated conditions require;

6. Ascertain the special transportation requirements for Advanced Life Support (ALS) and Basic Life Support (BLS) patients with special needs and coordinate the mobilization of necessary transportation resources;

7. Coordinate transportation requirements for evacuation of at risk populations;

8. Activate infrastructure operations such as road barricades and reprogramming of traffic signals;

9. Order pre-positioning of equipment and resources based upon projected requirements;

10. Perform a vulnerability assessment based upon the predicted intensity and impact zone of the incident or event. Submit the evaluation to the Operations Section Chief through the Infrastructure Branch Director; and

11. Prepare SITREPS for submission to the Operations Section Chief.

Response

The response phase of an event requires the coordination of a number of specific actions by ESF-1. The following represents a list of those basic response actions:

1. Continue 24-hour continuity of operation as required and ensure that sufficient staff is assigned to the ESF-1 duty roster to maintain operation during the projected operational period;

2. Provide sufficient shift overlap to facilitate and orderly transfer of information from one shift to the next;

3. Channel transportation information for public release through the Joint Information Center;

4. Maintain duty roster and attendance log as required;

5. Coordinate available manpower and equipment resources to ensure continuous 24-hour operation of transportation vehicles when and if required. These resources include drivers and maintenance personnel. Additional drivers and maintenance personnel may be drawn from existing supervisory staff as required to supplement any staffing deficiencies that may arise; and

6. Prepare SITREPS for dissemination to the Operations Section Chief through the Infrastructure Branch Director.

Recovery

Short Term Recovery (Phase One)

Short term recovery begins while the Response Phase is ending. Short-term recovery can be defined as that period of time when the temporary restorations of daily activities are implemented. The coordination of this phase of the recovery process is the direct responsibility of the Edgecombe County EOC.

The following represents a synopsis of the Short Term Recovery responsibilities of the ESF-1 support team:

1. Coordinate the removal of debris and road, highway, and bridge repair with local municipalities and NC Department of Transportation;

2. Evaluate the transportation needs relative to continued sheltering, re-entry into previously evacuated areas, and the movement of the general and special needs populations;

3. Arrange transportation for damage assessment as needed;

4. Coordinate transportation in support of Disaster Assistance Centers (DACs);

5. Coordinate the transportation for food and water to staging areas and distribution sites;

6. Receive, evaluate, coordinate, and implement support and resource requests for ESF-1;

7. Review the staffing needs for 24-hour continuity of operation with the Infrastructure Branch Director;

8. Maintain the duty roster and attendance log as required;

9. Prepare SITREPS for dissemination to the Operations Section Chief via the Infrastructure Branch Director;

10. Plan for the orderly transfer of operations to other Edgecombe County departments; and

11. Maintain records of expenditures and document resources utilized during response and recovery.

Long Term Recovery (Phase 2)

Phase 2 (Long Term Recovery) is the permanent restoration of the daily activities and infrastructure and is the responsibility of the individual agencies impacted by the incident or event.

Transportation Requests

The establishment of priorities and the coordination of activities designed to fulfill the transportation needs of the community before, during, and after the advent of an incident or disaster will be under the direct control of ESF-1. The procedure for receiving, evaluating, prioritizing, and acting upon emergency transportation resource requests are as follows:

1. ESF-1 receives the resource request from one of the Branch Directors;

2. A copy of the request is forwarded to the Infrastructure Branch Director;

3. ESF-1 will then prioritize the request based upon comparative urgency and available resources;

4. ESF-1 will advise, in writing, an estimated completion time and submit the estimate to the Infrastructure Branch Director;

5. In the event the resource request exceeds the available and obtainable resources of ESF-1,the request will be submitted to the Logistics Section Chief for additional resources or mutual aid assistance; and

6. Each agency within ESF-1 is individually responsible for the maintenance and control of all resources including vehicles, equipment, facilities, personnel, and material.

Edgecombe County Emergency Operations Plan

ESF-2 COMMUNICATIONS

GENERAL

Introduction

ESF-2 addresses the issue of communications during the response and recovery phases of an event. Edgecombe County's Communications Center located is in the Edgecombe County Detention Center. This center serves as the 9-1-1 Center and the County Warning Point. It operates as a secure facility.

Assumptions

1. Use of all available forms of warning and notifications will not provide sufficient warning to the general public and special needs population.

2. Event occurrences could have a detrimental effect on the County's communication system.

3. Commercial electric power may be shut off during significant emergencies, necessitating the use of auxiliary power.

4. Loss of the communications tower or the county's law enforcement, fire or EMS repeater system could hamper communications or the ability to page emergency personnel throughout the County.

5. The ability to repair damage to the communications system is contingent upon the availability of private commercial repair technicians.

6. The Emergency Operations Plan (EOP) includes a Crisis Communications Plan and a Joint Information Center annex that:

    - defines roles and responsibilities;

    - clearly states restoration and recovery priorities in conjunction with provider organizations;

    - identifies designated organizations that must be taken into consideration when planning the extensions of the communications system during an event;

- contains clear and up to date contact lists so that people responsible for communications resources can be quickly contacted

- contains details for appointed communications liaison officers; and lists priority actions necessary to restore communications from higher to lower levels and from supporter to supported.

Lead Agency

Edgecombe County Communications

Support Agencies

Sudden Link Telephone Company
Edgecombe County Emergency Management Office
Edgecombe County Sheriff's Office
Tarboro Police Department
Tarboro Fire Department
All County Fire Departments
Edgecombe County Health Department
Edgecombe County School System
County Agencies – Airport, Animal Control, DSS
Amateur Radio Emergency Services (ARES)
Local Chapter American Red Cross
Shelter Sites
Vidant Edgecombe Hospital
Edgecombe County Rescue EMS
Salvation Army
Municipalities
North Carolina Emergency Management
North Carolina National Guard
NC Forest Service, Division of Forest Resources

Scope

The available resources of ESF-2 may be defined as the personnel, technology, equipment, and supply resources. The obtainable resources may be defined as the personnel, technology, equipment, facilities, material, and supplies obtainable from contractors, vendors, suppliers, related agencies of federal, state, and local governments, and public and private associations or organizations.

Edgecombe County Emergency Operations Plan

Purpose

It is the responsibility of ESF-2 to provide and coordinate communication equipment and services to Edgecombe County and its municipalities for field operations during the response and recovery phases of an incident or disaster.

Policies

The resources of ESF-2 will be employed in the event of an incident or disaster to accomplish the following:

- The establishment and maintenance of emergency communications between the Edgecombe County EOC, the municipalities, all mass care, shelter facilities, and the state EOC;

- The repair, replacement, or relocation of repeaters to enable the fullest use of the mobile communication systems;

- The repair or temporary installation of radio antennas; and

- Perform the initial survey of the communications infrastructure to assess damage and prioritize repair.

CONCEPT OF OPERATIONS

- In the event of an incident or disaster, the Edgecombe County Communications Center, as lead ESF-2 agency, will notify agencies to activate previously identified personnel to duty in the Edgecombe County EOC.

- The National Weather Service may issue weather watches or warnings to the public and the Communications Center.

- It will be the responsibility of the Infrastructure Branch Director to notify all ESF-2 support agencies (the ESF-2 support team) of any pending incident or disaster and to advise them of when and where their personnel are to report for duty if activation is required.

- ESF-2 is responsible for arranging staffing patterns of available manpower to insure continuous 24-hour operation, if required.

- Designated ESF-2 personnel must have the authority of their individual agencies to commit available and obtainable agency resources without having to secure approval from any other management level.

- It will be the responsibility of the ESF-2 team to review and assess any developing communications problems and respond in the following manner:

    1. Assess developing communication problems;

    2. Develop corrective actions; and

    3. Implement on a priority basis. The priority for the repair of communications systems damaged by an incident is as follows:

        - VHF and UHF FM Radio Repeater System
        - 800 MHz System
            - 800 MHZ Digital Repeater is being implemented as part of the SHP VIPER system. Currently 1 portable radio is provided per agency.
        - HF Communications through Amateur Radio
        - Satellite communications link (if available)
        - County telephones

    4. Prepare periodic situation reports and submit to the Infrastructure Branch Director.

- Resource support requests, received by ESF-2, will be evaluated, prioritized and acted upon if the resource request is technically practical and within the objectives for the incident, response or recovery.

Organization

ESF-2 operates within the Infrastructure Branch.

- The Edgecombe County Communications Center, in conjunction with the Infrastructure Branch Director, is responsible for the operation of ESF-2.

- The Infrastructure Branch Director is responsible for coordinating the attendance and participation of designated agencies within the ESF-2 support team in meetings, conferences training sessions, and exercises.

- The Infrastructure Branch Director and the ESF-2 support team will, on an annual basis, review and revise, as necessary, the applicable sections of the Edgecombe County EOP.

- The Infrastructure Branch Director, along with the Communications Director, will establish and maintain a database of available and obtainable resources that may be employed as required during or after an incident or disaster.

- The Infrastructure Branch Director, along with the Communications Director, will develop and maintain a database of emergency contact information.

- The overall administration and coordination of the ESF-2 team will be the responsibility of the Infrastructure Branch Director, his or her duties will include:
    1. The establishment and maintenance of an ESF-2 duty roster, insuring 24-hour continuity of operation when required;

    2. Maintenance and timely issuance of situation reports to the Operations Section Chief; and

    3. Amateur radio operations within the EOC are limited. The ARES Emergency Coordinator governs the operation of ARES within the EOC. The ARES Coordinator reports to the Infrastructure Branch Director.

COMMAND AND CONTROL (C2)

- As the lead agency, the Edgecombe County Communications Center will manage and control the operation of ESF-2.

- The procedure for receiving, prioritizing, and acting upon emergency communication resource requests is as follows:

    1. The Infrastructure Branch Director receives the resource request from one of the other Branch Directors or from the Operations Section Chief. The request is then passed on to the ESF-2 lead agency;

    2. The ESF-2 lead agency sends the request to the ESF-2 team for evaluation and prioritization based upon available equipment and manpower; and

    3. The lead agency will advise, in writing, an estimated completion time and submit the estimate to the Infrastructure Branch Director.

Edgecombe County Emergency Operations Plan

Communications Systems

- The primary communication system in use by Edgecombe County Agencies is the Sudden Link telephone system.

- The Edgecombe County Communications System consist of the following components:

  - Sudden Link: Phone System

  - Digital Phone system in the EOC

  - Digital Cellular Telephones

  - VHF and UHF radio systems
    One VHF repeater site for Edgecombe County
    One VHF repeater has an offline backup system at a backup repeater site
    One UHF repeater site for Edgecombe County
    Two UHF repeaters have an offline backup system at a backup repeater site
    2 repeated VHF frequency pairs
    8 simplex VHF frequencies
    8 repeated UHF frequency pairs
    6 simplex UHF frequencies

  - 800 MHZ Trunking Radios (VIPER)
    1 radio for each agency head
    8 tactical County wide talk groups
    Talk groups with surrounding Counties
    Talk group with NC EM Central Branch
    Other Statewide talk groups

    3 mobile phones

  - Amateur Radio HF radio capabilities

- The employment of the these communication systems enables the County EOC to receive and transmit information to the municipalities, other local and state agencies, the state EOC, and various ESF groups,

- Functional tests of the EOC communications system are performed monthly, as well as, during each radiological and hurricane exercise.

ESF-2 Interface

ESF-2 interfaces with all support groups, both in the operations arena and in the support section.

Responsibilities

It is the responsibility of ESF-2 to establish and maintain a liaison with all recognized communication groups, as required, within Edgecombe County, including the following:

- Governmental agencies
- Private industry
- Electronic media
- Amateur radio (ARES / RACES)
- It is the responsibility of ESF-2 to maintain the operational status of all communication systems and to ensure the timely transmission and receipt of messages with sufficient clarity.

Preparedness

During the preliminary phases, prior to the advent of an event a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions:

1. Have appropriate personnel trained to the awareness level of the National Incident Management System (NIMS);
2. Contact the designated ESF-2 agencies;
3. Arrange for 24-hour continuity of operations and set up the duty roster, as conditions require;
4. Test all communication systems;
5. The ESF-2 lead agency establishes contact with the state ESF-2 counterpart; and
6. Note any communication system that EM not meet operational status and report to the Infrastructure Branch Director.

Response

The response phase of an event requires that a number of tasks be accomplished by ESF-2. The following represents a list of those basic response actions:

1. Receive, evaluate, and support resource requests for ESF-2;

2. Arrange for 24-hour continuity of operation and review periodically;

3. Establish duty roster and sign in/out log;

4. Confirm operational status of all local communication systems, including those established at mass care and shelter facilities;

5. Establish contact with the municipalities and state EOC. Repeat operational status checks periodically;

6. Review preliminary vulnerability and create an evaluation based upon predicted incident conditions and transmit situation report to the Infrastructure Branch Director; and

7. Collect information relative to ESF-2 and prepare situation reports on a frequency to be determined by the Operations Section Chief.

Recovery

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon ESF-2. The following represents a list of those basic recovery actions:

1. Receive, prioritize, and evaluate recovery resource requests;

2. Check communication systems for operational status in emergency shelters, mass care facilities, feeding sites, distribution sites, staging areas, and disaster application centers;

3. Plan and execute the repair, replacement or relocation of communication system equipment to meet the communication needs of the disaster workers; and

4. Continue the maintenance of 24-hour continuity of operation. Ensure that adequate shift overlap time is provided for the orderly transfer of shift operations.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-3 PUBLIC WORKS & ENGINEERING

GENERAL

Introduction

ESF- 3 addresses the issue of public works and engineering during the response and recovery phases of a disaster.

Assumptions

Identification of vital facilities will make it possible to predict the consequences of disaster and to expedite the response of necessary resources from outside the area of impact.

Knowledge of the location and function of vital facilities will reduce the dependence on unwritten or assumed information.

Knowledge of vital facilities will expedite damage assessment and loss estimation.

The identification of vital facilities allows for the prioritization of post disaster restoration.

Debris is a predictable consequence of most disaster situations, as is the damage to utility distribution systems.

Edgecombe County Government, and municipalities within the County, will have limited public works capabilities.

Edgecombe County has identified landfill sites for debris disposal.

Edgecombe County and its municipalities will require assistance from State agencies and other localities for significant debris removal and for utility restoration.

The road system in Edgecombe County is mostly State-owned and maintained; therefore, North Carolina DOT will take a lead role in clearing roads and bridges on state maintained roads following a disaster.

Streets and bridges owned by municipalities will be the responsibility of the municipality. It shall be their responsibility to provide the clearing and removal of debris.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

Lead Agency

The Lead Agency role for ESF 3 will be shared by the four agencies responsible for Public Works during a Disaster. The Agencies are:

Edgecombe County Public Works

Edgecombe County General Services for Edgecombe County owned facilities;
Edgecombe Water and Sewer

NC DOT for State maintained highway issues, and

Public Works for the City and Towns within Edgecombe County.

Support Agencies

Telephone Company
Edgecombe County Building Inspections Department
Edgecombe County Cooperative Extension Service
Edgecombe County Solid Waste Management
Edgecombe County Emergency Management Office
Edgecombe County Parks & Recreation Department
Edgecombe County Planning and Zoning Department
Progress Energy
PSNC Energy
Charter Cable

Scope

The <u>available</u> resources of ESF-3 may be defined as the personnel, technology, equipment, and supply resources. The <u>obtainable</u> resources may be defined as the personnel, technology, equipment, facilities, material, and supplies obtainable from contractors, vendors, suppliers, related agencies of federal, state, and local governments, and public and private associations or organizations.

Purpose

It is the responsibility of ESF-3 to provide and coordinate public works and engineering services to the County EOC effort during the response, recovery, and mitigation phases of a disaster.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

The resources of ESF-3 will be employed in the event of an incident or disaster to accomplish the following:

Emergency debris clearance for the restoration of basic transportation in order to provide access to vital facilities;

Emergency repair, rerouting, or closure of damaged facilities;

Emergency repair or closure of potable water, sanitary sewer, storm water collection, generators, and electrical distribution systems;

The emergency stabilization or demolition of public and/or private structures to facilitate search and rescue or to protect the health and welfare of the community;

Perform the initial survey of infrastructure damage and prioritize preliminary repair;

Perform a vulnerability survey and assessment of damage to hazardous waste storage, generation, distribution and disposal sites; and

Restoration of electrical, telephone, natural gas and cable television systems.

CONCEPT OF OPERATIONS

As the lead agency for their respective jurisdiction, the four agencies will notify agencies to activate previously identified personnel to the duty roster in the Edgecombe County EOC.

It will be the responsibility of the Infrastructure Branch Director to notify all ESF-3 agencies of any pending incident or emergency and to advise them of when and where their designated personnel are to report for duty, if activation is required.

It will be the responsibility of ESF-3 Team to review and assess developing infrastructure and engineering problems and respond in the following manner:

Prepare periodic situation reports and submit to the Infrastructure Branch Director; and

Assess ESF-3 related problems, develop corrective measures, and submit response and short-term recovery action plans to the Infrastructure Branch Director.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

Organization

ESF-3 operates within the Infrastructure Branch under the Operations Group Leader.

The Infrastructure Branch Director is responsible for coordinating the attendance and participation of ESF-3 in meetings, conferences, training sessions, and exercises.

The Infrastructure Branch Director and ESF-3 support team will, on an annual basis, review and revise, as necessary, the applicable sections of the Edgecombe County EOP.

The Infrastructure Branch Director, along with the lead agency, will develop and maintain a database of emergency contact information.

ESF-3 will establish and maintain a database of resources that may be employed as required during or after an incident or disaster. The database will include engineering services, construction resources and any materials that may require pre-positioning in the preparation phase of an anticipated incident or disaster.

The overall administration and coordination of ESF-3 will be the responsibility of the four ESF-3 lead agency EOC representatives whose duties will include:

The establishment and maintenance of an ESF-3 duty roster insuring 24-hour continuity of operation when required;

Maintaining the timely issuance of situation reports, as appropriate, to the Infrastructure Branch Director; and

Designated ESF-3 personnel must have the authority of their individual agencies to commit available and obtainable agency resources without having to secure approval from any other management level.

COMMAND AND CONTROL (C2)

The procedures for receiving, evaluating, and prioritizing resource requests is as follows:

ESF-3 receives the resource request from the Infrastructure Branch Director;

ESF-3 will then prioritize the request based upon urgency, available manpower and equipment resources;

ESF-3 will then advise in writing, an estimated completion time and submit this to the Infrastructure Branch Director; and

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

Each agency within ESF-3 is individually responsible for the maintenance of an inventory of available and obtainable resources including vehicles, equipment, facilities, personnel, and material.

Communications Systems

The Edgecombe County Communications System consist of the following components:

Phone System

Digital Phone system in the EOC

Digital Cellular Telephones

VHF and UHF radio systems
One VHF repeater site for Edgecombe County
One VHF repeater has an offline backup system at a backup repeater site
One UHF repeater site for Edgecombe County
Two UHF repeaters have an offline backup system at a backup repeater site
2 repeated VHF frequency pairs
8 simplex VHF frequencies
8 repeated UHF frequency pairs
6 simplex UHF frequencies

800 MHZ Trunking Radios (VIPER)
1 radio for each agency head
8 tactical County wide talk groups
Talk groups with surrounding Counties

Talk group with NC EM Central Branch
Other Statewide talk groups
3 mobile phones

Amateur Radio HF radio capabilities

ESF-2 Interface

ESF-3 may interface with any of the represented ESF's within the Edgecombe County EOC.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

Preparedness

During the preliminary phases prior to the advent of an event, a number of preparatory tasks must be accomplished. The following represents a list of those basic preparatory actions:

Have appropriate personnel trained to the operations level of the ICS and NIMS;

Contact the designated ESF-3 personnel;

Arrange for sufficient staff to provide for a continuous 24-hour continuity of operation at the EOC;

Confirm and initiate the point of contact databases within each ESF-3 support group as they activate;

ESF-3 lead agency then establishes contact and liaison with the state ESF-3 at the state EOC;

Perform a preliminary vulnerability evaluation based upon predicted conditions and transmit to the Infrastructure Branch Director; and

Confirm operational status of all notification, communication and support systems relevant to ESF-3.

Response

The response phase of an incident or disaster requires that a number of tasks be accomplished by ESF-3. The following represents a list of those basic response actions:

Receive, distribute, and evaluate support and response resource requests;

List items for inclusion in the situation reports;

Collect information and prepare situation reports on a frequency to be agreed upon with the Operations Group Leader; and

Review team rosters to ensure continuity of operation.

Recovery

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon ESF-3. The following represents a list of those basic recovery actions:

Receive, distribute, and evaluate resource requests for the area affected by the incident or disaster;

List items for inclusion in the briefings and situation reports;

Activate the deployment of initial damage assessment teams, mutual aid teams, and other emergency work teams in the disaster area as required; and

Continue the maintenance of continuity of operation. Insure adequate shift overlap to allow for transmission of information.

ESF-4 FIREFIGHTING

GENERAL

Introduction

ESF-4addresses the issue of firefighting during the response and recovery phases of a disaster.

Assumptions

- Fire Departments will be called upon to assist with rescue and extrication of trapped persons, as well as searches, emergency debris removal on primary roadways, evacuations, reconnaissance, traffic control and security.

- Mutual aid agreements exist among fire departments within Edgecombe county; some agreements exist with departments in neighboring counties.

- Existing fire and rescue personnel and equipment will be able to cope with most emergency situations through the use of mutual aid agreements.

- Fire Departments will become a community focal point and source of public information, when normal communications are disrupted by disaster.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

Lead Agency

Edgecombe County Fire Marshal's Office

Support Agencies

- Edgecombe County Emergency Management Office
- 1100 Fire Department
- 12 Fire Department
- 13 Fire Department
- 14 Fire Department
- 15 Fire Department
- 16 Fire Department
- 17 Fire Department
- 18 Fire Department
- Edgecombe County Rescue (EMS)
- Mutual Aid Departments from: Whitakers, Battleboro, Sharpsburg, Sharp Point

Edgecombe County Emergency Operations Plan

Scope

The ESF-4 lead and appropriate support agencies will become operational when the Edgecombe County Emergency Operations Center (EOC) activates at a Level III, or II in response to any major emergency or disaster.

- The available resources of ESF-4 include personnel, facilities, equipment, vehicles and supplies.

- The obtainable resources of ESF-4 are personnel, equipment, vehicles and supplies from federal, state and local governments, as well as private organizations.

Purpose

It is the responsibility of ESF-4 to provide and coordinate fire protection and suppression services within the County during response and recovery phases of a disaster. This is to be accomplished by use of the available and obtainable resources, which will be deployed to achieve the following:

- Fire Suppression;

- Conduct search and rescue operations;

- Inspect facilities to determine if fire hazards exist that endanger the occupants and community;

- Inspection of fire hydrants to assure operation and adequate water supply prior to repopulation of a community;

- Support ESF-8 in providing medical assistance for disaster victims; and

- Support ESF-8 in assuring adequate EMS coverage in impacted areas prior to re-population of communities.

CONCEPT OF OPERATIONS

- The Edgecombe County Fire Marshal's Office is the lead agency for ESF-4.

- The Public Safety Branch Director will notify the ESF-4 primary contact in the event of an incident or disaster.

- ESF-4 shall monitor developing problems, prioritize and develop plans to mitigate incidents or concerns.

Organization

- ESF-4 operates within the Public Safety Branch under the Operations Section Chief.
- The Public Safety Branch Director is responsible for managing the availability and participation of designated individuals within ESF-4.
- The Public Safety Branch Director will review and update this section of the Edgecombe County EOP as needed or annually at a minimum.
- The Public Safety Branch Director will coordinate with the ESF-4 lead agency to maintain an emergency contact list.
- Edgecombe County Fire Marshal's Office, as lead for ESF-4, will be required to establish and maintain a database of available resources that may be required for a disaster.
- Designated ESF-4 personnel must have the delegated authority of their agency to commit and procure resources as needed.

COMMAND AND CONTROL (C2)

The procedures for receiving, evaluating, prioritizing and dispatching firefighting resource requests is as follows:

1. ESF-4 may receive resource requests from the Operations Section Chief, a Branch Director, or any agency representative in the EOC;
2. The ESF-4 prioritizes these resource requests based upon urgency and available resources;
3. ESF-4 will then annotate, in WebEOC, an estimated completion time and cost;
4. It is the responsibility of the Public Safety Branch Director to monitor any and all resource requests aligned with ESF-4 and assure appropriate action is taken;
5. If the resource request exceeds available resources, a request is made to the Logistics Group for mutual aid;
6. ESF-4 has a direct link communication to the respective command post; and

7. ESF-4 will interface with the Public Safety Branch Director to expedite the priorities of the function. The Public Safety Branch Director will facilitate and act as the liaison between the ESF and the other branches.

Communications Systems

- The Edgecombe County Communications System consist of the following components:

  - Phone System

  - Digital Phone system in the EOC

  - Digital Cellular Telephones

  - VHF and UHF radio systems
    One VHF repeater site for Edgecombe county
    One VHF repeater has an offline backup system at a backup repeater site
    One UHF repeater site for Edgecombe county
    Two UHF repeaters have an offline backup system at a backup repeater site
    2 repeated VHF frequency pairs
    8 simplex VHF frequencies
    8 repeated UHF frequency pairs
    6 simplex UHF frequencies

  - 800 MHZ Trunking Radios (VIPER)
    1 radio for each agency head
    8 tactical Countywide talk groups
    Talk groups with surrounding Counties
    Talk group with NC EM Central Branch
    Other Statewide talk groups
    3 mobile phones

  - Amateur Radio HF radio capabilities

ESF- 4 Interface

ESF – 4 interfaces with ESF 8 (Health & Medical), ESF 6 (Mass Care), ESF 9 (USAR), and ESF 10 (HazMat)

Preparedness

During the preliminary phases prior to a disaster, the following tasks must be accomplished:

1. Contact the designated ESF-4 support personnel;

2. Arrange for 24-hour coverage;

3. Establish communications with State EOC ESF-4;

4. Perform a preliminary vulnerability evaluation based upon predicted conditions and transmit to the Public Safety Branch Director;

5. Confirm operation of all notification and communication systems; and

6. Acquire an updated inventory list of available resources from all firefighting agencies within the County.

Response

The response phase of an incident or disaster requires that a number of tasks be accomplished byESF-4. The following represents a list of those basic response actions:

1. Receive, distribute, and evaluate resource requests;

2. Make arrangements for hosting out-of-county ESF-4 responders;

3. List items for inclusion on the Situation Reports (SITREPS); and

4. Maintain a duty log.

Recovery

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon ESF-4. The following represents a list of those basic recovery actions:

1. Receive, distribute, and evaluate resource requests;

2. List items for inclusion on the SITREP; and

3. Establish staging areas of mutual aid responders and deploy these teams as needed

Edgecombe County Emergency Operations Plan

ESF-5 PLANNING & INTELLIGENCE

GENERAL

Introduction

Following an event, the EOC is responsible for conducting an initial situational assessment and determining the location and numbers of impacted populations (in coordination with neighboring jurisdictions affected by the disaster).

ESF-5 is responsible for the collection, analysis, evaluation, and dissemination of information regarding an emergency or disaster. The Planning and Intelligence ESF assesses the incident, the impact of the incident, develops action plans to guide the direction of the response and recovery phases, and plans for the demobilization of the Edgecombe County EOC.

The EOC leadership then decides whether the incident will require commodities, supplies, equipment, or teams in the incident area, as well as the need for staging areas (LSAs) and Points of Distribution (PODs). While the scope of the emergency is being determined, appropriate staff should be alerted to support the EOC Logistics Section in coordinating delivery of required resources to sustain operations.

Assumptions

Disasters can produce high casualties and/or displaced persons possibly approaching a magnitude of thousands. Local economic and logistics infrastructure may be significantly disrupted, destroyed, or over-extended as a result of the event. A disaster incident may trigger a Presidential Disaster Declaration immediately or soon thereafter. Multiple jurisdictions will have to work together to share emergency commodities during a disaster. Incidents may result from a man-made hazard (such as a chemical plant explosion), disease epidemic, or a major predictable, or unpredictable, natural event (such as a tornado or hurricane) or terrorism-related chemical, biological, radiological, nuclear or high yield explosive attack. Multiple incidents may occur simultaneously or sequentially in contiguous and/or noncontiguous areas. An incident may occur with little or no warning. However, hurricanes are generally detected a few days before landfall, and they have a projected path, allowing time to prepare. The event may result in significant disruptions (for an extremely long duration of time) of critical infrastructure including transportation, commodities distribution, energy, telecommunications, public health and medical systems. Normal forms of communications may be severely interrupted, if not destroyed, during the early phases of a disaster. Transportation to impacted areas may be disrupted due to damaged roads, bridges, rail, and airports. The limited capability to refuel delivery vehicles within an affected jurisdiction may become a critical factor in planning.

Unaffected jurisdictions may be requested to provide personnel and equipment to Edgecombe County for distribution support. It is probable that Local public safety personnel who normally respond to such events may be among those affected and unable to perform their duties.

Lead Agency

Edgecombe County Emergency Management Office

Support Agencies

Edgecombe County Fire Marshal's Office
Edgecombe County Sheriff's Department
Police Department
Edgecombe County Information Technology Department
Edgecombe County Communications Center
N.C. State Highway Patrol
N.C. Emergency Management (Fusion Center)

Scope

ESF-5 is utilized when the EOC is activated at a Level II or greater. While the responsibilities and objectives of ESF-5 do not change with the levels of activation, the means by which the objectives are accomplished is based on the complexity of the response and the number of available personnel to assist the EOC.

Purpose

The Planning and Intelligence function of the Edgecombe County EOC is responsible for the collection, analysis, evaluation, and dissemination of information regarding an incident. Information is needed to:

Understand the scope of the current situation/incident;

Predict the probable course of incident events;

Prepare alternative strategies and operations of the incident;

Develop action plans to guide the direction of response and recovery efforts; and

Disseminate plans and information to the appropriate audiences via the most effective means.

Edgecombe County Emergency Operations Plan

Policies

The available and obtainable resources of the Planning and Intelligence function will be employed in the event of an emergency or disaster to accomplish the objectives outlined in the Edgecombe County EOC Planning and Information Group's Standard Operating Procedures (SOPs). The objectives include the following:

Utilizing the NIMS Planning "P" process;

Obtain initial briefing regarding the incident;

Receive briefing on initial information from the EOC Manager and/or Duty Officer;

Discuss with the EOC Manager, the level of involvement in the incident for the EM and the EOC;

Obtain a summary of resources and agencies currently involved in the response to the incident (if any);

Prepare an initial strategy (i.e., Incident Action Plan) for the immediate future (i.e., the next 4 to 24 hours);

Establish time intervals for operational periods;

Prepare a list of all agencies, departments, and/or individuals that will be contacted and represented at the EOC for activations;

Compile and display incident assessment and status information;

Develop alternative response or recovery strategies;

Identify need for use of specialized resources;

Provide periodic predictions on incident potential;

Prepare and distribute the Incident Action Plan; and
Prepare an EOC demobilization plan.

CONCEPT OF OPERATIONS

In the event of an emergency or disaster, the Edgecombe County EM, as lead agency of ESF-5, will assign previously identified personnel to the Planning and Intelligence group.

It will be the responsibility of the ESF-5 Leader to notify all ESF-5 support agencies and personnel of any pending incident or major emergency and to advise them of when and where the designated personnel are to report for duty should activation be required.

It will be the responsibility of the ESF-5 personnel to review and assess the developing incident information and accomplish the ESF objectives pursuant to the Edgecombe County EOC Planning and Information Group's Standard Operating Procedures.

Organization

ESF-5 operates as a sub-section of the Planning and Information Group of the Edgecombe County EOC. The Planning and Intelligence Team Leader, who reports to the Planning and Information Section Chief, manages the ESF.

The ESF-5 Team Leader is responsible for coordinating the attendance and participation of designated individuals in the incident planning process pursuant to the Edgecombe County EOC Planning and Information Group's Standard Operating Procedures.

The ESF team will meet annually to review and revise, if necessary, the applicable sections of the Edgecombe County EOP.

The Edgecombe County EM will develop and maintain a database of emergency contact personnel to staff the ESF-5 during activation of the EOC.

The overall administration and coordination of the ESF-5 team will be the responsibility of the Planning and Intelligence Team Leader as outlined in the Planning and Intelligence Section Standard Operating Procedures.

COMMAND AND CONTROL (C2)

The ESF-5 Team Leader, who reports directly to the Planning and Intelligence Section Chief, will coordinate actions taken by ESF-5.

ESF- 5 Interface

ESF-5 interfaces with all personnel and agencies in the EOC to obtain information relative to the incident.

The Planning and Information Section Chief will interface with ESF-5 at the State EOC to provide, coordinate, and share relevant disaster information and planning strategies necessary for addressing incident and disaster situations with the State EOC and all local response agencies.

ESF-5 is responsible for the mission tracking and message center that receives all incoming messages not specifically directed to an ESF. Each message is transcribed and delivered to the appropriate agency for action, as are all interagency communications and requests.

Preparedness

During the preliminary phases prior to an emergency or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those basic preparatory actions:

Have appropriate personnel trained to the awareness level of the ICS and NIMS;

Discuss with the EOC Manager, the level of involvement in the incident for the Edgecombe County EM and the EOC;

Obtain a summary of resources and agencies currently involved in the response to the incident (if any);

Prepare an initial strategy, if possible;

Prepare a list of all agencies, departments, and/or individuals that will be contacted and represented at the EOC for activation;

Assemble alternative strategies;

Identify need for use of specialized resources; and

Provide periodic predictions on incident potential.

Response

The Planning and Intelligence team will assist in the implementation of the EOC Planning and Information Section Standard Operating Procedure by doing the following:
Establish time intervals for operational period cycles. Arrange for 24-hour continuity of operation utilizing support agency staff as required. Provide for a shift overlap to insure continuity of information and planning;

Input information from the Operations Group and compile informational maps using county GIS programs;

Compile and display incident assessment and status information on the white boards in the Planning Section; incorporate into incident action plans;

Assemble alternative strategies;

Identify need for use of specialized resources;

Collect and process information regarding recovery activities while the response phase of the disaster is on-going;

Develop incident action plans to identify projected operational objectives and requirements for the recovery phase;

Anticipate the types of recovery information the Operations Group will require; and

Compile information to support recovery activities.

Recovery

The recovery phase of an emergency or disaster places an entirely new set of duties and responsibilities upon ESF-5. The following represents a list of those basic recovery actions:

Assist the Operations Section and the Infrastructure Branch in developing long-term recovery strategies; incorporate these strategies into the incident action plans;

Work with state and federal agencies by sharing appropriate information that works to ensure coordinated recovery efforts; and

Prepare an EOC demobilization plan.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-6 MASS CARE

GENERAL

Introduction

ESF-6 addresses the issue of providing mass care during the response and recovery phases of a disaster.

Assumptions

Local grocery stores, restaurants and other business will support initial shelter/mass care operations with donations or sale of emergency supplies.

For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.

A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

Evacuees will be provided with public information in the shelter concerning the emergency event.

Following a major disaster there will be an overabundance of unsolicited goods delivered to the disaster area by well-intended citizens outside the impacted area.

Lead Agency

Edgecombe County Department of Social Services

Support Agencies
American Red Cross
Edgecombe County School System
Edgecombe County Department of Human Services (DHS)
Edgecombe County Health Department
Edgecombe Housing Authority
Edgecombe County Sheriff's Office
City of Tarboro Police Department
Edgecombe Area Chamber of Commerce
Town of Tarboro Police Department
County & Municipal Fire Departments
Salvation Army
Voluntary Organizations Active in Disaster (VOAD)

Edgecombe County Emergency Operations Plan

Scope

ESF-6 will coordinate and plan the following activities:

Open and operate emergency shelters for people who must evacuate due to a disaster or a potential threat. Make provisions for temporary housing for people whose homes are uninhabitable after the disaster;

Provide food and water to the emergency shelters, disaster relief centers and other established feeding sites;

Provide comfort items and services to people affected by or responding to the disaster. This would include social and mental health services; and

Provide centralized registration and inquiry service on evacuees.

Purpose

It is the responsibility of ESF-6 to provide and coordinate mass care services to the county emergency management effort during response and recovery phases of a disaster. Mass Care services are designed to provide for basic human needs before, during and after a disaster.

Mass Care includes services such as temporary sheltering, feeding, first aid, clothing, disaster welfare information, mental health assistance and a transition from pre-disaster response to post-disaster recovery.

The Edgecombe County Department of Social Services will be the lead agency for ESF-6 so that County personnel can be reimbursed for participation in ESF-6 activities.

Policies

Provisions for mass care will be activated when deemed necessary by the Office of Emergency Services (EM).

EM will make determinations as to which populations need to be evacuated.

EM will work in conjunction with ESF-6 to determine suitable shelter sites and timeframes.

The American Disabilities Act (ADA) will be the basis for providing access to Mass Care sites to the extent possible. Primary and secondary shelters are ADA compliant.

Requests for mass care services will be directed to the Human Services Branch Director andESF-6.

ESF-6 will work with all other ESFs who have responsibilities related to and affecting mass care.

The mass care resources of ESF-6 may be utilized during times when the Edgecombe County EOC activates at a Level II, or I in response to any major emergency or disaster.

The available resources of ESF-6 include personnel, facilities, equipment, vehicles, and supplies.

The obtainable resources of ESF-6 are personnel, equipment, vehicles, and supplies of related agencies, Federal, State and local governments, public and private organizations.

CONCEPT OF OPERATIONS

In the event of an impending or actual disaster, the agencies and organizations of ESF-6 will assign designated personnel to the Edgecombe County EOC.

Should activation be required, the Human Services Branch Director will notify all ESF-6 agencies of an incident and provide them with the time and location their personnel will need to report.

ESF-6 shall review developing problems, prioritize, and develop plans to mitigate incidents or concerns. These plans will be forwarded to the Human Services Branch Director.

Organization

ESF-6 operates within the Human Services Branch.

COMMAND AND CONTROL (C2)

The establishment of priorities and the initiation of emergency work for mass care during the response and recovery phases will be handled by ESF-6. The procedures for receiving, evaluating, prioritizing and dispatching mass care resource requests are as follows:

- The Human Services Branch Director receives the resource request;
- The Human Services Branch Director provides the requests to ESF-6 for evaluation;
- ESF-6 will prioritize requests based upon urgency and available resources;

- ESF-6 will then advises, in writing, an estimated completion time and provide this to the Human Services Branch Director;

- If the resource request exceeds obtainable resources, a request is made to the ESF-7A, (Resource Support);

- Each agency under ESF-6 shall maintain an inventory of available and obtainable resources including vehicles, equipment, material, and personnel;

- Each ESF-6 agency will be responsible for the positioning, logistics, and management of its individual resource inventory;

- The Edgecombe County Department of Social Services is the lead agency for ESF–6 in charge of all sheltering operations and evacuation centers for general populations in Edgecombe County;

- The Edgecombe County EM and the Edgecombe County Health Department are the lead agencies responsible for the operations of the Special Needs Shelters;

- The Edgecombe County Department of Social Services will maintain a registry of all people who are in evacuation centers;

- The Edgecombe County Department of Social Services will provide information on the people who are in the Special Needs Shelters;

- This information will be compiled and utilized by the American Red Cross Safe and Well website www.safeandwell.org, or one of many programs that assist family members in locating friends and family during a disaster.

- Emergency shelters will be opened when an emergency situation requires the evacuation and sheltering of people. The EM coordinates the opening and closing of centers with all involved agencies. Shelters are closed when it is determined that they are no longer needed or alternative arrangements have been made for persons who are unable to return to their homes;

- The Edgecombe County Department of Social Services is responsible for the registration in the general population shelters. The Edgecombe County EM has recruited county personnel for the management and registration positions and providing logistical support for the emergency shelters;

- The Edgecombe County Departments of Social Services and Health are responsible for the staffing activities in the general population shelters;

- The American Red Cross will assist in the feeding and other activities in the general population shelters;

- The Edgecombe County Health Department and Department of Social Services are responsible for coordinating medical personnel and supplementing other personnel as needed at the shelters. The American Red Cross will supply support for food and water supplies after the initial supply at each shelter has been utilized;

- Municipal Police, Edgecombe County Sheriff's Department, and contracted county security agencies will provide shelter security. The Edgecombe County Sheriff's Department is the lead agency for coordinating security at each location;

- The American Red Cross is responsible for training the shelter management personnel for the emergency shelters run by the American Red Cross.

- Each shelter site normally has a supply of USDA bulk food stored in its facility for use during evacuations. Edgecombe County School cafeteria and custodial personnel will be on hand to provide cooking and cleaning services.

Communications Systems

Emergency shelter sites are equipped with phone and fax capability. Amateur radio operators will be assigned to each shelter location along with the necessary communication equipment.

ESF- 6 Interface

ESF-6 will coordinate directly with other Human Service agencies for support services.

ESF-6 will coordinate through the Human Services Branch Director for support from other ESFs outside of the Human Services Branch.

ESF-6 will exhaust all obtainable resources before turning a request for logistical support over to ESF-7A (Resource Support).

The American Red Cross will coordinate with appropriate agencies to make provisions for resources of food, water, and other items deemed necessary to be distributed from mass feeding sites.

Responsibilities

ESF-6 is responsible for the planning and provision of mass care services.
ESF-6 is responsible for coordinating the availability and participation of designated individuals within the support team as needed.

The lead and support agencies will work with the Human Services Branch Director to update the appropriate sections of the Edgecombe County EOP as needed.

The Human Services Branch Director will coordinate with the lead and support agencies to maintain an emergency contact list.

Each ESF-6 lead and support agency will be required to establish and maintain a database of available resources that may be required for a disaster.

The overall administration and coordination of mass care include collaboration between the Human Services Branch Director and the ESF-6 agencies and organizations.

ESF-6 personnel designated to report to the EOC will have the delegated authority of their agency to commit available resources and procure obtainable resources as needed.

Preparedness

During the preliminary phases prior to a disaster, the following tasks must be accomplished:

Have appropriate personnel trained to the awareness level of the ICS and NIMS;

Contact the designated ESF-6 lead and support personnel;

Determine the scope of services that will be required from ESF-6;

Develop and maintain a master list of the status of the emergency shelters and ensure this information is disseminated to the appropriate agencies;

Arrange for 24-hour (or appropriate) coverage within the EOC and other designated sites where mass care services are provided.

The ESF-6 lead agency will establish communications with State ESF-6 contact;

Assess the need for provision of services and perform a preliminary vulnerability evaluation based upon predicted conditions; and

Confirm operation of all notification and communication systems.

Response

The response phase of an incident or disaster requires that a number of tasks be accomplished byESF-6. The following represents a list of those basic response actions:

Evaluate the status and conditions of the emergency shelter sites to determine which centers should remain open;

Based on information received from the Damage Assessment Teams, determine if additional mass care services are needed and at what locations;

Receive, distribute, evaluate and act on resource requests for ESF-6 responders from outside the county;

Make arrangements to include sleeping accommodations for mutual aid responders;

List items for inclusion of the situation reports and action plans; and

Collect data and prepare reports as determined by the Operations Section Chief.

Recovery

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon ESF-6. The following represents a list of those basic recovery actions:

Monitor the conditions of evacuees and responders and provide needed services including food and water at shelter sites, and disaster relief centers on a priority basis;

Receive, distribute, evaluate and act on resource requests for the impacted areas;

List items for inclusion in briefings and action plans;

Establish system for the utilization of mutual aid resources and personnel;

Continue to produce situation reports for Human Services Branch Director as planned; and

Ensure adequate coverage for each shift.

Non-Emergency Activities

During non-emergency times ESF-6 agencies, in conjunction with the EM, will plan for, exercise and revise mass care functions. Activities will include:

Identifying, measuring, and contracting for appropriate facilities to be used as emergency shelter sites for a variety of disasters;

Recruit, screen, and train volunteers to provide essential services within emergency shelters;

Coordinate with the EM to revise and improve existing mass care plans; and

Coordinate with adjacent counties in terms of planning for hosting other counties should the need arise.

Edgecombe County Emergency Operations Plan

ESF-7A RESOURCE SUPPORT

GENERAL

Introduction

The main function of ESF-7A is to provide logistical support for the Edgecombe County Emergency Operations Center (EOC) through the acquisition of resources such as materials, equipment, and facilities any time that the EOC is activated.

Assumptions

During or following an event, the initial emergency response will be dependent upon local public and private resources.

Adequate local resources do not exist to cope with a catastrophic emergency/ disaster response.

The County will exhaust local resources before requesting resources from the state.

Identified public and private sector resources will be available when needed for response.

Necessary personnel and supplies will be available to support emergency response and recovery.

Lead Agency

Edgecombe County Emergency Services

Support Agencies

Edgecombe County Finance Office
North Carolina Division of Emergency Management
North Carolina National Guard
Private Sector
FEMA

Edgecombe County Emergency Operations Plan

Scope

ESF 7 will activate when the Edgecombe County EOC is operating at an activation Level II or greater in response to any major emergency or disaster. ESF 7 agencies will support emergency operations by supplementing the available and obtainable resources of response and recovery agencies. Available or existing resources refer to personnel, technology, equipment, supplies, facilities, and vehicles. Obtainable resources refer to personnel, technology, equipment, supplies, facilities, and vehicles that can be directly accessed through contractors, vendors, other agencies, governments and/or public or private groups. Emergency response agencies must be prepared to sustain themselves during the first 48 hours following the onset of an emergency or disaster.

Purpose

ESF-7A will provide logistical support to the operations of agencies and personnel at the Edgecombe County EOC. ESF-7A ensures that the needs of emergency responders and residents are prioritized so that additional resources can be located, secured, distributed, and utilized in the most effective manner possible during response and recovery operations.

Policies

In accordance with the Edgecombe County Commodity Receiving and Distribution Plan (CRDP), and the Edgecombe County Commodity Distribution Plan, ESF-7A will activate as members of the resource support team and will operate as follows:

Anticipate needs that will go beyond local resource capabilities by reviewing current inventory lists to establish those items that must be obtained from other sources (commercial, mutual aid, donations);

Compile local resource lists and establish agreements and contracts prior to the onset of an event;

Assign the highest priority in resource allocation decision making to meet the survival needs of disaster victims;

Assess and prioritize disaster-related needs on an ongoing basis to ensure the most efficient use of resources;

Obtain resources through one of several means, including local resource inventories or local agreements, donations, mutual-aid (local or statewide), or procurement;

Provide appropriate staging areas for the receipt, inventory, and organization of bulk resources (Receiving and Distribution Points);

Identify and operate facilities for the purpose of receiving and storing resources;
Identify and operate facilities that can operate as distribution points;
Identify and operate facilities that can operate as volunteer reception centers;

Identify facilities that can operate as base camps;

Coordinate effective transportation of resources to their destinations; and

Track resources from time of deployment to time of demobilization.

CONCEPT OF OPERATIONS

Organization

Resource Support is an emergency support function within the Logistics Group. In addition to the lead agency for an emergency support function, there are several support agencies. The agencies that comprise ESF-7A report directly to the Logistics Section Chief. The Edgecombe County EM, as the lead agency for ESF-7A, is responsible for the overall operation of the resource support function. Other identified support agencies are tasked with specific roles in support of ESF-7A based on their areas of expertise.

ESF-7A support agencies must appoint representatives who have the authority to commit and procure available and obtainable resources without requiring additional agency approval. These representatives must also have the authority to make decisions on behalf of their respective agencies.

COMMAND AND CONTROL (C2)

The Logistics Section Chief and the lead agency will work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts.

The Logistics Section Chief will be responsible for notifying the ESF-7A lead agency representative of any pending event. If appropriate, the lead agency representative will alert the support agencies of the potential for EOC activation.

If prior warning is available, the lead agency and appropriate support agency representatives will alert those suppliers with whom agreements or contracts are currently in place.

Edgecombe County Emergency Operations Plan

Preparedness

During the preliminary phases prior to the onset of an emergency or disaster, a number of preparatory tasks must be accomplished. They are as follows:
Have appropriate personnel trained to the awareness level of the ICS and NIMS;

Contact entities with which contracts, agreements or arrangements have been made for providing resources during emergencies or disasters;

Identify properties and facilities that can be used for staging areas for incoming resources, resource distribution points, base camps, volunteer reception centers, warehouses, and other functions as they arise;

Compile resource lists from EOC representative agencies;

Perform a preliminary needs assessment based upon predicted conditions and prior experience;

Receive resource requests for the Disaster Assistance Centers (DACs) and;

Ensure that agency representatives have access to forms and systems for tracking resources once they are deployed.

Note:
All agencies and departments co-located with the EOC or who are designated as support agencies for any Edgecombe County ESF are responsible for keeping their own available resource lists. Agencies should have this resource information readily available during the preparation stage.

Response

Once ESF-7A has been activated, it will carry out resource support response activities by addressing the following concerns:

Needs assessment;

Resource location and acquisition;

Distribution of resources; and

Tracking of resources

RECOVERY

Once the event subsides and critical needs have been met, the Logistics Section Chief and ESF-7A lead agency representative will direct staff and CRDP personnel to complete the following activities :(See CRDP Standard Operating Procedures).

Conduct a call-down of last known on-site contacts for each resource that has been deployed to verify its present status and location;

Contact all recipients of loaned equipment, supplies, or personnel and verify arrangements for return of items;

Arrange for disposal, relocation, or storage of excess donations and supplies;

Close facilities after verifying that all of the necessary paperwork has been completed;

Deactivate volunteers and staff as situation allows;

Continue to compile and prepare documentation relevant to any resources received through procurement or the Statewide Mutual-Aid Agreement; and

Determine if any donors or suppliers are willing to enter into agreements for future emergencies.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-7B VOLUNTEERS & DONATIONS

GENERAL

Introduction

ESF-7B coordinates volunteer services and donated goods during a disaster.

Assumptions

Suitable space and equipment are not currently available to receive, sort, and store the influx of donated goods.

Adequate personnel for donated goods operations will not be available.

Regional reception and distribution sites for donated goods will be established by the State.

Given the lack of local resources available to address ESF-7B, it is likely that the County will have to rely on the state to a large extent, to address issues related to ESF-7B.

Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods and services.

Unsolicited donations can be expected.

Donations of unsolicited, non-useful and unwanted goods can be expected. These include loose, unsorted clothing, worn out items, and extremely perishable items.

The timely release of information to the public regarding needs and collection/receiving points is essential to the management of donated goods and services.

The lack of an organized system of management for establishing needs, and for receiving, sorting, prioritizing, and distributing donations could result in chaos.

Local distribution sites should be reasonably convenient to the affected populations.

The collection and distribution of donated goods and services must be matched with the established needs.

Citizens and businesses of Edgecombe County will elect to donate money and goods to disaster victims.

Some donors will seek to bypass the distribution system established by the County.

An aggressive public information effort will expedite the distribution of goods, as well as limit an influx of unwanted goods.

It is inevitable that there will be a surplus of some donated goods that will require disposal.

Lead Agency

Request the NCEM State EOC to send a State Volunteers and Donations Management Team to be the Lead Agency.

Supporting Agencies

Scope

ESF-7B may become operational when the Edgecombe County EOC activates at Level II or greater in response to an emergency or disaster.

They manage all incoming volunteers and donations as well as requests for volunteers and donations.

All personnel, technology, equipment, facilities, goods, services, and cash received through donations from the community will be made available to support the response and recovery efforts of local government and private not-for-profit agencies.

Purpose

It is likely that in the event of an incident or disaster, well-intentioned unsolicited volunteers and donations will arrive in the County. In order to effectively manage the receipt of solicited and unsolicited volunteers and donated goods, it is necessary to have a coordinating entity to facilitate the receipt of such goods and services and to coordinate the use of spontaneous volunteers. In some instances it may even be necessary to recruit and train volunteers from within the County.

Edgecombe County Emergency Operations Plan

Policies

ESF-7B will be activated in the event of an incident or disaster to accomplish the following:

Provide a central location for the local, state, and federal community to offer donations and services to aid in the relief and recovery efforts;

Serve as an additional source of goods and services to support the response and recovery efforts of the agencies that are providing services to the impacted community;

Create an organized system for receiving, routing, and dispensing solicited and unsolicited donations of goods and services; and

Develop and maintain a computer based record keeping system for donations and volunteers.

CONCEPT OF OPERATIONS

ESF-7B will manage the receipt and deployment of volunteers and donations during an emergency activation.

Organization

ESF-7B is an emergency support function within the Logistics Group. Agencies that comprise ESF-7B report directly to the Logistics Group Leader. The Logistics Group Leader will coordinate with the state ESF-7B counterpart to provide directions and information for volunteers and drivers bringing donations into the County.

The Volunteers and Donations Management Team will serve as the lead agency for ESF-7B, and are responsible for the operations of the activities of the volunteers and donations section to include but not limited to:

The volunteers and donations phone bank and website;

Coordination of solicited and unsolicited volunteers; and

Coordination of the receipt and distribution of solicited and unsolicited donated goods.

Support agencies are tasked with specific roles within ESF-7B based on their areas of expertise. ESF-7B support agencies must appoint representatives who can work with the lead agency develop ESF-7B plans and who can accept responsibility for implementing the ESF-7B plan during emergencies or disasters. These representatives will have the authority to make decisions on behalf of their respective agencies.

COMMAND AND CONTROL (C2)

The Logistics Group Leader and the ESF-7B lead agency work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts.

The Logistics Group Leader is responsible for notifying ESF-7B of any pending incident or emergency and the location where the support agency personnel need to report in the event that the ESF-7B plan is activated.

The Logistics Group Leader and the ESF-7B lead agency will determine if the circumstances of the emergency necessitate the activation of a volunteers and donations phone bank and will take the appropriate steps accordingly.

ESF-7B will ensure that the volunteers and donations phone bank is appropriately staffed as well as continue to coordinate with the phone bank staff to ensure the receipt of donated goods and volunteers are matched with those agencies or individuals in need of the assistance. In the event that there are insufficient resources to man a separate phone bank, request will be handled by assigned staff within the Emergency Operations Center.

ESF-7B will prepare periodic situation reports and submit them to the Logistics Group Leader.

Preparedness

During the preliminary phases of an emergency or disaster, ESF-7B lead and support agencies must accomplish the following tasks:

Have appropriate personnel trained to the operations level of the ICS and NIMS;

Gather donations and volunteer resource availability lists from all ESF-7B support agencies;

Receive requests for donations and volunteer through ESF-7A (Resource Support);

Contact entities with which agreements are in place for donations and/or volunteers to assess their current availability; and

Mobilize appropriate personnel to set-up the equipment and supplies for the Volunteers and Donations Phone Bank and volunteer reception center.

Response

Once activated, ESF-7B will carry out their responsibilities as they pertain to the following areas:

Volunteers and donations phone bank and volunteer reception centers;

Resource database; and

Operation of donations warehouses and distribution sites.

Volunteers and Donations Phone Bank

The phone bank is the main vehicles used by ESF-7B to coordinate all incoming offers of donated goods and services. The ESF-7B lead agency and Logistics Group Leader will determine if activation of the phone bank equipment, staff, and toll-free telephone number is necessary. The phone bank is dedicated to receive calls from anyone who wishes to donate a good or service to the disaster relief effort. All calls not pertaining to offers of donated goods or services will be referred appropriately.

The Volunteers and Donations phone bank administrator, in cooperation with the ESF-7B lead agency, will ensure that the phone bank becomes operational. He or she will also manage all phone bank functions with the assistance of both the Donations and Volunteer Coordinators. Volunteer operators will staff the phone bank. The number of operators will be determined by the scale of the disaster and by the volume of incoming phone calls.

Operation of Donations Warehouses and Distribution Sites

The donation warehouse sites are large facilities used to store, inventory, sort, package, and prepare for the distribution of large volumes of donated goods. Warehouse sites should be located near the outskirts of the impacted disaster area(s) but preferably not within the impacted area(s). The intention of this placement is to limit the amount of traffic within the impacted area so as to keep the roads clear for emergency vehicles.

The donations warehouse sites should be large warehouse facilities with loading docks that have paved parking and turn-around areas, security fencing, and are

preferably located near a major highway, airport or rail line. The Distribution Sites are smaller locations strategically located throughout the impacted disaster areas. Once packaged, resources are transported from the donations warehouse sites to the distribution sites where the resources are most needed. Once properly packaged and authorized through the County EOC, resources can also be directly transported to distribution sites.

Distribution sites are the locations where disaster victims and relief and recovery agencies can pick-up needed resources. County or municipal government departments or private disaster relief agencies may operate them in certain instances. The number of sites will vary based on the extent of damage in the impacted areas.

When operating the phone bank, managing volunteer reception centers, and overseeing donations warehouse sites, the Volunteers and Donations Agency carries out the following functions:

Determination of resources and services needed to support the response operations;

Categorization of donations and volunteers;

Matching needs with donors;

Distribution of goods and volunteers to appropriate destinations; and

Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution. Donated items should be sorted according to the following categories:

Canned Goods (vegetables, fruit, meats, etc.)

Food Products (crackers, cereal, bread, etc.)

Baby Products (diapers, formula, wipes, etc.)

Bottled water (prefer 2 liter size bottles)

House Cleaning Products (spray cleaners, Windex, etc.)

Personal Hygiene Products (feminine hygiene, soap, shampoo, etc.)

Pet Products (dog/cat food)

When identifiable, unwanted goods should be refused.

<u>Determination of resources and services needed to support the relief efforts</u>

In consultation with the EOC General Staff, ESF-7A will make the initial identification of resource needs and will establish which needs are of the highest priority.

ESF-7A and the General Staff will prioritize the needs of the affected area(s) by evaluating information from a variety of sources. These sources include: damage

assessment teams, reports from all other field units (i.e. Police, Fire, and disaster response agencies), and reports from the general public received by 9-1-1.

The ESF-7A and Logistics Group Leader will refer needs that cannot be met through existing local resource inventories to ESF-7B, when appropriate.

ESF-7B will receive and evaluate incoming resource requests for possible donation or volunteer support.

ESF-7B will prioritize incoming requests so that the most vital needs are given primary attention. Needs affecting the life, safety, and health of the general public will be given highest priority.

Volunteer Services

Individuals who wish to volunteer their services are encouraged to contact a local disaster relief organization through public information campaigns and by the phone bank operators. The volunteers and donations phone bank maintains information on all offers of volunteer services in the computer database. ESF-7B will conduct training and orientation programs for volunteers.

Matching needs with donors

The volunteers and donations phone bank is responsible for matching all resource requests with donations and volunteers.

The computer database is the primary source of all information regarding available donated goods and services.

Requests without existing donation offers will be placed on a Donations Request List.

ESF-7B will prepare and submit to the Logistics Group Leader daily reports of those resource requests not matched with a donor.

Distribution of goods and volunteers to appropriate destinations

Donors of goods and services not assigned a destination for their offer will be asked to provide all the pertinent information regarding their donation.

ESF-7B may need to coordinate efforts with the state of North Carolina.

The phone bank operators discourage individuals from taking their donations or services to the disaster areas. Instead, operators gather information in order to match the

donated goods/service with a location where these items are needed or services requested.
In situations where the donation is a high priority item, the potential donor can deliver the goods to the donations warehouse site for storage or to a distribution site.

Goods at the donations warehouse sites are sorted, packaged, stored, and when appropriate, delivered to a designated distribution site as directed by either ESF-7B or ESF-7A.

Recovery

Once the event subsides and critical needs have been met, ESF-7B completes the following activities:

Deactivation of the toll-free Volunteers and Donations phone bank and staff and the website;

Coordinate with the 9-1-1 Communications Center and with the Public Information Officer to advise the public to contact specific disaster relief organizations if they wish to make additional donations or volunteer;

Work with ESF-7A (Resource Support) to arrange for the relocation of excess donated goods to charitable organizations; and

Prepare comprehensive reports on the amount and type of goods and services donated, items utilized and specific information on surplus items.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-7C MILITARY SUPPORT

GENERAL

Introduction

Military support is considered a state or federal resource, and as such is provided through standard operating procedures as a mission request to the N.C. State Emergency Operations Center. The North Carolina National Guard is typically the first echelon of support to local government, augmented by federal military support if the incident requires it. Should the need arise for military support a military liaison would be appointed for mission coordination. This position would report to the Operations Section Chief.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-8 HEALTH& MEDICAL

GENERAL

Introduction

ESF-8 addresses the provision of health and medical care during the response and recovery phases of a disaster.

Assumptions

Edgecombe County is served by Vidant Edgecombe Hospital located in Tarboro, NC.

The nearest trauma center is the Vidant/Pitt County. The travel time to this facility is approximately thirty minutes by ground and fifteen minutes by Air Medical Services.

A large-scale event will result in increased demands on Public Health, Emergency Medical Services and medical personnel, and any mass casualty event in Edgecombe County will quickly overwhelm limited response capabilities.

When local resources can no longer meet the demand of the situation, additional support will be requested through the local Emergency Operations Center Manager, who will in turn contact neighboring jurisdictions and the N.C. Division of Emergency Management.

County served EMS units rely solely on the Edgecombe County Communications system for paging and dispatching.

Disruption of the County's Communications system will severely impede delivery of pre-hospital medical services.

The Department of Social Services and the Health Department will maintain a current list of persons requiring special needs.

Catastrophic disasters may affect large areas of the County and surrounding counties, which could result in medical resources being damaged and/or destroyed.

Following a disaster many of the injured will be transported to medical treatment facilities by privately owned vehicles.

Debris on roadways will hamper EMS unit response

Edgecombe County Emergency Operations Plan

A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures, including establishing field medical treatment facilities and temporary morgue sites.

A large part of Edgecombe County is served by the City of Rocky Mount water treatment system. The remaining portion of the population is served by private well and private septic systems.

Following an event, the Health Department may have to take action to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of vectors, spoiled or contaminated food supplies and lack of functional sanitary facilities.

Lead Agency

Edgecombe County Health Department

Supporting Agencies

Vidant Hospital
Edgecombe County Rescue Advanced Life Support
Edgecombe County Fire Departments
Edgecombe County Emergency Management Office
Edgecombe County Sheriff's Department
Town of Tarboro Police Department
N.C. State Health Department
N.C. Office of Emergency Medical Services
N. C. Medical Examiner
American Red Cross
Voluntary Organizations Active in Disasters

Scope

The ESF-8 lead and support agencies will become operational when the Edgecombe County EOC activates at a Level II, or I in response to any major emergency or disaster.

Purpose

It is the responsibility of ESF-8 to plan for, mobilize, and manage health and medical services during the response and recovery phases of a disaster. ESF-8

will provide medical care, treatment, and support to disaster victims, response personnel, and the general public.

ESF-8 activities include evacuation of the injured, disposition of the dead, medical and special needs evacuations, and basic health considerations. These activities will be coordinated through the Human Services Branch Director.

The Edgecombe County Health Department has been tasked as lead agency for ESF-8.

Policies

It will be the responsibility of the ESF-8 to review and assess health and medical needs in the County in the event of an emergency or disaster.

After conducting a medical needs assessment of the County, ESF-8 will make preparations to obtain critical resources to meet those needs. A response and short-term recovery action plan will be submitted to the Human Services Branch Director.

ESF-8 will coordinate issues that go beyond medical intervention such as radiological, epidemiological, environmental health, communicable disease, hazardous material contamination and vector control.

ESF-8 will be responsible for coordinating the evacuation of stretcher bound patients from hospitals and nursing homes, if an evacuation becomes necessary.

Edgecombe County EM will coordinate with private and public EMS providers. The Edgecombe County EM will utilize prioritize dispatch to aid in evacuating facilities. The Tarboro Police Department and the Sheriff's Department will be responsible for escorting the ambulances evacuating from hospitals and nursing homes.

ESF-8 will also monitor the overall evacuation of residential health care facilities and identifying those facilities that need resources for recovery from an event.

The Medical Examiner will coordinate with Edgecombe county law enforcement agencies on the cause of death and identification of victims; with Funeral Directors on mortuary services and also identification of victims; and with the next of kin notification. The Health Department representative will be the liaison for the Medical Examiner at the Edgecombe County EOC. The Edgecombe County EM has developed a mass casualty plan outlining this coordination.

Resource management requests will be submitted through the Human Services Branch Director, who will then task ESF-8 agencies to provide the resource. If the resource is not available or obtainable through ESF-8, the Human Services Branch Director will submit a request to ESF-7A (Resource Support).

Emergency response personnel will receive counseling services as needed through the Critical Incident Stress Debriefing (CISD) that is provided to its employees by the

responding agency. Those agencies that have not implemented a CISD program may receive counseling services from state sanctioned CISD teams.

ESF-8 in cooperation with Environmental and Public Health will be responsible for the identification of contaminated foodstuffs. Edgecombe County Solid Waste Management, as a support agency of Environmental and Public Health will arrange for the collection and disposal of any contaminated foodstuff identified.

CONCEPT OF OPERATIONS

Each ESF-8 agency is responsible for identifying personnel that will be assigned to the EOC, shelter sites and disaster relief centers.

Emergency response measures may be exclusively dependent on local resources during the first 24 hours following an event. Preparations will be made by each ESF-8 agency to provide their own resources for this time period.

ESF-8 will prepare an initial inventory of available and obtainable resources for the purpose of determining where additional resources will be necessary.

The available resources of ESF-8 will include personnel, technology, facilities, medical equipment, vehicles and supplies.

The obtainable resources of ESF-8 are personnel, technology, facilities, equipment, vehicles, and supplies that can be accessed directly through contractors, vendors, other agencies, governments and/or public and private groups.

In the event of an incident or disaster, the Human Services Branch Director will notify all ESF-8 agencies and advise them of when and where their designated personnel are to report for duty should activation be required.

Organization

ESF-8 operates as a part of the Human Services Branch under the Operations Section Chief.

The Human Services Branch Director and ESF-8 agencies will review and update this section of the Edgecombe County EOP on an annual basis.

ESF-8 will develop and maintain a database of emergency contacts.

Each ESF-8 agency will establish and maintain a database of available and obtainable resources that may be required in a disaster.

Designated ESF-8 personnel represented in the EOC must have the authority of their individual agencies to commit available and obtainable resources without having to secure approval from any other management level.

COMMAND AND CONTROL (C2)

The procedures for receiving, evaluating, prioritizing, and dispatching health and medical resource requests are as follows:

The Human Services Branch Director receives the request from one of the Operations Section Chiefs or a support leader;

The Human Services Branch Director disburses the request to ESF-8 for evaluation and prioritization;

ESF-8 will prioritize the request urgency and available resources;

ESF-8 will advise in writing an estimated completion time and submit to the Human Services Branch Director;

If the resource request exceeds obtainable resources, ESF-8 will attempt to locate the resource through outside sources; and

A request may then be submitted to ESF-7A (Resource Support)

Communications Systems

The Edgecombe County Communications System consists of the following components:

Phone System

Digital Phone system in the EOC

Digital Cellular Telephones

VHF and UHF radio systems

One VHF repeater site for Edgecombe county
One VHF repeater has an offline backup system at a backup repeater site

One UHF repeater site for Edgecombe county
Two UHF repeaters have an offline backup system at a backup repeater site
2 repeated VHF frequency pairs
8 simplex VHF frequencies

8 repeated UHF frequency pairs
6 simplex UHF frequencies
800 MHZ Trunking Radios (VIPER)
1 radio for each agency head
8 tactical Countywide talk groups
Talk groups with surrounding Counties
Talk group with NC EM Central Branch
Other Statewide talk groups
3 mobile phones
Amateur Radio HF radio capabilities

ESF-8 Interface

Fire Fighting: Interface with ESF-4 (Fire Fighting) will be essential to ensure proper deployment of Fire-Rescue equipment and personnel along with requests for mutual aid if firefighting is a factor in the event.

EMS Providers: Interface will EMS providers will be essential to ensure proper deployment of ambulances and personnel along with requests for mutual aid if needed.

Communications: Interface with ESF-2 (Communications) will be essential for solving communication problems should established back-up systems malfunction.

Transportation: Interface with ESF-1 (Transportation) will be necessary to insure that debris is removed and that transportation routes are open.

Preparedness

During the preliminary phases prior to an incident or disaster, the following tasks must be accomplished:

Have appropriate personnel trained to the awareness level of the ICS and NIMS;

ESF-8 agencies will designate personnel to ensure 24-hour continuity of operations in the Edgecombe County EOC and in the field;

Coordinate with the Special Needs Coordinator in obtaining the list of people with special needs that require pre-hospital transportation;

The ESF-8 lead agency will establish contact with State ESF-8 designated representative;

Perform a preliminary vulnerability evaluation based upon predicted conditions; and

Confirm operation of all notification systems.

Response

The response phase of an incident or disaster requires that a number of tasks be accomplished byESF-8. The following represents a list of those basic response actions:

Obtain accurate census for health care facilities and people with special needs that require evacuation by ambulance;

Coordinate the evacuation of health care facilities with support from local volunteer, municipal fire rescue and private ambulance companies. Direct private ambulance companies in the evacuation of stretcher bound patients through the Health and Medical Group;

Coordinate the ground evacuation of people with special needs with local EMS and fire rescue departments;

Maintain contact with State ESF-8 representative. Determine whether to request an activation of the Disaster Medical Assistance Teams (DMAT) or the State Medical Assistance Teams (SMAT);

Collect data and prepare reports as determined by the Operations Section Chief; and

List items for inclusion in the situation reports and action plans.

Recovery

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon ESF-8. The following represents a list of those basic recovery actions:

Ensure that the appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public;

If area medical facilities are damaged, make preparations to transport victims in serious or critical condition to facilities outside the disaster area;

Coordinate the re-entry of patients with special needs;

If necessary, set-up casualty collection points;

Monitor and report any potential or existing health concerns;

Disseminate information to the public concerning potential and existing health hazards;

Identify mental health needs of those affected by or responding to the disaster. Assign mental health workers when deemed necessary;

Coordinate with the appropriate law enforcement agency or Medical Examiner Department for the notification of next of kin; and

Assure adequate coverage of EOC representatives for each shift.

ESF-9 URBAN SEARCH/RESCUE

GENERAL

Introduction

ESF-9 provides for the services of Urban Search and Rescue (USAR) during the response and recovery phases of an event.

Assumptions

Edgecombe County has very limited USAR resources. USAR support is normally provided through the North Carolina Division of Emergency Management as a mission request to the State Emergency Operations Center. Should the need arise for USAR support, a USAR liaison would be appointed for mission coordination. This position would report to the Public Safety Branch.

Lead Agency

Edgecombe County Fire Marshal

Support Agencies

Edgecombe County Office of Emergency Services
Edgecombe County Sheriff's Office
NC USAR Task Force
NC Division of Emergency Management
NC Medical Examiner
NC State Highway Patrol
NC National Guard
Civil Air Patrol
Federal Emergency Management Agency (FEMA)

Scope

The ESF-9 lead and appropriate support agencies will become operational when the Edgecombe County Emergency Operations Center (EOC) activates at a Level II, or I in response to any major incident or disaster.

The Search and Rescue (SAR) Task Force is responsible for locating, extricating, and providing immediate medical treatment for life-threatening injuries of victims trapped in collapsed structures, debris fields, excavations sites, water related incidents, and/or

downed aircraft. This function will be provided within the first 72 hours of the occurrence of an event.

The available and obtainable resources of ESF-9 include personnel, search and rescue specific equipment, vehicles, and supplies and search dogs.

Purpose

It is the purpose of ESF-9 to coordinate search and rescue efforts throughout Edgecombe county during the response and immediate recovery phases of any disaster. The efforts include but are not limited to:

Conducting physical search and rescue operations in damaged/collapsed structures and transportation accidents to locate and extricate victims;

Administering immediate medical attention for life-threatening injuries;

Carrying out reconnaissance to assess damage and determine needs, then provide that information to all agencies involved;

Providing disaster communications support;

Coordinating identification of missing persons with law enforcement;

Performing specialized operations such as diving and technical operations such as confined space, rope, trench, and swift water rescues;

Alerting Edgecombe County law enforcement agencies and the Medical Examiners staff to deceased victims so they may coordinate the extrication of corpses; and

All mutual aid resources should be exhausted first before requesting state or federal assistance except if it is clear that the magnitude of the event will require additional USAR task forces.

CONCEPT OF OPERATIONS

Edgecombe County Fire Marshal is the lead agency for ESF-9.

The Public Safety Branch Director will notify ESF-9 primary contact in the event of an incident of disaster.

ESF-9 shall monitor, prioritize, and develop plans to mitigate any incidents.

The ESF-9 representative upon arrival at the EOC will contact his/her state counterpart, relaying the situation and giving an assessment of possible support that may be needed from mutual aid and federal sources.
Should USAR operations require transportation of task force personnel, ESF-1 (Transportation) will be tasked to provide it.

Organization

ESF-9 operates within the Public Safety Branch under the Operations Section Chief.

The Public Safety Branch Director is responsible for managing the availability and participation of designated individuals within ESF-9.

The ESF-4 representative may support the ESF-9 role should the second Fire Rescue position require a Hazardous Materials specialist.

The Public Safety Branch Director will review and update this section of the Edgecombe County EOP as needed or annually at a minimum.

The Public Safety Branch Director will coordinate with the ESF-9 lead agency to maintain an emergency contact list.

The Edgecombe County Fire Marshal, as lead for ESF-9 is required to establish and maintain a database of available resources.

Designated ESF-9 personnel must have the delegated authority of their agency to commit and procure resources as needed.

COMMAND AND CONTROL (C2)

The procedure for receiving, evaluating, prioritizing, and dispatching search and rescue resource requests is as follows:

ESF-9 may receive resource requests from the Operations Section Chief, any Branch Director, or any agency representative in the EOC;

ESF-9 prioritizes these resource requests based upon urgency and available resources;

ESF-9 will determine if standard Fire-Rescue units can be deployed to accomplish the request;

If specialized units, such as dive teams are required, such requests will be made to the Edgecombe County Fire Marshal’s Office;

ESF-9 shall keep up to date inventories of equipment required for search and rescue, including where heavy equipment can be located in the private sector;
ESF-9 will annotate an estimated completion time, a list or necessary resources, and an approximate cost;

If the Resource request exceeds available resources, a request is made to the Logistical Section to secure mutual aid;

It is the responsibility of the Public Safety Branch Director to monitor any and all resource requests aligned with ESF-9 and assure appropriate action is taken;

ESF-9 will interface with the Public Safety Branch Director to expedite the priorities of the function. Activation of ESF-9 EM not indicate activation of the Regional USAR Task-Force, or the City of Raleigh's USAR Task Force; and

If additional USAR task force support is needed, it shall be requested from the NC Division of Emergency Management EOC according to existing protocols.

Communications Systems

Communications with field units shall be handled by standard dispatch protocols through the Edgecombe County Communications Center.

ESF- 9 Interface

Medical: Interface with the ESF-8 (Health and Medical) will ensure that medical concerns or situations are resolved quickly.

Infrastructure and Debris Removal: Interface with ESF-3 (Infrastructure) will be necessary in reaching collapsed structures.

Fire Fighting: Interface with ESF-4 (Fire Fighting) will be essential to ensure proper deployment of Fire-Rescue equipment and personnel along with requests for mutual aid if firefighting is a factor in the event.

Communications: Interface with ESF-2 (Communications) will be essential for solving communication problems should established back-up systems malfunction.

Preparedness

Maintain appropriate number of personnel trained to the awareness level of the ICS and NIMS.

Response

The response phase of an incident or disaster requires that a number of tasks be accomplished byESF-9. The following represents a list of those basic response actions:

Receive requests for and deploy collapsed building search units as needed;

Provide verbal or written summaries to EOC and PDA teams concerning structural effects of disaster on building being searched;

Deploy light search and rescue teams in coordination with Fire-Rescue or 911 requests; and

Ensure collapsed building search operations will be performed and completed during the earliest part of response phase. Light search and rescue may continue, but will be performed in line with Fire-Rescue operations.

Recovery

The main SAR function is normally completed shortly after the occurrence of an event. The personnel trained for these operations would therefore return to their standard fire department duties and assignments. Their recovery functions would be in line with the requests made of the Fire-Rescue departments. There are no specific recovery phase actions assigned to the personnel in question.

Edgecombe County Emergency Operations Plan

ESF-10 HAZARDOUS MATERIALS

GENERAL

Introduction

The purpose of ESF-10 is to provide support and coordination in response to an actual or potential discharge or release of hazardous materials resulting from a major emergency or disaster.

Assumptions

Hazardous materials emergencies could occur from any one of several sources including shipping, roadway and rail transportation, aircraft accidents, or fixed facility accidents.

Evacuation or sheltering in place may be required to protect portions of the population of Edgecombe County.

Certain hazardous material incidents will require response capabilities that are not currently available in Edgecombe County. Resources may need to be requested from State and Federal agencies.

Victims of a hazardous materials incident may require unique or special medical care not typically available in the county.

The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the chemical composition of the substance.

Hazardous materials emergencies may occur without warning requiring immediate emergency response actions.

The local jurisdiction must respond to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering in place, immediate first aid, and isolation of the scene.

Response time for resources requested from outside Edgecombe County may require two hours or more response time.

State Regional Response Teams strategically placed throughout the State, will be available to respond to Edgecombe county should the need arise. The Regional

Response Teams are considered a state resource and therefore would require a request to the NC Division of Emergency Management requesting a team to respond.

A facility involved in a hazardous material incident will provide all information required by SARA Title III, Section 304 in a timely basis.

Incidents in which the military can be identified as the responsible party will generally be resolved by Federal resources.

Some hazardous materials incidents may involve an unknown responsible party. In such cases, the jurisdiction in which the event occurred may be left to bear the clean-up costs.

Response Lead Agency

Edgecombe County Fire Marshal

Support Agencies

Edgecombe County Fire Departments
Advanced Life Support
Edgecombe County Emergency Management Office
Edgecombe County Local Emergency Planning Committee (LEPC)
N.C. Regional Response HazMat Team
N.C. Department of Health (state, regional and county offices)
N. C. Department of Natural Resources (Water & Air Quality)
United States Environmental Protection Agency

Scope

The available resources of ESF-10 include personnel, facilities, equipment, vehicles, and supplies. The obtainable resources of ESF-10 are personnel, equipment, vehicles, and supplies of related agencies, federal, state and local governments, public and private organizations.

Purpose

This ESF provides information for a County response to hazardous material emergencies and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning/Community Right to Know Act – SARA Title III. It is the responsibility of ESF-10 to provide and coordinate hazardous material support during response and recovery phases of a disaster.

Edgecombe County Emergency Operations Plan

Policies

The "Edgecombe County Oil Pollution and Hazardous Substances Control Ordinance" provides the authority for response to hazardous materials.
The available and obtainable resources of ESF-10 will be deployed in the event of an incident or disaster to achieve the following:

Survey impacted areas for releases of hazardous material following a disaster;

Inspect facilities that use, manufacture, and/or transport hazardous materials for releases or damage;

Coordinate to contain, isolate, and clean up spills of hazardous materials; and

Ensure that hazardous materials are being disposed of in an environmentally safe manner.

CONCEPT OF OPERATIONS

It will be the Public Safety Branch Director's responsibility to notify all ESF–10 agencies of an incident and provide them with the time and location their personnel should report in case of a required activation.

The ESF-10 lead agency shall review developing problems, prioritize, and develop plans to mitigate incidents or concerns. The plans will be forwarded to the Public Safety Branch Director.

Organization

ESF-10 operates within the Public Safety Branch under the Operations Section Chief.

The Public Safety Branch Director is responsible for ensuring the availability and participation of designated individuals within the support team as needed.

In conjunction with the lead agency, the Public Safety Branch Director will update the appropriate sections of the Edgecombe County EOP as needed.

The Public Safety Branch Director will coordinate with the lead agency to maintain an emergency contact list.

ESF-10 will be required to establish and maintain a database of available resources that maybe required for a disaster.

Designated ESF-10 personnel must have the delegated authority of the agency to commit and procure resources as needed.

COMMAND AND CONTROL (C2)

The establishment of priorities and the initiation of emergency work for hazardous material incidents during the response and recovery phases are handled by the Public Safety Branch Director. The procedures for receiving, evaluating, prioritizing, and responding to resource requests are as follows:

ESF-10 receives the resource request from the Public Safety Branch Director;

ESF-10 prioritizes request based upon urgency and available resources;

The ESF-10 lead agency will advise in writing an estimated completion time and provide this to the Public Safety Branch Director;

If the resource request exceeds available resources, a request is made to ESF-7A (Resource Support); and

Each agency under ESF-10 shall maintain an inventory of available and obtainable resources, including vehicles, equipment, material, personnel, and facilities.

Communications Systems

Communications with field units will be achieved via existing radio and telephone systems.

Preparedness

Have appropriate personnel trained to the operations level of the National Incident Management System (NIMS) and NC Fire/HazMat Operations level.

Response

Response will be limited to evacuation, containment and isolation of the affected area, monitoring and reporting to the extent possible. Request for State or Federal resources will be made through the Central Branch Office and forwarded to the N.C. Division of Emergency Management or State EOC.

Recovery

Recovery and cleanup of the affected site will be coordinated through the Edgecombe County Office of Emergency Services in accordance with established procedures.

Edgecombe County Emergency Operations Plan

ESF-11 ANIMAL PROTECTION

GENERAL

Introduction

ESF-11 is responsible for the acquisition of resources and the coordination of efforts to ensure the safety and well-being of all animals, large or small, domestic or exotic, household or commercial before, during, and after a disaster.

Lead Agency

Edgecombe County Animal Control (Edgecombe County Sheriff's Department)

Supporting Agencies

Edgecombe County Office of Emergency Services
Edgecombe County Sheriff's Department
Edgecombe County Fire Departments
Edgecombe County Cooperative Extension Service
Edgecombe County Health Department
Municipal Police Departments
Edgecombe County CART (County Animal Response Team)
North Carolina SART (State Animal Response Team)
The American Red Cross
The Humane Society of the United States (HSUS) Disaster Animal Response Team (DART)
ASPCA

Scope

ESF-11 may become operational during any incident or disaster requiring an EOC activation level of II or above.

The available and obtainable resources of ESF-11 include personnel, technology, equipment, and supplies obtainable from contractors, vendors, related agencies of federal, state and local governments, as well as private associations or groups.

Edgecombe County Emergency Operations Plan

Purpose

ESF-11 is charged with providing for the safety, preventing or reducing the suffering, and assuring the care of all animals. This includes household pets, commercial livestock, and poultry. Further responsibilities include but are not limited to the following:

Food, Water, and Shelter;

Search and rescue;

Emergency and non-emergency medical care;

Diagnosis, prevention, and control of disease;

Elimination of parasitic infestation;

Control and care of stray, lost, or abandoned animals;

Security and quarantine;

Adoption of abandoned animals; and

Reunification of lost animals with owners

Policies

ESF-11 operates in accordance with the following guidelines:

The Edgecombe County Animal Control Department serves as the lead agency for ESF-11;

ESF-11 falls within the Health and Human Services Branch and reports to the Health and Human Services Branch Director; and

ESF-11 will coordinate with other ESFs in the provision of goods and services for animal protection.

CONCEPT OF OPERATIONS

Organization

ESF-11 coordinates its activities through the Public Safety Branch Director in the EOC and with State ESF-11 operation.

ESF-11 support agencies are tasked with specific roles based on areas of expertise.

Notification and Alert

The Public Safety Branch Director and the ESF-11 lead agency will work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts.

The Public Safety Branch Director will be responsible for the activation and notification of ESF-11 regarding any pending incident or emergency at the discretion of the Operations Section Chief.

If prior warning is available, the support agencies will alert their individual suppliers of goods and services of their potential requirements.

ESF-11 Interface

ESF-11 communicates directly with any of the ESFs. All requests for resources are submitted through the Public Safety Branch Director.

Responsibilities

The overall administration of ESF-11 team is the responsibility of the ESF-11 lead agency, whose duties will include:

Developing and maintaining a roster of support agencies and their respective EOC representatives;

Working with support agencies to ensure adequate staff for 24-hour operations at the County EOC;

Overseeing the implementation of all aspects of the ESF-11 plan in times of an emergency;

Compiling status reports and providing them to the Public Safety Branch Director;

It is the responsibility of the ESF-11 support agencies to:

Review, assess, and respond to incoming resource requests received from other ESFs;

Assess related ESF-11 problems and develop corrective actions; and

Assist in preparing and submitting periodic situation reports; and

All ESF-11 personnel are given the authority to commit and procure available and obtainable resources without requiring additional agency approval. These representatives have the authority to make decisions on behalf of their respective agencies.

Preparedness

During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory tasks must be accomplished:

Contact suppliers of goods and services to ensure that appropriate arrangements have been made to provide essential resources during and after an incident or disaster;

Compile or update a resource list from representative agencies;

Identify shelter locations and private facilities available to house domestic animals during the incident or disaster; and

Perform a preliminary needs assessment.

Response

Once ESF-11 is activated, the following concerns will be addressed:

Needs assessment;

Resource location and acquisition; and

Distribution of Resources

Needs Assessment

Although there is no mechanism to accurately determine the number and types of animals currently located in Edgecombe County, the animal control resources are considered adequate to deal with day to day events.

ESF-11 will:

Anticipate animal needs based upon projected severity of the incident or disaster; and

Resource requests are prioritized to ensure that each resource request meets the criteria for action by ESF-11.

Resource Location and Acquisition

After identifying the needs, personnel, supplies, equipment, facilities, and technology, required to accommodate those needs are located and acquired. When a resource is determined to be unobtainable by ESF-11, the group communicates with other ESFs to locate the resource. If the resource is still determined to be unobtainable, ESF-11 requests the assistance of ESF-7A (Resource Support).

Distribution of Resources

Once a resource has been acquired, it is the responsibility of ESF-11 to coordinate the distribution of that resource in the most efficient and timely manner. In many cases the distribution of a resource requires the assistance and cooperation of other ESFs. The distribution of resources will be accomplished in the following manner:

Ensure that the appropriate animal shelters and facilities are operational;

Notify checkpoints and animal facilities of the anticipated arrival time of the resource;

Coordinate with ESF-13 (Law Enforcement) to provide traffic control for routing of resources when required;

Coordinate with ESF-3 (Public Works and Engineering) to confirm that the anticipated routes are passable; and

Track each resource from its source to its final destination.

Recovery

Once the event subsides and the critical needs have been met, the Public Safety Branch Director and the ESF-11 lead agency representative coordinate following activities:

Contact all recipients of loaned equipment and supplies and verify that arrangements have been made to return those items;

Close animal shelters and facilities as required;

Deactivate the volunteer staff as required; and

Compose and send letters of acknowledgement to donors and volunteers.

Non-Emergency Activities

The Public Safety Branch Director is responsible for ensuring the attendance and participation of ESF-11 personnel in planning meetings, conferences, training sessions, and exercises.

The ESF-11 lead agency and the Public Safety Branch Director review and revise, as necessary, the ESF-11 section of the Edgecombe County EOP and the associated SOP.

ESF-11 recruits a variety of businesses, organizations, and local veterinarians within the local community to enter into agreements regarding the donation and use of resources during times of emergency.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-12 ENERGY

GENERAL

Introduction

The purpose of ESF-12 is to provide support and coordination of response and recovery efforts for shortages and disruptions in the supply and delivery of electricity, natural gas, LP gas and other forms of energy that impact or threaten to impact the victims of a major emergency or disaster.

Assumptions

As a result of an emergency event, the following conditions could exist within the County:

Severe damage may be caused to homes, businesses, public buildings, and other infrastructure;

Public and private utilities may be curtailed or otherwise cease to operate, due to damage or other emergency conditions;

Electric outages and capacity shortages may be caused by the disruption of transmission and distribution of power, unexpected high usage rates, power plant outages, or a region-wide power shortage;

All public and private utilities would need to work together in a coordinated and cooperative effort to provide maximum response and recovery capabilities;

Interruption of some/all essential services is an expected outcome of an emergency or disaster, which could have serious consequences for a large portion of the population of the County;

A shortage of utility repair materials could cause an overall delay in essential services restoration;

In order to restore energy services following a major event, large numbers of skilled personnel, engineers, construction workers, utility personnel, and laborers would be needed from outside the disaster area;

Support service may be required for some/all of personnel and equipment provided from outside the disaster area until repairs are completed;

Personnel will be encouraged to arrive fully self-contained so as not to tax the already drained local resources;
Assistance from private support agencies, volunteers, and other County, State, and Federal agencies will be required;

Public and private utility and energy organizations will perform tasks on their own authority to restore their essential services to the jurisdiction; and

Centralized coordination of the countywide response and recovery activities to include damage assessment and repairs, and requests for outside assistance will be necessary for an overall uniform and efficient energy restoration effort.

Lead Agency

The lead for ESF 12 will be shared by the following three agencies:

Progress Energy for their Service Areas;
Edgecombe/Martin Central Electric Membership Corporation for their Service Areas and PSNC Energy for Natural Gas issues.

Supporting Agencies

Edgecombe County Regional Airport
Edgecombe County General Service Department (Public Works)
Edgecombe County Office of Emergency Services
Edgecombe Public Works Department
Edgecombe County General Services (Public Works)
N. C. Department of Transportation
N.C. Department of Natural Resources

Edgecombe County Emergency Operations Plan

Scope

The available resources of ESF-12 are defined as personnel, technology, equipment, facilities, and supply resources. The obtainable resources of ESF-12 are defined as personnel, technology, equipment, facilities, material, and supply resources obtainable from contractors, vendors, suppliers, related agencies of Federal, State, and local governments, and public and private associations or groups.

Purpose

It is the purpose of ESF-12 to coordinate and facilitate all efforts to ensure the uninterrupted supply and delivery of energy resources to Edgecombe county. This includes minimizing or preventing disruptions in electrical distribution and transmission, fuel supplies, natural gas, or any other form of energy that may negatively impact the County.

In addition to the close coordination of available and obtainable resources relative to electrical and gas utilities, ESF-12 is responsible for the coordination of fuel supplies for the County.

Policies

ESF-12 will provide public information bulletins regarding power outages, energy conservation, and other related energy issues, to ESF-15 (Public Information Officer) for dissemination to the media and for inquiries from the public.

All information relative to the situation and status of ESF-12 operations will be provided to the Operations Group Leader via the Infrastructure Branch Director.

Acquisition of all local fuel resources will be secured by pre-positioned contracts administered by the Edgecombe County Emergency Services Department.

CONCEPT OF OPERATIONS

The Infrastructure Branch Director, in cooperation with the ESF-12 lead agency will, in the event of an incident or disaster, assign previously identified personnel to the duty roster in the Edgecombe County EOC.

It will be the responsibility of the Infrastructure Branch Director to notify all ESF-12 support agencies of any pending incident or disaster and to advise them of when and where their designated personnel are to report for duty should activation be required.

It will be the responsibility of ESF-12 to review and assess developing energy problems and to respond to these problems in the following manner:

Prepare periodic situation reports and submit to the Infrastructure Branch Director on a frequency to be determined by the Operations Group Leader; and

Copy all energy resource requests submitted to ESF-12 to the Infrastructure Branch Director.

Organization

ESF-12 operates within the Infrastructure Branch, under the administration of the Infrastructure Branch Director and Operations Group Leader.

COMMAND AND CONTROL (C2)

ESF-12 will coordinate and facilitate the restoration of all energy-related infrastructure including electrical transmission and distribution, natural gas storage, distribution, and transportation related fuel.

In addition, ESF-12 will coordinate and facilitate the provision of fuel supplies to the county in the quantities necessary to provide support to the recovery effort.

Designated ESF-12 personnel will have the authority to commit available and obtainable resources without having to secure approval from any other level of management.

The procedure for receiving, evaluating, and prioritizing emergency energy resource requests is as follows:

ESF-12 receives the emergency energy resource request from the Infrastructure Branch Director;

ESF-12 will then prioritize the request based upon comparative urgency and available man power and equipment; and

ESF-12 will then advise, in writing, an estimated completion time and submits this information to the Infrastructure Branch Director. If the resource request exceeds the available and obtainable resources of ESF-12, the Infrastructure Branch Director will submit the request to ESF-7A (Resource Support) for additional resources.

ESF-12 is responsible for the positioning, logistics, and management of its individual resource inventory. In addition, each agency, when posed with a resource request it

cannot fulfill, will see if that resource is available or obtainable from another source before submitting that request tEMF-7A (Resource Support).

ESF-12 Interface

ESF-12 will work with the Infrastructure Branch Director and the Operations Group Leader in establishing priorities for the restoration of damaged energy supplies based upon the needs of the community and the severity of the incident or disaster.

Damage Assessment

Interface with Damage Assessment Teams to facilitate the assessment of energy system damage, supply demands, and restoration requirements.

Procurement

Interface with Procurement will facilitate procedures for obtaining and transporting fuel and other emergency supplies.

Resource Support
Interface with ESF-7A (Resource Support) to facilitate the acquisition of energy resources on an emergency basis.

Transportation

Interface with ESF-1 (Transportation) will facilitate the need to transport emergency energy resources.

The Edgecombe County Resource Inventory List identifies the locations all major government and private fuel storage facilities within the county, storage capacities, and telephone contact numbers. Additional emergency fuel deliveries may be requested by placing a verbal order with the General Services Department. General Services will then contact the current contract holder responsible for the type of fuel required and arrange for delivery.

Responsibilities

The Infrastructure Branch Director is responsible for coordinating the attendance and participation of designated individuals within ESF-12 in meetings, conferences, training sessions, and exercises.

The ESF-12 support team and the Infrastructure Branch Director will, on an annual basis, review and revise as required, the applicable sections of the Edgecombe County EOP.

The ESF-12 support team, in conjunction with the Infrastructure Branch Director, will develop and maintain a database of emergency contact information.

Responsibility of the Infrastructure Branch Director will include:

The establishment and maintenance of an ESF-12 duty roster insuring 24-hour continuity of operation when required; and

The maintenance and timely issuance of Situational Reports (SITREPS), as appropriate, to the Operations Group Leader.

Preparedness

During the preliminary phases, immediately prior to the advent of an incident or potential disaster, a number of preparatory tasks must be accomplished. The following represents a list of those actions:

Have appropriate personnel trained to the operations level of ICS and NIMS;

Contact designated ESF-12 personnel;

Arrange for 24-hour continuity of operation and set up a duty roster and attendance log, as anticipated conditions require;

Perform a preliminary vulnerability assessment based upon predicted incident or disaster impacts on the energy infrastructure;

Preposition fuel and transportation resources based upon the preliminary vulnerability assessment;

Prepare SITREPS for submission to the Infrastructure Branch Director; and

Prepare for the response phase.

Response

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions. The following represents a list of those actions:

Receive, evaluate, coordinate, and implement support and resource requests for ESF-12 assistance;

Continue 24-hour continuity of operation as required, and ensure that sufficient staff is assigned to the ESF-12 duty roster to maintain operation during the projected operational period;

Review preliminary vulnerability evaluations relative to actual impact and advice the Operations Group Leader of any plan revisions that may be necessary;

Prepare SITREPS for dissemination to the Operations Group Leader through the Infrastructure Branch Director; and

Assess recovery phase requirements and implement as required. All requests for ESF-12 support and resources will be copied to the Infrastructure Branch Director.

Recovery

The following represents a synopsis of the recovery responsibilities of the ESF-12 support group.

Evaluate the energy needs of the County based upon the information gathered during the response phase and any additional information gathered during the Initial Damage Assessment;

Arrange for the transportation of fuel to meet the emergency needs of the county. ESF-1(Transportation) and ESF-7A (Resource Support) work closely with ESF-12 on this issue;

Coordinate with ESF-3 (Public Works and Engineering) for the priority repair of any infrastructure required to facilitate the movement of fuel to meet the emergency needs of the county;

Receive, evaluate, coordinate, and implement support and resource requests for ESF-12 assistance;

Review the staffing needs for 24-hour continuity of operation with the Infrastructure Branch Director;

Plan, coordinate, and implement short-term recovery operations relative to the restoration of the county electrical distribution system and other energy infrastructure; and

Assess the needs and plan for the orderly transfer from response operations to Recovery and Mitigation.

The procedures for the assessment of energy system damage may be found in the following locations depending upon the energy type (i.e. electricity, natural gas or fuel such as diesel and gasoline).

Progress Energy, as a private corporation is responsible (except for the area serviced by Central Electric Membership Corporation), for all damage assessment and repair issues regarding electrical power generation, distribution and transmission. Other than providing and receiving information relative to this issue, the county and its municipalities do not play an assessment or repair role.

Similarly, private sector gas companies are responsible for all issues relative to the supply and distribution of natural gas and liquid propane gas within the county. Once again, as a private industry, the responsibility, damage assessment and repair of private property is outside the purview of Edgecombe County government and its municipalities, other than the supply and receipt of information.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-13 LAW ENFORCEMENT

GENERAL

Introduction

The purpose of ESF-13 is to provide and coordinate the local resources available or obtainable by ESF-13 agencies to support the security needs of municipal, local, and state governments during a major emergency or disaster. ESF-13 is responsible for coordinating traffic, crowd control, shelter security, curfew enforcement, and the protection of critical facilities.

Assumptions

Events requiring traffic control, security activities and civil disturbances, hurricane evacuations, hostage incidents and/or widespread power outages may require the need for specialized law enforcement support, including outside assistance.

Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are overwhelmed, support may be obtained from state and federal agencies.

Citizens may gather to vocally promote or demonstrate their individual rights or group interests.

Local law enforcement must be prepared to handle large scale civil unrest should a civil disturbance occur.

Local law enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation.

The Sheriff's Office and municipal law enforcement personnel and equipment will be able to cope with most emergency situations using mutual aid agreements, when necessary.

During an event, law enforcement organizations may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.

Edgecombe County could be subject to an emergency situation or disaster that could overwhelm local law enforcement capabilities. It may be necessary to supplement local Law enforcement personnel with officers from other jurisdictions to provide security and traffic control.

Edgecombe County Emergency Operations Plan

Lead Agency

Edgecombe County Sheriff's Department

Support Agencies

Macclesfield Police Department
Tarboro Police Department
N.C. State Highway Patrol
N.C. National Guard

Scope

The law enforcement and security resources of the primary and support agencies listed under ESF-13 are utilized under any level of activation of the Edgecombe county Emergency Operations Center. The available resources of ESF-13 include personnel, facilities, equipment, vehicles, and supplies. A list of available resources inventory is located at the headquarters of each of the support agencies.

Purpose

It is the responsibility of ESF-13 to provide and coordinate the law enforcement and security support during response and recovery phases of a disaster.

Policies

The available and obtainable resources of ESF-13 are deployed in the event of an incident or disaster to achieve the following:

Maintain law enforcement and security in areas evacuated in the aftermath of disasters;

Providing traffic control as needed in impacted areas;

Ensure that communities have adequate protection prior to re-population of a community;

Escort supplies, equipment, and VIPs into impacted areas; and

Patrol areas to enforce local curfews as needed.

Edgecombe County Emergency Operations Plan

CONCEPT OF OPERATIONS

As the lead agency for ESF-13, the Edgecombe County Sheriff's Department will assign designated personnel to the County EOC during an incident, emergency, or disaster to coordinate all law enforcement activities throughout the County.

The Public Safety Branch Director will notify all ESF-13 support agencies with information regarding the time and location to report for activation.

In conjunction with the Public Safety Branch Director, ESF-13 shall review, prioritize, and develop plans to mitigate incidents or concerns.

Law enforcement agencies will enforce the provisions outlined in the Proclamation of a State of Emergency.

Organization

ESF-13 operates within the Public Safety Branch.

Each ESF-13 support agency is required to establish and maintain a database of available resources that may be required for a disaster.

Designated ESF-13 personnel must have the delegated authority of their agency to commit and procure resources as needed or be capable of communicating directly with such person with said authority.

Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.

COMMAND AND CONTROL (C2)

The procedures for receiving, evaluating, prioritizing, and dispatching law enforcement resource requests are as follows:

ESF-13 receives the resource request from the Public Safety Branch Director;

ESF-13 prioritizes each request based upon urgency and available resources;

The ESF-13 lead agency will then advise, in writing, an estimated completion time and provide this to the Public Safety Branch Director; and

If the resource request exceeds available resources, a request is made to ESF-7A (Resource Support).

ESF-13 shall maintain an inventory of available and obtainable resources, including vehicles, equipment, material, and personnel. Due to the fact that there is multiple law enforcement agencies represented under ESF-13, it is difficult to maintain a comprehensive inventory of equipment and manpower available in response to an incident or disaster. However, the individual resource inventories are available through the Offices of the Sheriff and Municipal Police Departments. Each agency will be responsible for the positioning, logistics, and management of its individual resource inventory.

Communications Systems

Law enforcement services requested by the public will be communicated through the 911 system. If this system is out of service as a result of the loss of telephone service, officers are posted to patrol affected areas.

Communications with field units is achieved via existing radio and telephone systems.

Preparedness

During the preliminary phases prior to the advent of an incident or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those basic preparatory actions:

Have appropriate personnel trained to the operations level of the ICS and NIMS;

Analyze hazard needs and determine public safety requirements;

Identify agencies and organizations capable of providing resources and support;

Develop and maintain Memorandum of Understanding (MOU) and Mutual Aid Agreements with other law enforcement agencies within Edgecombe County and with surrounding county, state, and federal agencies;

Coordinate with Edgecombe County EM on critical facilities that require special security and assistance;

Establish reliable communications and incident command systems between Law Enforcement agencies at each emergency site and the EOC;

Recruit, train, and designate law enforcement personnel to serve in the EOC; and

Participate in drills and exercises to evaluate law enforcement response capability.

Response

The primary responsibility for law enforcement services rests with the law enforcement agency in the jurisdiction where the emergency/disaster occurs. Secondary support for this function includes, but is not limited to, other law enforcement agencies within Edgecombe county and assets from within the state and federal government. Provide personnel for the EOC, when activated, in accordance with current SOPs. In addition, ESF-13 is responsible for the following:

Operate within the ICS structure and NIMS;

Assist with evacuation, traffic control, and security in restricted areas, as well as provide communications to support these operations;

Control exit and entry into the emergency or disaster area;

Report transportation problems to the County EOC;

Assist with the coordination for security at critical facilities (e.g., EOC, shelters, Central Receiving and Distribution Points, and Disaster Application Centers);

Respond to and remediate hazardous devices;

Request additional support through MOA's and/or the EOC, as needed;

Assist in the return of evacuees; and

Maintain records of expenditures and document resources utilized during response and recovery.

Edgecombe County Emergency Operations Plan

EMERGENCY SUPPORT FUNCTIONS

ESF-15 PUBLIC INFORMATION

GENERAL

Introduction

The purpose of ESF-15 is to prepare, coordinate, and disseminate information regarding major emergencies and disasters to the general public through various forms of media.

Assumptions

All public information and news releases will be in accordance with policy established and outlined in the Edgecombe County Communications Plan. (See Attachment M)

Demands for information may be very heavy; therefore, sufficient numbers of trained staff will be provided to respond to questions from the public.

Special interest groups in the county may disagree with official public information.

The public may accept rumors, hearsay and half-truths as valid information, which may cause fear and confusion.

Local print and broadcast media will cooperate in printing and broadcasting detailed disaster related instructions to the public.

Emergencies and disasters, which impact the County or its municipalities, may be of interest to media sources beyond the County and the State.

Lead Agency

Edgecombe County Board of Commissioners
Edgecombe County PIO
Edgecombe County Office of Emergency Services (EM)

Supporting Agencies

Edgecombe County Fire Departments
Edgecombe County Sheriff's Department
County PIOs (as determined)

Edgecombe County Emergency Operations Plan

Scope

Depending on the severity of the event, or the media's perception of the severity of the event, local, regional and national media will cover the event and demand information and comment from local officials.

Depending on the severity of the event, telephone communication may be sporadic or non-existent. In addition, local and regional radio and television stations without emergency power may be unable to operate.

Demand for information will be overwhelming if sufficient staff is not provided and/or if staff is not trained and operating from a pre-established set of procedures.

ESF-15 will provide two main functions:

Emergency alerts and instructions distributed via the Emergency Alert System (EAS); and

Emergency Information and media affairs support with the Joint Information Center (JIC) and official spokesman for the County.

The primary functions of ESF-15 are two-fold:

Dissemination of emergency alerts and instructions through the EAS and the County's emergency notification system Rapid Notify.

Collection and dissemination of emergency public information regarding:

Warnings and alerts;

How individuals can take responsibility for themselves and their families;

Actions being taken by response and recovery agencies;

Ongoing news related to the disaster;

Coordination of media interface by the Public Information Officer (PIO) on behalf of the official spokesman;

Maintaining a credible, effective working relationship with the media ensuring they have access to critical information;

Work jointly with County officials to communicate accurately the details of the emergency; and

Incorporate the activities of the EOC into appropriate media release deadlines.

Purpose

To disseminate immediate emergency information concerning disasters to the residents of Edgecombe County in order to save lives and reduce property damage.

To provide a central point of contact for the media to release accurate information on a timely manner.

Policies

In accordance with the Edgecombe County Crisis Communication Plan, the official spokesperson for Edgecombe County will be the Chairperson of the Board of County Commissioners or his/her designee.

The lead PIO may be designated by the Chairperson or the County Manager.

The Chairperson of the County Board of Commissioners, or his/her designees, is the only "official" spokespersons for Edgecombe County who are authorized to release information to the media when the EOC is activated.

The Lead PIO will be responsible for the coordination of all public information.

All information releases will be coordinated and approved by concerned agencies and departments prior to release by one of the authorized spokespersons.

Access to the County EOC by the news media will not be permitted without approval of the EOC Manager.

All media personnel are required to wear/display official press credentials at all times while in the EOC.

Media personnel will have access to the Press Room, Media Workroom, and all public areas of the Municipal building during any level of activation.

Media access to all other areas of the EOC is strictly prohibited.

Brochures will be produced in English and Spanish to the extent possible with available resources. There is TDD service within the 911 Communications Center and those numbers are attached to press releases and announcements to the media. Brochures

and pre-scripted news releases will be developed to target vulnerable populations, emphasizing their vulnerability in the advent of a serious storm and the need for their evacuation.

CONCEPT OF OPERATIONS

Staffing

Once the EOC has gone to a 24-hour shift staffing level, the Lead PIO will establish a personnel roster to cover an alpha/bravo shift format from among the designated PIOs.

The Lead PIO can assign the following PIO positions:

EOC PIO: The EOC PIO reports directly to the County Manager or Commission Chairperson and is responsible for coordinating EOC press conferences and may be a spokesperson for the County if so delegated;

The EOC PIO reports directly to the County Manager and directs the actions of subordinate staff in the JIC and serves as the primary point of contact for ESF – 14;

The EOC PIO coordinates the development of all draft media advisories, media releases and presentation products, and website updates related to the event. The PIO needs to constantly anticipate the information and media releases that may be required of the event; and

Special Skills PIOs: provide liaison with Spanish press outlets and handle calls and develop media releases for Spanish speaking citizens.

Organization

A Joint Information Center (JIC) comprised of local, state and federal partners will be established at an off-site location, which will be determined. Media access to the EOC will be limited to the designated area(s) where they will be provided with routine informational updates and support required to get out coverage of the incident in a timely manner.

Edgecombe County Emergency Operations Plan

COMMAND AND CONTROL (C2)

The following steps will be carried out when preparing the release of information to the public:

PIOs identify and respond to inquiries, 911 analysis or other sources, and will recommend a course of action to the EOC PIO and appropriate officials;

The EOC PIO drafts a release if needed and obtains approval from the official spokesperson or his designee;

The official spokesperson or his designee makes a decision about the release of information. This will include recommendations to the Director of EM and Incident Commander(s) about when the information is to be released, who will do it and where. If a press release is to be issued, the Incident Commander(s) will review all media releases to insure accuracy, prior to release;

The Lead PIO provides primary interface with decision-makers and Incident Commander(s) to approve release of emergency information; and

Once the Incident Commander reviews the proposed release, he/she should sign the release indicating their approval. The EOC Public Information Officer or other designated spokesperson executes delivery of the release.

Communications Systems

Communications is dictated by the severity of an event. The planning assumption is that media outlet's communications systems will be functioning. The primary system is Alltel telephone, with a back-up system of cellular phone communications.

The Edgecombe County Communications System consists of the following components:

Wind stream Analog Phone System

Digital Phone system in the EOC

Digital Cellular Telephones

VHF and UHF radio systems
One VHF repeater site for Edgecombe County

One VHF repeater has an offline backup system at a backup repeater site
One UHF repeater site for Edgecombe County
Two UHF repeaters have an offline backup system at a backup repeater site

2 repeated VHF frequency pairs
8 simplex VHF frequencies
8 repeated UHF frequency pairs
6 simplex UHF frequencies

800 MHZ Trunking Radios (VIPER)
1 radio for each agency head
8 tactical countywide talk groups
Talk groups with surrounding Counties
Talk group with NC EM Central Branch
Other Statewide talk groups
3 mobile phones

Amateur Radio HF radio capabilities

ESF-15 Interface

Interface with ESF-15 is accomplished through the appropriate spokespersons for each of the agencies involved in the activation of the EOC. Research of media questions and the efforts to issue emergency information requires free access of the PIO staff to all EOC agency representatives.

The EM website supplies Edgecombe county residents with information on how to prepare for disasters. During activation a representative from Edgecombe County IT Department updates the site with emergency public information drawn from media releases, media briefings, damage assessment photos, and recovery information. The 9-1-1 telecommunicators use the same information to answer citizen inquiries.

Preparedness

The PIO function prepares itself in the following ways:

Have appropriate personnel trained to the operations level of the ICS and NIMS;

Updates ESF and media contact names and numbers for key personnel every April and October;

Review and re-write standardized and pre-scripted press releases and EAS messages following activation and exercises; and

Research and test other methods of communicating with the public in the absence of standard methods.

Response

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions. The following represents a list of ESF-15 functions:

The Lead PIO is responsible for the acquisition of all relevant incident or disaster information from Incident Commander and other sources. Information obtained from this source is sorted and arranged so as to be relevant for dissemination to the public-at-large; and

Proactive contact with the media, anticipating questions about damage assessment, and the sheltering of victims.

Recovery

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities on ESF-15.

ESF-15 is tasked with disseminating information regarding basic life support and recovery assistance. If a Presidential Declaration is involved, ESF-15 and the EM serves as a transitional source of information until federal agencies have set up their pubic information capabilities. The following tasks will be completed:

ESF-15 compiles contact lists and pertinent information to give to state and federal public information elements in order to expedite their capabilities; and

ESF-15 interfaces with Human Services Branch to set up an information exchange for DACs. The EOC Public Information Officer sets up a system for delivery of information as DACs are set up.

Edgecombe County Emergency Operations Plan

ANNEXES

ANNEX A - ANIMAL PROTECTION

PURPOSE

To protect livestock and domesticated animal resources, the public health, the public food supply, the environment, and to ensure the humane care and treatment of animals in case of a large-scale natural, manmade or technological emergency or other situations that cause animal suffering.

SCOPE

This annex is intended for use by local government to take immediate action in providing a means of care and control to minimize animal suffering in the event of a large-scale emergency. This action will be aimed at animals that may need help whether such animals are owned, stray, domestic, or wild.

Within Edgecombe County, the Director of Emergency Services or authorized representative(s) may place into effect established plans and procedures and direct both the emergency and recovery aspects of the incident. In the event of a large-scale emergency, causing a significant need for animal protection, the Edgecombe County Animal Control Director, in cooperation with the Edgecombe County Office of Emergency Services, will determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies. The Edgecombe County Animal Control Director will maintain a call down notification system for this purpose.

Communications between the primary and support agencies will occur primarily through telephone, facsimile and cellular telephone transmission. Amateur radio may be used as a backup system if other communication systems are disrupted due to the nature of the event.

Situation

Any disaster that threatens humans, threatens animals as well, and it may be necessary to provide water, shelter, food and first aid to both.

Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.

Animal shelter locations may be required to provide domesticated animal protection, due to sheltered persons bringing their pets with them.

Livestock left in evacuated areas will need to be cared for and provisions will need to be made for re-entry to fulfill this need.

Assumptions

The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.

Natural, technological, or manmade disasters could affect the well-being of domesticated or non-domesticated animals.

The County will plan both for emergency events as well as response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in large-scale events affecting the County.

Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, to communicate animal welfare information to the public, and procedures for reuniting them with their owners.

Public information statements will be issued through the various media outlets. This information will include locations where domestic and non-domestic animals (including livestock) may be accepted during emergency events.

A large-scale emergency event in Edgecombe County may warrant immediate response from State and local personnel, agencies, and organizations. However, events may intensify to the point where activation of additional specialized agencies through mutual aid agreements would be required.

CONCEPT OF OPERATIONS

The primary and support agencies identified in this annex will manage and coordinate local animal protection activities. These agencies will use established animal protection and support organizations, processes, and procedures.

Responsibility for situation assessment and determination of resource needs for a large-scale emergency lies primarily with the Edgecombe County Emergency Operations Center, in cooperation with the Edgecombe County Animal Control officials and local incident coordinators.

Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from the local Office of Emergency Services to the State Emergency Management Office.
Should the need for Federal or State resources exist; the State Emergency Operations Center will coordinate the requests for assistance.
Animal protection operations will be managed under the Incident Command System (ICS). Public health concerns will be managed in accordance with appropriate Edgecombe county plans and procedures.

Animals Included Under the Plan:

The sheltering and protection of domesticated and non-domesticated animals (including livestock) is the responsibility of their owners. Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or a danger to themselves or the public will be the responsibility of municipal or County Animal Control Officials. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that endanger themselves or the public will be the responsibility of the N.C. Wildlife Resource Commission personnel, in cooperation with local animal control officials, and returned to their natural habitat, if possible.

Edgecombe County Sheriff's Department will be the lead agency for situation assessment and determination of resource needs. The County will protect animals (to the extent possible) affected by any emergency event to include rescue, shelter, control and feeding of animals left homeless, lost or strayed as a result of the situation. Local humane society or other similar organizations may be asked to assist in this effort.

During emergencies, requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the Edgecombe County Emergency Operations Center.

Shelters that have been established for disaster victims may not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and to provide them with proper care.

Edgecombe County Emergency Operations Plan

ROLES & RESPONSIBILITIES

Primary Agencies

Edgecombe County Sheriff's Department

Coordinate support agencies to manage animal protection in large-scale emergencies.

Provide and coordinate personnel, equipment, and shelters as required to protect domestic and sick and/or injured non-domestic animals.

Edgecombe County Emergency Services

Responsible for overall direction and control of the emergency incident. Activate the Emergency Operations Center, if necessary.

Support Agencies

American Red Cross

Work with Edgecombe County Animal Control personnel in the coordination of animal shelters in the County.

Identify suitable sites for co-habitation of pets and owners.

Municipal Animal Control

Provide personnel and equipment as required within the respective corporate limits to protect domestic and sick and/or injured non-domestic animals.

Edgecombe County Cooperative Extension

Aid in the protection of livestock during an emergency situation. Assist in identifying and procuring additional resources (food, water) and volunteers.

Edgecombe County Health Department

Coordinate the disposal of deceased animals that may impact the public health. Provide services to control injuries/bites/diseases related to the protection of animals.

ADDITIONAL RESOURCES

NC Wildlife Resources Commission

Provide personnel and equipment as required to protect wildlife.

Private Boarding Kennels, Stables, Dog Clubs, and Horse Clubs

Provide personnel, equipment, facilities and shelter for the care of pets belonging to evacuated citizens and in those cases when established animal shelters are filled or destroyed.

Private Farms

Provide shelter and supplies to care for displaced livestock.

Public Information Officer (PIO)

A Public Information Officer from the County will be designated for the coordination of all media activities and press releases associated with the protection of animals. (Reference Edgecombe County Communications Plan)

Public Information Officer's responsibilities may include:

Delivering instructions to the public to prepare their pets for an impending emergency and/or instructions for minor "at home" medical responses for pets injured in an emergency situation;

Notifying the public of appropriate shelters to receive lost/stray animals, animals that cannot be care for, or animals that need immediate medical assistance;

Initiating a system to direct inquiries concerning lost pets to the appropriate animal shelters; and

Other information, as appropriate to the situation.

RESPONSE

The owners of pets or livestock, when notified of an emergency, will take all reasonable steps to shelter and provide for animals under their control.

Search and Rescue

Domestic Pets

Domestic pets loose, or in need of assistance due to the emergency or to the death or evacuation of their owners will be the responsibility of municipal or Edgecombe County Animal Control officials.

Livestock

Livestock loose, or in need of assistance, due to the emergency or to the death or evacuation of their owners will be coordinated through Edgecombe County Animal Control and Edgecombe County Cooperative Extension officials.

Wild Animals

Wild animals out of their natural habitat that are endangering either themselves or the human population will be the responsibility of N.C. Wildlife Resource Commission personnel.

Stranded Animals
When stranded animals cannot be rescued, food and medical assistance may be delivered to the animals by the appropriate agency, when possible.

Shelters

Stray/Lost Domestic Pets

All stray/lost domestic pets recovered by Edgecombe County Animal Control will be sheltered at the Edgecombe County Animal Shelter or other appropriate sites. Pets whose owners cannot provide care for them and domestic pets found by citizens will also be sheltered at these locations.

Unclaimed animals will be disposed of in accordance with county policies and procedures.

Evacuated and Stray/Lost Livestock

Due to the size of most livestock and the inability to transport large numbers of farm animals, owners are expected to develop shelter and/or evacuation plans for their own animals.

Also, private farms located throughout the county may be used as shelter facilities for livestock. In the event of an emergency situation, Edgecombe County

Cooperative Extension will contact prearranged farms and request their assistance in the sheltering operation.

Staff/Supplies

Staff

Private boarding kennels and veterinarian hospitals will be responsible for the staffing of their individual facilities. Animal owners will be responsible for any compensation due for use of the animal shelter according to the established policies of the kennel or veterinarian hospital. Each individual animal shelter will be responsible for developing the work schedules for employees and volunteers.

Supplies

Each animal shelter will identify resources for potable water, food, medical supplies, cleaning products and shelter resources in advance of an emergency situation.

Prearranged domestic and non-domestic animal food companies, medical suppliers, water suppliers and cleaning product suppliers will be contacted and requested to begin the shipment of supplies to an established delivery point. This delivery point will serve as a storage center and a distribution center for the various shelters and animal hospitals.

Medical

Animal Hospitals

Edgecombe County Animal Control will coordinate the resources for a medical facility for domestic animals that cannot be accommodated by existing established shelters. Private veterinarian hospitals may serve as alternative medical facilities and medical shelters, as space permits.

Staff

Depending on the extent of the emergency event, volunteers or Veterinary Medical Assistance Teams from the American Veterinary Medical Association may be requested to assist in the treatment of domestic and non-domestic animals.

Bites/Disease Control

The Edgecombe County Health Department will make vaccinations available to rescue and shelter personnel and will insure that treatment of bites and injuries is available to affected persons.

Rabies outbreak is a serious threat during an emergency event. Appropriate steps to control that threat will be implemented by the Edgecombe County Health Department.

RECOVERY

Domestic Pets/Livestock

Edgecombe County Animal Control will support efforts to identify owners of stray/lost animals. Edgecombe County Animal Control representatives will initiate adoption procedures according to their established protocols. Animals for which no owners can be found within twenty-one (21) days and which cannot be placed in adoptive care may be disposed of. If this proves to be necessary, it will be done in accordance with established animal control procedures.

Disposal of Animal Carcasses

Disposal of deceased animals will be the responsibility of the Edgecombe County Health Department or Edgecombe County Animal Control. They will arrange for disposal of euthanized animals, and animals that die as a result of the disaster or emergency event.

Review and Update

This procedure will be reviewed and updated as appropriate by Edgecombe County Animal Control, the Edgecombe County Office of Emergency Services, and other affected agencies.

Edgecombe County Emergency Operations Plan

Proposed Guidelines for Evacuation and Rescue of Animals during Disasters- Edgecombe County, North Carolina

Introduction:

Recent history involving natural disasters has illustrated the need to include animal evacuation as an integral part of human evacuation plans while preparing for and responding to such events. These guidelines set forth recommendations for animal owners that will help them prepare to evacuate their animals at the same time they evacuate themselves from threatened areas as well as guidelines for rescue of those animals not evacuated. Past history with hurricanes has shown that owners may leave their animals while evacuating, resulting in the need for sheltering in the affected area. In situations that result in large numbers of animals needing to be sheltered, evacuation of some or of all these pets may need to occur since the affected area may not be able to support large sheltering operations. Edgecombe County appreciates the role of animal welfare groups and animal rescue groups and is grateful for the assistance that it has received in the past. Edgecombe County also recognizes the need for these groups in times of disaster to help citizens' animals to survive and then be reunited after the event if circumstances allow. Edgecombe County also recognizes that some owners, because of dire circumstances, may not be able to care for their pets after catastrophic events and may have to surrender their animals for adoption. Many animal welfare and rescue groups exist on a local, state, and national level that have developed the capability and resources to participate in all phases of animal care and rescue (including rescue, sheltering, and reunification of animals to owners as well as adoption of surrendered animals). Recognizing that animals are considered property of their owners, this document provides guidelines that Edgecombe County will use to cope with animal issues involving animal care, rescue, sheltering, reunification, as well as adoption after surrender during disaster events. Though the occurrence of epidemic disease or terrorist events have not yet resulted in massive rescue efforts for animals, these guidelines could also apply if such an event presented the need.

Guidelines for events requiring evacuation of humans/animals.

A) Before the event, owners should plan to evacuate and to continue the care for their animals if the need for evacuation presents itself. History has shown that Edgecombe County is prone to damage due to hurricanes, tornados, and ice storms that could require evacuation from homes.

Suggested considerations for animal owners that are advised to evacuate:

1) Owner evacuation to accommodations other than pubic emergency shelters:

* Owners should make arrangements to stay with family, friends, or other accommodations some distance away that will accept owners and their animals. Though hurricanes can cause widespread damage, rarely is more than half of the state affected to the degree that shelter cannot be found, usually within 200 miles.

*Owners should have their pets microchipped or tattooed (by Veterinarians) to aid in the identification of their animals should the owner and animal be separated.

*Owners should plan how they will transport their animals taking into consideration that traffic and delays may mean longer than expected travel times. Travel kennels, pet carriers, trailers etc. should be used to safely confine animals while traveling. Sufficient food and water should be carried in order to cover an evacuation time of at least one week.

*Pre-landfall, people that are to evacuate due to hurricanes etc., can go to
The North Carolina Department of Agriculture website to check for boarding facilities in the area they are evacuating to.

2) North Carolina first used Co-located shelters during Hurricane Isabel in 2003. Co-located shelters are shelters that offer housing arrangements for humans and animals on the same facility grounds. (Co-located does not mean that the animals stay with their owners but that the animals are housed nearby in the same facility or its grounds. An example would be a school where humans are sheltered in the gym and animals would be sheltered in an adjacent field house/locker room. Co-located shelters may allow or require owners to participate in the care of their animals in these shelters according to shelter policy. If available, County or Regional Emergency Plans will designate co-located shelter sites or animal only shelter sites. Owners can find information about shelter locations by contacting the Edgecombe County
Emergency Management Offices either before or during an event.

*Owners, if they choose to use a co-located shelter, should bring to the shelter a travel kennel or appropriate cage to house their animals while staying at the shelter. Other necessities for their pets include:

-collar with id tag, leash, food, and water for 7 days.
-documentation of rabies and other vaccinations
-medications and health records including microchip id

B) Guidelines for animals that are to be rescued from affected areas:

1) Owned or stray animals may need to be rescued from affected areas. These animals must be given the opportunity to be reunited with their owners. To facilitate reunification, individuals or groups performing rescue must comply with the following guidelines:

a. All individuals or groups intending to participate in rescue operations for animals must be credentialed by either NC SART, NCDA & CS, or the NC Division of Emergency Management. When an event occurs, credentialed rescue groups must check-in at either a County Emergency Operations Center or a Regional Branch Operations Center before participating in rescue activities. Rescue groups as a part of credentialing must sign a code of conduct stating that they must comply work within guidelines established by Command. Groups or individuals that do not will be asked to cease activities.

b. Any animal that is rescued must be registered at State approved registration sites before being removed from the affected areas. Registration sites will collect the appropriate information to help insure that owners have available means by which they can locate and claim their animal(s)...

c. Location of Registration sites for rescued animals:
* Registration sites may be located at; Edgecombe County Animal shelter facility,
Co-located shelters, Animal Shelters, Vet Clinics, or other strategic locations/facilities *the sites' locations will be published pre-event if possible and throughout response and recovery phases of operations.

d. Information collection at Registration sites: (Rescued Animal Registration Form)

* Name of animal owner, their address, and phone number if known
* Location where animal was rescued (address, GPS coordinates or description of location)
* Description of animal (species, breed, sex, color, weight, age, microchip id, and unique markings such as tags (rabies/other) brands, tattoos, ear tags/notches, scars, or color patterns as appropriate)
* Name of individual and Agency/group performing rescue and phone number
* Disposition of animal (name of shelter location, phone, address)

e. Once animals are registered, the animal(s) can be transported to the approved shelter site or another approved location. Other locations including destinations in other states may be approved by the State Veterinarian in some circumstances. A copy of the registration form will accompany the animal to the approved shelter.

C) Shelter Policy:

1) Designated Shelters for evacuated and rescued animals will be responsible for maintaining an information trail that includes the information collected at Registration, signature of receiving official, date of reception, as well as any information acquired (contact with possible owners, records of veterinary treatment, etc.)

2) Animals at designated shelters will be micro chipped, vaccinated for rabies (as appropriate), and decontaminated if needed. Other vaccinations or treatments may be performed.

3) Designated Shelters will keep a log of animals released that includes:-receiver's name, address, phone, email address, and signature of receiving party

4) County shelters will operate under County ICS.

5) Regional shelters that serve multi-counties will operate under the Branch EOC ICS.

6) Animals that are deemed dangerous to other animals or shelter personnel either because of aggressiveness or disease may be euthanized by permission of County Animal Control according to County shelter policy or by permission of State Vet or his/her representative.

7) A co-located pet shelter is designed for dogs, cats and caged birds only.

8) Edgecombe County co- located shelters will only accept animals belonging to people seeking shelter themselves, and the shelter will be limited to dogs, cats and caged birds. No strays or "found" animals will be admitted. Pet owners are expected to provide crates/ cages for their animals as well as food, bowls, etc.

9) Pet owners will be expected to take care of their own pets (unless they are physically unable, in which case the volunteers will do so) and that this is actually beneficial to the human shelter residents as a stress reliever.

10) In the event an owner did not have records, the vet-tech was asked to examine the pet and if it appeared healthy, it was accepted. If an animal had come in that was clearly sick, Animal Control would remove it to the Animal Control Shelter, where it would be boarded for the usual fee.

11) Once the animals are discharged, the premises must be thoroughly cleaned by CART volunteers. Cleaning supplies may be supplied by the school custodian, who will most likely be on the premises throughout the emergency

D) Fostering Policy

1) Animals rescued from an event will be held in designated shelters in or adjacent to the affected area for 30 days from the date of the incident to allow owners the opportunity to claim their animals. After the initial 30 day period, animals continue to be sheltered or relocated as directed by the State Vet or Incident Commander.

2) Animals rescued from an event will not be available for adoption to a new owner until a MINIMUM of 60 days from the day of the event. NOTE: The State Veterinarian may designate a longer time period if circumstances warrant in the attempt to allow owners reasonable opportunity to claim their animal.

3) Individuals or Groups agreeing to foster animals must complete the NC Fostering Agreement before removing any animal from Designated Shelters.

4) If animals are to be relocated to other states, health regulations must be followed unless the receiving State Vet agrees to waive such regulations.

E) Volunteering at the shelter site

Volunteers will be the backbone of the shelter staff. It is a good idea to have more volunteers on the contact list that you will need, because they may not all be available during a particular emergency. Many volunteers also work for other emergency services and may not be released from their primary duty.

1) Volunteers will be required to take the ICS/HazMat training provided by SART to qualify as a SART Level One Responder. Not only is this training helpful, but those volunteers who have completed it will be covered under the State's liability/worker's compensation policies while they are deployed in an emergency.

2) It will be the animal control supervisors responsibility to notify the SART Executive Director of the names and social security numbers of those volunteers being deployed who are trained Level One Responders so that they can be added to the State's insurance policies. Training also provides an understanding of the ICS system under which all emergency services, including CART, operate.

3) The list of volunteers, should include a vet or vet tech to help with planning. During the emergency, a vet tech at the shelter is helpful; it is unlikely that a veterinarian will be needed, as animals brought to such shelters are usually well cared-for pets.

4) It will be the responsibility of the animal control supervisor to develop a contact list of volunteers with telephone numbers, e-mail addresses, street addresses and cell phone numbers. The animal control supervisor shall also be responsible for making the first call to activate the volunteers

5) The first shift should arrive at the shelter as soon as it opens in order to set up and handle intake. Volunteers should be relieved after eight hours, but depending on the nature of the emergency, that may not be possible.

6) Volunteers will need identity badges to enable them to be on the roads if necessary after the roads have been closed to the public. Identity badges are also essential to keep track of who is showing up to work at the shelter.

7) Once the EOC has declared the roads closed to police and emergency services, no volunteers may drive

8) Each CART should create a Standard Operating Procedures (SOP) guide for shelter operation. The SOP should include:

- Telephone tree to activate volunteers
- Facility checks before and after the operation of the shelter
- Logging in and out of animals
- Records of volunteers
- Shelter rules
- Visitation of animals by owners
- General management of volunteers
- Post-emergency cleaning of premises
- Release of liability of CART and the county by volunteers
- Obtaining identification badges so volunteers may use the roads after they are closed to the general public

F) Supplies

SART will provide support and supplies to CARTs and co-located shelters before, during and after an emergency in close coordination with the County Emergency Management officials and in accordance with ICS procedures. However, CARTs & volunteers should prepare for self-sufficient operation for at least 72 hours before SART can provide assistance. Once an emergency has been declared, all requests for supplies or other aid must be channeled through the EOC.

G) Forms

MASTER LIST OF FORMS FOR CART ANIMAL SHELTER OPERATION

VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY (to be signed in duplicate: 1 copy for Animal Control and 1 copy for CART volunteer)

STANDARD OPERATING PROCEDURES FOR SHELTER OPERATION

PRE-OCCUPANCY INSPECTION/WALK-THROUGH (to be completed by site representative and CART representative prior to opening emergency pet shelter) with
RELEASE OF FACILITY on reverse (to be signed by CART representative and School representative when emergency is over.)

EMERGENCY PET SHELTER STAFF CHECK-IN (to sign volunteers in and out)

RULES FOR THE OPERATION OF THE ANIMAL SHELTER (give copy to pet owner at registration)

REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT

Edgecombe County Emergency Operations Plan

ANIMAL INTAKE FORM describing pet(s) to be signed by Owner when arriving at shelter with SIGN OUT, RELEASE AND DISCHARGE FORM on reverse (to be signed by Owner and CART volunteer upon discharge of pet to Owner when emergency is declared over.)

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

STANDARD OPERATING GUIDELINES FOR SHELTER OPERATION

1. Volunteers who are prepared to work with CART must sign a VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY form in order to assist in a disaster. These forms are available at Edgecombe County Animal Control.

2. In an emergency volunteers will be contacted by telephone and advised as to when they will be needed at the shelter. Volunteers should make sure that their own homes are secure before responding. A volunteer whose mind is on things at home will not be helpful at the emergency site.

3. Once contacted, volunteers should go directly to Edgecombe County Animal Control to pick up their identification badges. No badge will be issued to a volunteer who has not signed the VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY form. Identification badges must be returned to Edgecombe County Animal Control once the emergency is over and the volunteer has been relieved of duty. Volunteers should pick up their badges immediately after being notified that the shelter has been activated, even though they may have been asked to come to cover a later shift. This will save time when the volunteer's shift does start and will permit the volunteer to be on the road once a curfew is in place.

4. When the volunteer has been notified to be at the shelter for the start of his/her shift, the volunteer should proceed directly to the designated shelter site. This is the Red Cross shelter with a pet-shelter designated area. Only dogs, cats and caged birds **ACCOMPANIED BY THEIR OWNERS** will be accepted at this shelter. No other animals (no strays) will be accepted and no exotic pets (iguanas, snakes, etc.) will be accepted.

5. All CART volunteers must log in with the Red Cross staff at the main shelter entrance prior to starting a shift. The Red Cross is responsible for all persons in the shelter. At the end of a shift, volunteers must log out with the Red Cross prior to leaving the building.

6. Volunteers will be logged in and out of the CART shelter using the Emergency Pet Shelter Staff Check-In form.

7. Duties at the shelter will be assigned to volunteers by the animal control officer or in his/her absence or unavailability, then by the senior volunteer. Duties will be assigned according to volunteers' particular skills and abilities.

8. The premises to be used for the pet shelter must be examined by the animal control officer or in his/her, absence or unavailability, by the senior volunteer, in the presence of a school representative and any pre-existing conditions noted and signed off by both parties on the Pre-Occupancy Inspection/Walk-Through form.

9. Anyone bringing an animal to the shelter must first register with the Red Cross in the shelter main entrance and then bring the animal around the to the animal shelter location to the door marked "EDGECOMBE COUNTY CART ANIMAL SHELTER". Red Cross personnel will "tag" shelter residents as they check in; no pet may be accepted from any person who does not present proof of having registered with the Red Cross as a shelter resident.

10. Tables will be set up for animal intake and registration inside the door of the animal shelter. Every animal and its cage will be tagged with a tab-band collar-indicating animal's name and owner's name. Details of pet's name, breed/description, age, vaccination history if available, and owner's name, address and telephone number will be entered in the registration log. The volunteer should also make a note of all equipment the owner is bringing in with the pet (cage, leash, bowl, food, etc.) and any CART or Animal Control equipment loaned to the owner.

11. The owner must sign the **REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT**. This is a signed agreement between the owner (on behalf of the family, if applicable) and the shelter staff, stating that the owner will abide by the shelter rules. **NO ANIMALS CAN BE ACCEPTED WITHOUT THE OWNERS'S COMPLETION OF THIS FORM AND ACKNOWLEDGEMENT OF RECEIPT OF SHELTER RULES** (a copy of the rules must be furnished to each pet owner).

12. Animals will be housed close to the exterior door end of the corridor as possible. This may help lower the noise level affecting the human shelter occupants in the adjacent corridors

13. Any pets arriving without appropriate vaccination records will be housed in a separate area. If a veterinarian is present, he/she will be asked to examine the animal. If it appears healthy, it can be accepted; if it does not appear healthy then Animal Control will be asked to remove it to the County Animal Shelter. If no veterinarian or vet-tech is present, then CART volunteers will use best judgment as to whether to accept the animal.

14. The responsibility of caring for the pet rests with the owner, however access must be restricted due to the lack of space in the shelter. The rules provided to the owner state that one family member (over the age of sixteen years) may visit the pet for twenty (20) minutes every three hours to feed, water, walk and clean up after the pet. Clean up materials will be provided.

15. No person under the age of sixteen will be permitted in the animal shelter at any time.

16. A volunteer will be stationed at the door opening into the main animal shelter location to provide control of visitors from the human shelter into the CART animal shelter (frequency of visits and age of visitor). [Application of this provision will depend upon the number of animals being sheltered.]

17. No pet, whether handled by its owner or a shelter volunteer, shall be out of its cage without a leash. This also applies to cats.

18. Each cage will have a clipboard attached to it and owners are urged to note on the board the time the pet was fed and walked. This is to make sure that no animal is overlooked because its owner is unable to care for it. [Application of this provision will depend upon the number of animals being sheltered.]

19. Owners are requested to notify shelter volunteers if an animal appears sick, is coughing or has diarrhea.

20. In the event an animal does exhibit symptoms of illness, that animal will be isolated from the others as far as space permits.

21. Shelter volunteers shall wear disposable rubber gloves AT ALL TIMES when handling animals and shall change gloves after caring for one animal and before handling the next. This is to prevent the spread of disease, particularly ringworm.

22. Owners and volunteers shall not permit any contact between one animal and another. Shelter volunteers must enforce this in order to prevent fights and the spread of disease.

23. When the emergency is over and animals are reunited with their owners, volunteers should check to make sure the right pet is leaving with the proper owner. The registration log must be noted with the date and time the animal was released and what equipment the owner took with him (cage, bowls, etc.) This must match the intake inventory.

24. Once the shelter has been emptied volunteers will make an inventory of all supplies that remain and keep a record of the disposal of those supplies. (Some items such as cages may have been on loan and need to be returned; other items such as food can be returned if unopened, otherwise passed on to the County Animal Shelter).

25. Once the shelter has been emptied, CART volunteers are responsible for cleaning up and washing the floor.

26. Once the shelter has been emptied and cleaned, animal control officer (or a delegate) shall make a careful check of the facility in the presence of a school representative and both shall sign the Release of Facility form, noting any damage.

27. Identification badges must be returned to Animal Control once the emergency is over and logged back into inventory by Animal Control.

28. The animal control officer or a designated volunteer will be responsible for returning loaned items. Volunteers will be responsible for writing to thank all donors of emergency items as well as the volunteers.

29. When the shelter is closed and the operation of the pet shelter concluded, the Chair must so notify EOC.

30. Note: All donated items including emergency supplies of pet food must be channeled through the animal control officer or, in his/her absence or unavailability, through the senior volunteer.

31. Once the emergency has been declared, all requests for supplies or other assistance must be directed through the EOC.

32. Requests for media interviews must be directed to the EOC for approval before any statements are made.

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY

I, _____, residing at_____
_____, HEREBY ACKNOWLEDGE that I have voluntarily applied to assist the **EDGECOMBE COUNTY ANIMAL RESPONSE TEAM ("CART")** in the disaster situation described as follows:

_____
_____
_____

I AM AWARE THAT WORKING IN THE SAID DISASTER SITUATION MAY BE HAZARDOUS AND I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH. I FURTHER AGREE TO ADHERE TO THE RULES OF OPERATION ESTABLISHED BY THE _____ COUNTY ANIMAL RESPONSE TEAM.

Please initial: _____

AS LAWFUL CONSIDERATION for being permitted by CART to assist in the said disaster and receive, as it may be, disaster relief training and instruction, free meals, transportation, lodging or other like considerations, I hereby agree that I, my heirs, distributes, guardians, legal representatives and/or assigns will not make a claim against, sue, attach the property of or prosecute CART for any injury or damage resulting from the negligence or other acts, howsoever caused, by any employee, agent or contractor of EDGECOMBE COUNTY or its affiliates, as a result of my assisting in the said disaster. In addition, I hereby release and discharge EDGECOMBE COUNTY and its affiliate organizations from all actions, claims or demands that I, my heirs, distributes, guardians, legal representatives or assigns may have for injury or damage resulting from my assistance in the said disaster.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE EDGECOMBE COUNTY ANIMAL RESPONSE TEAM ("CART") AND THAT I SIGN IT OF MY OWN FREE WILL.

_____ _____
Signature **Witness's signature**

_____
Date

SIGN IN DUPLICATE: ONE COPY TO VOLUNTEER & ONE COPY TO ANIMAL CONTROL

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

PRE-OCCUPANCY INSPECTION/WALK-THROUGH

INSTRUCTIONS: The EDGECOMBE County Animal Response Team ("CART") representative and the individual representing _____ ("the Facility") are to walk through all areas of the Facility which are designated for use by CART as an emergency pet shelter and note the condition of those areas, indicating any pre-existing damage or problems, i.e. scuffed, scratched or stained floors or walls, scratched or damaged doors, damaged or non-functioning water fountains, broken windows, damaged or non-functioning lights, and general condition of any furniture. Briefly list any such pre-existing conditions below:

_____

_____

_____

_____

_____

_____

_____

_____

_____	_____
Facility Representative	CART representative
_____	_____
Date	Date

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EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

RELEASE OF FACILITY

This is to certify that the premises at _____ (site)

in _____ (city/ state), controlled, owned or operated by the

_____ (owner) and used temporarily by the

Edgecombe County Animal Response Team ("CART") as an emergency pet shelter

facility from _____ to _____ is hereby returned by CART
(date) (date)
to _____ (owner) in a satisfactory condition, less the

following deficiencies:

_____ _____
Signature of Owner/Operator Signature of CART representative

_____ _____
Date Date

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

REGISTRATION AND PET-FRIENDLY PUBLIC EVACUATION SHELTER AGREEMENT

I, _____, understand that an emergency exists and that special arrangements have been made to allow my family and pets to remaining together in this shelter facility. I understand and agree to abide by the pet care rules contained in this Agreement and have explained them to any other family members accompanying me and my pet(s). I also acknowledge receipt of a copy of the **Rules for the Operation of the Animal Shelter** and agree to abide by them.

RULES

1. My pet will remain in its approved carrier except at scheduled times. During scheduled relief time, my pet (whether cat or dog) will be properly controlled with leash/ harness and muzzle (if necessary). Scheduled times will be strictly adhered to.
2. I agree to properly feed, water and care for my pet as instructed by a CART volunteer.
3. I agree to properly sanitize the areas used by my pet, including proper waste disposal and disinfecting as instructed by a CART volunteer.
4. I certify that my pet is current on rabies and all other recommended vaccinations. I agree to assume the cost of any shots or veterinary care, which may be given at the shelter because my pet lacks proof of vaccination.
5. I will not permit my animal to have any contact whatsoever with any other animal while out of its carrier, nor will I permit any other shelter occupants to handle or approach my pet either while in its carrier or during exercise times. I will make sure that the carrier door is latched and secured with a wire or rope tie.
6. My pet and its carrier will be tab-banded for identification by a CART volunteer upon registration. I agree not to remove these identification bands until after discharge from the shelter.

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7. I will permit my pet to be examined by qualified shelter personnel to determine if medical or stress conditions requiring attention are present. I further agree to the administration of medication to alleviate any symptoms.
8. I acknowledge that my failure to follow these rules may result in the removal of my pet to another location. I further understand that if my pet becomes unruly or aggressive, shows signs of contagious disease, is infested by parasites (fleas, ticks, lice, etc.), or begins showing signs of stress-related conditions, it may be moved to a more appropriate location. I understand that any decision concerning the care and welfare of my pet(s) and the shelter population as a whole are within the sole discretion of CART, whose decisions are final.

I certify that my pet has no prior history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities, which may have suffered any loss or damage as a result of the care and sheltering of my animal(s).

I understand that if I leave the shelter when the emergency is declared to be over, and I do not take my pet(s) with me, then it/they will be transferred to the Edgecombe County Animal Shelter and be held there for a maximum of five (5) days for disposition. The fee charged by Edgecombe County Animal Shelter is $40for the first day, plus $15 per day thereafter.

I acknowledge that I have provided the following

items:_____

I acknowledge that the following items were loaned to me to provide proper care and confinement of my pet(s) during the emergency:

_____

_____

and I agree to return them to CART upon discharge of my pet(s) once the emergency is declared over.

_____

SIGNED PRINTED NAME DATE

_____

ADDRESS TELEPHONE +AREA CODE LICENSE NUMBER

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

ANIMAL INTAKE FORM

Owner's name_____

Name and age (if a minor) of family members accompanying Owner:
_____

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_____

Date and time of arrival at shelter:_____

Pet's Name	Dog/Cat	M/F	Breed	Color	Age

Are any of your animals on medication?_____

This is not a full service shelter. Can you physically take care of your pet while you are here? YES [ ] NO [ ]

If NO, what kind of assistance will you need? _____

Animal(s) logged in by CART volunteer:_____
VOLUNTEER SIGNATURE TIME DATE

_____
SIGNATURE OF OWNER TIME DATE

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

RULES FOR OPERATION OF THE ANIMAL SHELTER

PETS SHALL BE CONFINED TO THEIR CAGES AT ALL TIMES UNLESS BEING WALKED ON A LEASH BY THE OWNER OR BY AN ANIMAL SHELTER VOLUNTEER.

NO PET, INCLUDING CATS, SHALL AT ANY TIME BE OUT OF ITS CAGE WITHOUT A LEASH.

IN THE INTEREST OF PUBLIC SAFETY, NO CHILD UNDER THE AGE OF SIXTEEN (16) YEARS MAY VISIT THE ANIMAL SHELTER AT ANY TIME.

ONLY ONE (1) ADULT FAMILY MEMBER AT A TIME MAY VISIT THEIR PET(S) AND FOR NO MORE THAN TWENTY (20) MINUTES EVERY THREE (3) HOURS TO AVOID CONGESTION IN THE SHELTER. SPACE IS VERY LIMITED.

OWNERS ARE RESPONSIBLE FOR FEEDING, WATERING, WALKING AND CLEANING UP AFTER THEIR PET(S). CLEAN UP MATERIALS WILL BE PROVIDED.

VERY IMPORTANT! PLEASE ALERT ANIMAL SHELTER VOLUNTEERS IF YOUR PET APPEARS TO BE SICK, IS COUGHING OR HAS DIARRHEA.

WHEN WALKING YOUR PET PLEASE MAKE SURE IT DOES NOT HAVE ANY CONTACT WITH ANY OTHER ANIMAL TO AVOID THE RISK OF FIGHTS AND THE SPREAD OF DISEASE.

ALL RED CROSS SHELTER SAFETY RULES ALSO APPLY IN THE ANIMAL SHELTER - NO SMOKING, NO FIREARMS AND NO ALCOHOL.

Your cooperation in following these rules will help to make this Pet-Friendly Shelter work in the future.

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

EMERGENCY PET SHELTER STAFF CHECK-IN

Location: _____

DATE	NAME	METHOD OF TRANSPORTATION	TIME IN	TIME OUT

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EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

SIGN OUT, RELEASE AND DISCHARGE FORM

Name of Owner:_____

Pet(s) being discharged to Owner:

PET'S NAME	DOG/CAT	BREED	COLOR

Items belonging to Owner being removed from the shelter:_____

_____

Items loaned to Owner for care of pet(s) returned to CART:_____

_____

Animal(s) are released to Owner:_____
DATE TIME

I hereby certify that I have received my animal(s) back from the CART animal shelter and release CART from any responsibility for the animal(s).

_____
SIGNATURE OF OWNER DATE TIME

_____
SIGNATURE OF CART VOLUNTEER DATE TIME

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EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

ITEMS REQUIRED FOR OPERATION OF A CO-LOCATED ANIMAL SHELTER

ADMINISTRATIVE SUPPLIES

- Clipboards for cages
- Volunteer registration forms
- Volunteer ID badges
- Animal intake registration forms
- Tab band collars for animal identification
- Registration log book
- Sign for CART shelter door
- Pens for clipboards
- Table and chairs at intake area
- Spare leashes in intake area

CLEANING/ANIMAL CARE/MAINTENANCE SUPPLIES

- Disposable rubber gloves
- Bucket
- Mop and broom
- Pooper scoopers
- Plastic lined trash containers
- Plastic bags
- Paper towels
- Quaternary disinfectant
- Bleach/cleaning fluid
- Towels (to cover cages)
- Litter boxes
- Litter scoops
- Cat litter (newspaper will do)
- Cages/crates
- Spoons/measuring cups to scoop food
- Dog food (canned and dry)
- Cat food (canned and dry)
- Water
- First Aid Kit (for volunteers and pets)
    - Band-Aids
    - Gauze pads and rolls
    - Self-adhesive elastic wrap
    - Antibiotic cream
    - Rubbing alcohol

MATERIALS FOR CONSTRUCTION OF CAGES (IF NEEDED)

- Wire
- Wire ties or clips
- Wire cutters
- Pallets to keep cages off floor
- 2 x 4's to make cages secure

Edgecombe County Emergency Operations Plan

(Thank you letter to volunteers)

EDGECOMBE COUNTY BOARD OF COMMISSIONERS
201 Saint Andrews Street
Tarboro NC, 27886

Date:

Dear_____:

On behalf of the Edgecombe County Board of Commissioners, I want to thank you very much for your help in managing the emergency pet shelter at _____ (site) during the recent _____ (emergency).

It is not easy to leave your own home to come and assist others during an emergency and your willingness to do so demonstrates a great sense of commitment to your community, which we very much appreciate.

Yours sincerely,

(name)
(title)

Edgecombe County Emergency Operations Plan

BITE POLICY

<u>North Carolina General Statute 130A – 196</u>
Confinement of all biting dogs and cats; notice to local health director; reports by physicians; certain dogs exempt.

When a person has been bitten by a dog or cat, the person or parent, guardian or person standing in loco parentis of the person, and the person owning the animal or in control or possession of the animal shall notify the local health director immediately and give the name and address of the person bitten and the owner of the animal. All dogs and cats that bite a person shall be immediately confined for 10 days in a place designated by the local health director. However, the local health director may authorize a dog trained and used by a law enforcement agency to be released from confinement to perform official duties upon submission of proof that the dog has been vaccinated for rabies in compliance with this Part. After reviewing the circumstances of the particular case, the local health director may allow the owner to confine the animal on the owner's property. An owner who fails to confine his animal in accordance with the instructions of the local health director shall be guilty of a Class 2 misdemeanor. If the owner or the person who controls or possesses a dog or cat that has bitten a person refuses to confine the animal as required by this section, the local health director may order seizure of the animal and its confinement for 10 days at the expense of the owner. A physician who attends a person bitten by an animal known to be a potential carrier of rabies shall report within 24 hours to the local health director the name, age and sex of that person.

It is the policy of this shelter that the above statue will be followed and any dog or cat that bites a person will be placed in quarantine for 10 days.

I HAVE CAREFULLY READ THIS POLICY, FULLY UNDERSTAND ITS CONTENT AND AGREE TO ABIDE IT.

_____ _____
Signature **Witness Signature**

Date _____

Edgecombe County Emergency Operations Plan

County _____ Date _____
Site Address: _____
_____
Will the site be part of a co-located shelter? Yes No
If yes, what is the capacity of the human shelter? _____
Electricity available? Yes No
Cold water available? Yes No
Hot water available? Yes No
Air conditioning? Yes No
Is access to ventilation adequate if power is out? Yes No
Is there a permanent roof/shelter? Yes No
Decon for animals available? Yes No
Can floors be washed with hose? Yes No
Area available for exotics? Yes No
Walking/exercise area for pets outdoor? Yes No
Walking/exercise area for pets indoor? Yes No
Are cat areas separate from dogs? Yes No
Is there an area for isolation? Yes No
Is there an area for quarantine? Yes No
Is there an area for registration? Yes No
Is internet access available? Yes No
Is internet access wireless? Yes No
Are separate buildings available for human/animal sheltering? Yes No
IF YES STOP HERE
Are non-adjacent human/animal shelter locations available in building? Yes No
Do solid walls and doors separate human/animal shelter locations? Yes No
Are human and animal sheltering spaces on separate HVAC systems? Yes No
Is separation adequate to control human exposure to animal noise? Yes No
Is separation adequate to control human exposure to animal allergens? Yes No
Is separation adequate to control human exposure to animal pathogens? Yes No
Describe conditions or operations that will allow separation of humans and animals in the shelter
_____
_____

_____
_____
_____
_____
_____
_____

Square feet of available area for dogs and cats? _____
Max number of dogs? _____
Max number of cats? _____
Square feet of available area for exotics? _____
Max number of exotics? _____
Will cages be stacked? Yes No
If cages stacked, how?
_____
_____
_____
_____

Describe the physical location of the shelter if site is part of a facility such as a school or complex? (Example: would be hallway adjacent to high school gym located between gym and boys/girls locker rooms in the Talley building.)
_____
_____
_____
_____

ANIMAL RELEASE TO VETERINARY FACILITY

The below-described animal has been released from care at the Emergency Animal Shelter and will be transferred and cared for by the below named VETERINARY FACILITY.

CONTROL ID # _____ LOCATION/PEN#

_____

ANIMAL DESCRIPTION:

_____

OWNER'S NAME: _____ PHONE:

_____

OWNER'S ADDRESS:

_____

MEDICAL TREATMENT PROVIDED TO ANIMAL:

_____

_____

_____

_____

_____

TREATMENT PROVIDED BY:

_____

Edgecombe County Emergency Operations Plan

NAME OF VETERINARY FACILITY:

_____

ADDRESS:

_____

_

PHONE:

_____

(Business) **(Emergency/after hours)**
(Other)

THE UNDERSIGNED VETERINARY FACILITY HEREBY ACKNOWLEDGES RECEIPT OF THE ABOVE DESCRIBED ANIMAL, AND AGREES TO PROVIDE HUMANE CARE, ADEQUATE SHELTER, AND FOOD TO THIS ANIMAL WHILE IN HIS/HER FOSTER CARE; AND AGREES TO HOLD HARMLESS ALL PERSONS, ORGANIZATIONS, OR GOVERNMENT AGENCIES INVOLVED IN THE RESCUE, CARE, AND SHELTERING OF THIS ANIMAL. THE ANIMAL'S OWNER AGREES TO BE RESPONSIBLE FOR ANY VETERINARIAN, FOOD, OR CARE EXPENSES INCURRED DURING THE FOSTER CARE PERIOD.

VETERINARY FACILITY SIGNATURE: _____ DATE: _____

VETERINARY FACILITY PRINT NAME:

_____

OWNER'S SIGNATURE: _____ DATE: _____

OWNER'S PRINT NAME:

_____

EMERGENCY ANIMAL SHELTER STAFF SIGNATURE:

_____

STAFF PRINT NAME: _____ DATE: _____

SIGN IN TRIPLICATE.
COPY TO (circle one): OWNER VETERINARY FACILITY EMERGENCY ANIMAL SHELTER

Edgecombe County Emergency Operations Plan

DAILY SITUATION/SHIFT REPORT

DATE: _____ DAY OF WEEK: _____

POSITION: _____

Name:

Shift:

Location:

Shift Responsibilities:

Shift Accomplishments:

Shift Notes:

It is your responsibility to make the person relieving your position aware of any shift specifics and unfinished tasks. Please use this space to record a summary of shift activities. Please be sure to pass on all information to your relief. If there is no relief, please debrief with your supervisor before concluding your shift.

Signature: _____ Date: _____

Signature of Person Taking Report: _____ Date: _____

LOST ANIMAL ALERT FORM DATE _____

ANIMAL DESCRIPTION

DOG ☐ CAT ☐ HORSE ☐ OTHER ☐ _____ M ☐ M/N ☐ F ☐ F/S ☐

BREED _____ SIZE _____

AGE _____

COLOR _____ DISTINCITVE MARKINGS (note injuries or special conditions)

_____

_____

ANIMAL NAME _____ COLLAR/TAG # _____

MICROCHIPPED/TATOOED _____ IS ANIMAL AGGRESSIVE? _____

PRE-EXISTING MEDICAL CONDITIONS

_____

IS ANIMAL ON MEDICATION?

_____

OWNER INFORMATION

Edgecombe County Emergency Operations Plan

NAME _____ PHONE ( )_____

OTHER PHONE ( )_____

PERMANENT ADDRESS

_____

DIRECTIONS/LANDMARKS (Use back if needed)

_____

_____

_____

_____

_____

_____

_____

TEMPORARY ADDRESS (IF OTHER THAN PERMANENT)

_____

_____

VETERINARY INFORMATION

NAME _____

PHONE ( )_____

VACCINATION STATUS _____ DATE OF VACCINATIONS

_____

_____

STAFF COMMENTS

_____

_____

_____

_____

_____

_____

FOR OFFICE USE ONLY

ANIMAL LOCATED _____ DATE _____

OWNER CONTACTED _____ DATE _____

ANIMAL DECEASED/DATE _____ UNKNOWN AFTER 30 DAYS _____

Edgecombe County Emergency Operations Plan

FORM COMPLETED BY _____ DATE _____

ANIMAL RELEASE TO FOSTER CARE

The below-described animal has been released from care at the Emergency Animal Shelter and will be transferred and cared for by the below named foster care resident.

CONTROL ID # _____ LOCATION/PEN# _____

ANIMAL DESCRIPTION:

_____

OWNER'S NAME: _____ PHONE: _____

OWNER'S ADDRESS:

_____

MEDICAL TREATMENT PROVIDED TO ANIMAL:

_____

_____

_____

Edgecombe County Emergency Operations Plan

TREATMENT PROVIDED BY:

_____

NAME OF FOSTER CARETAKER:

_____

HOME ADDRESS:

_____

WORK ADDRESS:

_____

PHONE:

_____

(Home) **(Work)**
(Other)

THE UNDERSIGNED FOSTER CARETAKER HEREBY ACKNOWLEDGES RECEIPT OF THE ABOVE DESCRIBED ANIMAL, AND AGREES TO PROVIDE HUMANE CARE, ADEQUATE SHELTER, AND FOOD TO THIS ANIMAL WHILE IN HIS/HER FOSTER CARE; AND AGREES TO HOLD HARMLESS ALL PERSONS, ORGANIZATIONS, OR GOVERNMENT AGENCIES INVOLVED IN THE RESCUE, CARE, AND SHELTERING OF THIS ANIMAL. THE ANIMAL'S OWNER AGREES TO BE RESPONSIBLE FOR ANY VETERINARIAN, FOOD OR CARE EXPENSES INCURRED DURING THE FOSTER CARE PERIOD.

FOSTER CARETAKER'S SIGNATURE: _____ DATE: _____

FOSTER CARETAKER'S PRINT NAME:

_____

OWNER'S SIGNATURE: _____ DATE: _____

OWNER'S PRINT NAME:

_____

EMERGENCY ANIMAL SHELTER STAFF SIGNATURE:

_____

STAFF PRINT NAME: _____ DATE: _____

SIGN IN TRIPLICATE.

Edgecombe County Emergency Operations Plan

COPY TO (circle one): OWNER FOSTER CARETAKER EMERGENCY ANIMAL SHELTER

EMERGENCY RELEASE FORM

Log # _____

(Please be sure to check with a local attorney on what type of release best fits your organization.)

The undersigned owner(s) (agent) of the animal described as follows:

Name of Animal: _____ Species: _____ Breed: _____

Description of Animal: _____ Age: _____

hereby requests the emergency quartering of the animal being evacuated because of a pending or occurring disaster. The animal owners (agents) hereby release the person or entity who is receiving the animal (hereinafter "animal caregivers") from any and all liability regarding the care and quartering of the animal during and following this emergency. The animal owners (agents) acknowledge that if emergency conditions pose a threat to the safety of the animal, additional relocation may be necessary, and this release is intended to extend to such relocation.

The animal owners (agents) acknowledge that the risk of injury or death to the animal during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of their animal. It is also requested that the animal owners (agents) contribute to the feeding and daily care of their animal, if possible.

Edgecombe County Emergency Operations Plan

If an animal is not claimed within thirty (30) days (unless prior arrangements have been made), the animal owner will be notified of possible adoption or relocation.

PRINTED NAME OF ANIMAL OWNER (AGENT) DATE

SIGNED NAME OF ANIMAL OWNER (AGENT) DATE

ADDRESS OF ANIMAL OWNER (AGENT)

HOME PHONE (INCLUDING AREA CODE) CELLULAR PAGER

PLACE OF EMPLOYMENT WORK PHONE

ADDRESS TO WHICH OWNER (AGENT) PLANS TO EVACUATE DURING EMERGENCY

PHONE (INCLUDING AREA CODE)

It is the responsibility of the animal owner (agent) to keep the animal caregivers informed of where the animal owner(agent) can be contacted during the emergency.

NAME OF ANIMAL CAREGIVERS CONTACT PHONE

ADDRESS OF ANIMAL CAREGIVERS

SIGNATURE OF ANIMAL CAREGIVERS DATE

This animal is being released for the following disposition (please check one):

☐ permanent adoption ☐ in-field euthanasia ☐ temporary hold for _____ days

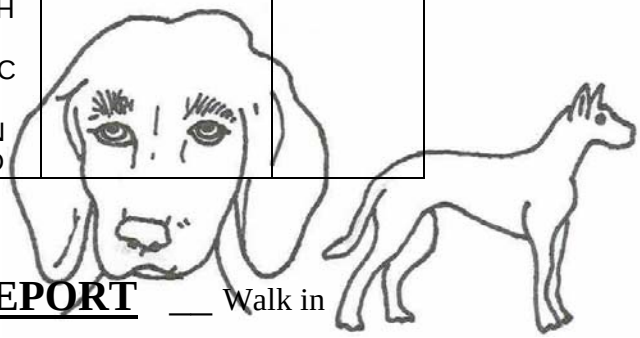
☐ hold until able to reclaim ☐ other, please explain _____

DONATIONS RECEIVED

LOCATION _____ TODAY'S DATE _____ Page ____ of ____

Edgecombe County Emergency Operations Plan

LAST NAME	FIRST NAME	ORGANIZATION	COMPLETE ADDRESS	TYPE	DESCRIPTION & COMMENTS	THANKS LETTER
				☐ CASH ☐ CHECK ☐ IN KIND		
				☐ CASH ☐ CHECK ☐ IN KIND		
				☐ CASH ☐ CHECK ☐ IN KIND		



Area: _____ **DOG LOST REPORT** __ Walk in

___ Phone

Date Lost:_____ Date Reported:_____ Time reported:_____

MONTH/DAY/YEAR MONTH/DAY/YEAR

Breed: _____Looks like:

_____

Pet's Name: _____ MALE FEMALE Neutered: Y N UNK

Age: _____

Color #1: _____ Color #2: _____ Color #3:

_____

IDENTIFYING MARKS (Spots, Scars, Tattoos, Eye color, etc.) Use diagram below:

_____

_____

_____

Circle:

Edgecombe County Emergency Operations Plan

Size: Small Medium Large Approx. Weight: _____

Ears: Stand Flop Long Cropped

Tail: Long/normal Feathered Curl Docked/short

Coat: Short Medium Long Wirey/Curley Clipped

Collar: Y N

Collar #1 Color: _____ Type: __Leather __Nylon __Plastic __Choker __Flea

Collar #2 Color: _____ Type: __Leather __Nylon __Plastic __Choker __Flea

Vet: _____ Phone: ( ) _____

Tag(s) Info: Tag #1: _____

Tag #2: _____

Microchip: Brand _____ # _____

Owner's Name: _____ Caller: _____

Owner's Phone Number: _____ Other Phone Number: _____

Street Address: _____ Development Name: _____

City: _____ Zip: _____

Lost from same: Y N

Lost from different location:

_____

DAY PX: _____ EVE PX: _____

Other:_____

How long pet owned? _____ Where did you get/find it? _____

Adopted from HS: Y N Is dog familiar with area? Y N

Have you notified: __Sheriff __Police (Which: _____) __Animal Control (Which: _____)

__HS (Which: _____) __News __Radio

Do you have a PHOTO of your pet? Y N VERY IMPORTANT! BRING PHOTO TO US & VISIT SHELTER EVERY 3-4 DAYS.

Attitude of caller: _____ Very concerned _____ Concerned _____ Not very concerned

Comments/follow up:

_____

_____

_____

_____

_____

_____

_____

_____

Employee taking report: _____ DOG FOUND DATE: _____

EDGECOMBE COUNTY PET RECOVERY RESIDENCE ENTRY FORM

Name: _____
Address: _____
Nearest Cross Street: _____
Key Tag Number: _____
Telephone Number: (_____)_____
Type of Animal: _____
Animal Description: _____
Animal Location Inside or Outside or Residence/Business: _____
_____
_____
_____

Edgecombe County Emergency Operations Plan

Animal Identification Number: _____
Officer's Signature: _____
Disposition: _____
Owner's Return Signature: _____

AUTHORIZATION, RELEASE AND HOLD HARMLESS AGREEMENT

I hereby authorize Edgecombe County Government and the Edgecombe County Sheriff's Office Animal Services, and its designees, officers, agents and employees to enter into my property at _____ utilizing the entrance keys provided by me to search for and retrieve my pet(s). In consideration of this authorization, I hereby release and hold such officers, employees and agents free and harmless from any injury or damage that may occur to real or personal property resulting from such entry. I further understand such entry is for the sole purpose of retrieving live animals and not for rescue or assistance in any other manner.

Approved and executed this _____day of _____Month, _____Year

_____
PRINT NAME

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT

_____
SIGNATURE

_____ _____
WITNESS SIGNATURE DATE

ANIMAL RESCUE REQUEST FORM

Log # _____

This form is to be distributed to law enforcement and military personnel, utility crews, and other workers in the disaster area, as well as to pet owners evacuated from the area. It should also be used to record information from owners calling in a rescue request. Please file a separate request for each animal. This form should be completed for all animals sighted, even if they are deceased.

_____
LOCATION OF ANIMAL OR SIGHTING

_____
DATE TIME (AM OR PM)

Edgecombe County Emergency Operations Plan

ANIMAL DESCRIPTION

☐ Dog ☐ Cat ☐ Other _____ ☐ Male ☐ Female

☐ Altered

BREED COLOR AGE

DISTINCTIVE MARKINGS AND VISIBLE IDENTIFICATION (NOTE INJURIES OR SPECIAL CONDITIONS)

☐ Collar ☐ License, Rabies, or ID Tag ☐ Tattoo, Location _____ ☐ Microchipped

NAME OF REQUESTING PARTY AGENCY OR OWNER

ADDRESS

CITY STATE ZIP

DESCRIPTION OF ANIMAL'S LOCATION

WORK PHONE (INCLUDING AREA CODE) HOME PHONE OTHER

TEMPORARY ADDRESS

CITY STATE ZIP

If owner, is key available? ☐ Yes ☐ No Location of Key _____

If no, is keyless entry authorized? ☐ Yes ☐ No

SIGNATURE OF OWNER OR PERSON COMPLETING FORM DATE TIME (AM OR PM)

** FOR RESCUE TEAM ONLY**

REQUEST RECEIVED BY (NAME) DATE TIME (AM OR PM)

ACTION TAKEN

EMERGENCY MEDICAL TREATMENT PROVIDED TREATED BY (RESCUE TEAM VETERINARIAN, NAME)

PHONE (INCLUDING AREA CODE)

Edgecombe County Emergency Operations Plan

ANIMAL TAKEN TO _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

REPORT COMPLETED BY (PLEASE PRINT) _____

This report must accompany the animal. The animal/carrier should be identified with the location of rescue & log number.

Animal intake release form

Date: _____

ENTRY DATA

DROP OFF ☐ RESCUE ☐ SURRENDER ☐ DOA ☐ COMMENTS _____

LOCATION OF FOUND/RESCUED ANIMAL_____

ANIMAL DESCRIPTION

DOG ☐ CAT ☐ HORSE ☐ OTHER ☐ _____ M ☐ M/N ☐ F ☐ F/S ☐

BREED _____ SIZE _____ AGE _____ COLOR _____

DISTINCITVE MARKINGS (Note injuries or special conditions) _____

ANIMAL NAME (If known) _____ COLLAR/TAG# _____

MICROCHIPPED/TATOOED (If so, number & location) _____

ANIMAL HEALTH and BEHAVIOR

AGGRESSIVE? (If so, describe) _____

SICK/INJURED? (If so, describe) _____

MEDICATION/TREATMENT GIVEN PRIOR TO/ON ARRIVAL _____

OWNER INFORMATION (If known)

Edgecombe County Emergency Operations Plan

NAME _____ PHONE ( ) _____ OTHER PHONE ( ) _____

PERMANENT ADDRESS

_____

TEMP ADDRESS (IF OTHER THAN PERMANENT)

_____

PERMISSION TO FOSTER? _____ SURRENDER? _____ IF SO, SIGNATURE_____

COMMENTS_____

_____

_____

DISPOSITION OF ANIMAL AT DEPARTURE

RECLAIMED/DATE _____ ADOPTED (Appl. Attached)

_____

EUTHANIZED _____ IF SO, REASON

_____

OWNER SIGNATURE (If applicable_____ DATE

_____

PRINTED NAME

_____

ADDRESS

_____

PHONE ( ) _____ DRIVER LICENSE # _____

ANIMAL CARE SCHEDULE

DOG _____ CAT _____ BIRD _____ HORSE _____ OTHER

_____ DATE ARRIVED _____M/F _____

SPAYED/NEUTERED _____

BREED _____ COLOR _____

Edgecombe County Emergency Operations Plan

DISTINCT MARKINGS

_____

SPECIAL DIET OR REQUIREMENTS

_____

ANIMAL CARE SCHEDULE – Please Place on Outside of Cage or Pen					
DATE	**TIME WALKED**	**TIME FED**	**TIME CAGE/PEN CLEANED**	**COMMENTS**	**CARETAKER'S INITIALS**

SHELTER VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY

I, _____, residing at _____ _____HEREBY ACKNOWLEDGE that I have voluntarily applied to assist the EDGECOMBE COUNTY ANIMAL RESPONSE TEAM ("CART") in the disaster situation described as follows:

_____

Edgecombe County Emergency Operations Plan

_____

_____

I AM AWARE THAT WORKING IN THE SAID DISASTER SITUATION MAY BE HAZARDOUS AND I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH. I FURTHER AGREE TO ADHERE TO THE RULES OF OPERATION ESTABLISHED BY THE _____CART.

Please initial: _____

AS LAWFUL CONSIDERATION for being permitted by Edgecombe County, *the activating agency,* to assist in the said disaster and receive, as it maybe, disaster relief training and instruction, free meals, transportation, lodging or other like considerations, I hereby agree that I, my heirs, distributes, guardians, legal representatives and /or assigns will not make a claim against, sue, attach negligence or other acts, howsoever caused, by any employee, agent or contractor of *the activating agency* or its affiliates, as a result of my assisting in the said disaster. In addition, I hereby release and discharge *activating agency* and its affiliate organizations from all actions, claims or demands that I, my heirs, distributes, guardians, legal representatives or assigns may have for injury or damage resulting from my assistance in the said disaster.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE *ACTIVATING AGENCY* AND THAT I SIGN IT OF MY OWN FREE WILL.

_____ _____

Volunteer's Signature Witness' Signature

Date_____

EDGECOMBE COUNTY REPRESENTATIVE

_____ _____

Signature Position

Date_____

SIGN IN DUPLICATE: ONE COPY TO VOLUNTEER AND ONE COPY TO AGENCY

SHOPPING LISTS FOR PETS

For information on shopping lists and other emergency preparedness tips for dogs, cats, birds and other animals, visit http://www.sartusa.org/shop.asp#dogs.

LIVESTOCK FEEDING SCHEDULES

For emergency feeding schedules for livestock, see http://www.sartusa.org/shop.asp#food.

ACCOMMODATIONS

Farm Animals | http://www.sartusa.org/livestock.asp
Zoo Animals | http://www.sartusa.org/livestock.asp.
Wildlife and Laboratory Animals | http://www.sartusa.org/lab.asp

RESOURCES

For Farmers | http://www.sartusa.org/farmers.asp.
For Pet Owners | http://www.sartusa.org/petowners.asp.

For more information about the Sheltering Section, see http://www.sartusa.org/shelter.asp.

Edgecombe County Emergency Operations Plan

Guidelines for Evacuation and Rescue of Large Animals during Disasters- Edgecombe County North Carolina

Introduction:

Recent history involving natural disasters has illustrated the need to include animal evacuation as an integral part of human evacuation plans while preparing for and responding to such events. These guidelines set forth recommendations for animal owners that will help them prepare to evacuate their animals at the same time they evacuate themselves from threatened areas as well as guidelines for rescue of those animals not evacuated. Past history with hurricanes has shown that owners may leave their animals while evacuating, resulting in the need for sheltering in the affected area. In situations that result in large numbers of animals needing to be sheltered, evacuation of some or of all these pets may need to occur since the affected area may not be able to support large sheltering operations. Edgecombe County appreciates the role of animal welfare groups and animal rescue groups and is grateful for the assistance that it has received in the past. Edgecombe County also recognizes the need for these groups in times of disaster to help citizens' animals to survive and then be reunited after the event if circumstances allow. Edgecombe County also recognizes that some owners, because of dire circumstances, may not be able to care for their pets after catastrophic events and may have to surrender their animals for adoption. Many animal welfare and rescue groups exist on a local, state, and national level that have developed the capability and resources to participate in all phases of animal care and rescue (including rescue, sheltering, and reunification of animals to owners as well as adoption of surrendered animals). Recognizing that animals are considered property of their owners, this document provides guidelines that Edgecombe County will use to cope with animal issues involving animal care, rescue, sheltering, reunification, as well as adoption after surrender during disaster events. Though the occurrence of epidemic disease or terrorist events have not yet resulted in massive rescue efforts for animals, these guidelines could also apply if such an event presented the need.

Guidelines for events requiring evacuation of humans/animals.

A) Before the event, owners should plan to evacuate and to continue the care for their animals if the need for evacuation presents itself. History has shown that Edgecombe County is prone to damage due to hurricanes, tornados, and ice storms that could require evacuation from homes.

Edgecombe County Emergency Operations Plan

Suggested considerations for animal owners that are advised to evacuate:

1) Owner evacuation to accommodations other than pubic emergency shelters:

* Owners should make arrangements to stay with family, friends, or other accommodations some distance away that will accept owners and their animals. Though hurricanes can cause widespread damage, rarely is more than half of the state affected to the degree that shelter cannot be found, usually within 200 miles.

*Owners should have their pets micro chipped or tattooed (by Veterinarians) to aid in the identification of their animals should the owner and animal be separated.

*Owners should plan how they will transport their animals taking into consideration that traffic and delays may mean longer than expected travel times. Travel kennels, pet carriers, trailers etc. should be used to safely confine animals while traveling. Sufficient food and water should be carried in order to cover an evacuation time of at least one week.

*Pre-landfall, people that are to evacuate due to hurricanes etc., can go to The North Carolina Department of Agriculture website to check for boarding facilities in the area they are evacuating to.

B) Guidelines for animals that are to be rescued from affected areas:

1) Owned or stray animals may need to be rescued from affected areas. These animals must be given the opportunity to be reunited with their owners. To facilitate reunification, individuals or groups performing rescue must comply with the following guidelines:

2) All individuals or groups intending to participate in rescue operations for animals must be credentialed by either NC SART, NCDA & CS, or the NC Division of Emergency Management. When an event occurs, credentialed rescue groups must check-in at either a County Emergency Operations Center or a Regional Branch Operations Center before participating in rescue activities. Rescue groups as a part of credentialing must sign a code of conduct stating that they must comply work within guidelines established by Command. Groups or individuals that do not will be asked to cease activities.

3). Any animal that is rescued must be registered at State approved registration sites before

being removed from the affected areas. Registration sites will collect the appropriate information to help insure that owners have available means by which they can locate and claim their animal(s)...

4) Location of Registration sites for rescued animals:
* Registration sites may be located at ; Edgecombe County Animal shelter facility, Co-located shelters, Animal Shelters, Vet Clinics, or other strategic locations/facilities
*The sites' locations will be published pre-event if possible and throughout response and recovery phases of operations.

5). Information collection at Registration sites: (Rescued Animal Registration Form)
* Name of animal owner, their address, and phone number if known
* Location where animal was rescued (address, GPS coordinates or description of location)
* Description of animal (species, breed, sex, color, weight, age, microchip id, and unique markings such as tags (rabies/other) brands, tattoos, ear tags/notches, scars, or color patterns as appropriate)
* Name of individual and Agency/group performing rescue and phone number
* Disposition of animal (name of shelter location, phone, address)

6). Once animals are registered, the animal(s) can be transported to the approved shelter site or another approved location. Other locations including destinations in other states may be approved by the State Veterinarian in some circumstances. A copy of the registration form will accompany the animal to the approved shelter.

C) Shelter Policy:

1) Designated Shelters for evacuated and rescued animals will be responsible for maintaining an information trail that includes the information collected at Registration, signature of receiving official, date of reception, as well as any information acquired (contact with possible owners, records of veterinary treatment, etc.)

2) Animals at designated shelters will be micro chipped, vaccinated for rabies (as appropriate), and decontaminated if needed. Other vaccinations or treatments may be performed.

3) Designated Shelters will keep a log of animals released that includes:
-receiver's name, address, phone, email address, and signature of receiving party

4) County shelters will operate under County ICS.

5) Regional shelters that serve multi-counties will operate under the Branch EOC ICS.

6) Animals that are deemed dangerous to other animals or shelter personnel either because of aggressiveness or disease may be euthanized by permission of County Animal Control according to County shelter policy or by permission of State Vet or his/her representative.

7) A co-located pet shelter is designed for dogs, cats and caged birds only.

8) Edgecombe County co- located shelters will only accept animals belonging to people seeking shelter themselves, and the shelter will be limited to dogs, cats and caged birds. No strays or “found” animals will be admitted. Pet owners are expected to provide crates/ cages for their animals as well as food, bowls, etc.

9) Pet owners will be expected to take care of their own pets (unless they are physically unable, in which case the volunteers will do so) and that this is actually beneficial to the human shelter residents as a stress reliever.

10) In the event an owner did not have records, the vet-tech was asked to examine the pet and if it appeared healthy, it was accepted. If an animal had come in that was clearly sick, Animal Control would remove it to the Animal Control Shelter, where it would be boarded for the usual fee.

11) Once the animals are discharged, the premises must be thoroughly cleaned by CART volunteers. Cleaning supplies may be supplied by the school custodian, who will most likely be on the premises throughout the emergency

12) The Kingsboro facility has limited capability to hold up to 60 swine/sheep/goats and animals of this size combined. The facility can hold up to 45 cattle. No equestrian facilities are approved for use at the Kingsboro site.

D) Fostering Policy

1) Animals rescued from an event will be held in designated shelters in or adjacent to the affected area for 30 days from the date of the incident to allow owners the opportunity to claim their animals. After the initial 30 day period, animals continue to be sheltered or relocated as directed by the State Vet or Incident Commander.

2) Animals rescued from an event will not be available for adoption to a new owner until a MINIMUM of 60 days from the day of the event. NOTE: The State Veterinarian may designate a longer time period if circumstances warrant in the attempt to allow owners reasonable opportunity to claim their animal.

3) Individuals or Groups agreeing to foster animals must complete the NC Fostering Agreement before removing any animal from Designated Shelters.

4) If animals are to be relocated to other states, health regulations must be followed unless the receiving State Vet agrees to waive such regulations.

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

RELEASE OF FACILITY

This is to certify that the premises at
_____ (site)

in _____ (city/ state), controlled, owned or operated by the

_____ (owner) and used temporarily by the

Edgecombe County Animal Response Team ("CART") as an emergency pet shelter

facility from _____ to _____ is hereby returned by CART
(date) (date)
to _____ (owner) in a satisfactory condition, less the following deficiencies:

_____ _____
Signature of Owner/Operator representative Signature of CART

_____ _____
Date Date

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

REGISTRATION AND ANIMAL PUBLIC EVACUATION SHELTER AGREEMENT

I, _____, understand that an emergency exists and that special arrangements have been made to allow my animals to remain in this shelter facility. I understand and agree to abide by the animal care rules contained in this Agreement and have explained them to any other family members accompanying me and my animals. I also acknowledge receipt of a copy of the **Rules for the Operation of the Animal Shelter** and agree to abide by them.

RULES

1. My animal will remain in its pen except at scheduled times. During scheduled relief time, my animal will be properly controlled with leash/ harness and muzzle (if necessary). Scheduled times will be strictly adhered to.
2. I agree to properly feed, water and care for my animal as instructed by a facility director or volunteer.
3. I agree to properly sanitize the areas used by my animal, including proper waste disposal and disinfecting as instructed by a facility director or volunteer.
4. I certify that my animal is current on rabies and all other recommended vaccinations. I agree to assume the cost of any shots or veterinary care, which may be given at the shelter because my animal lacks proof of vaccination.
5. I will not permit my animal to have any contact whatsoever with any other animal while out of its carrier, nor will I permit any other shelter occupants to handle or approach my animal either while in its pen or during exercise times. I will make sure that the pen door is latched and secured with a wire or rope tie.
6. My pet and its pen will be tab-banded for identification by a facility director or volunteer upon registration. I agree not to remove these identification bands until after discharge from the shelter.
7. I will permit my animal to be examined by qualified shelter personnel to determine if medical or stress conditions requiring attention

are present. I further agree to the administration of medication to alleviate any symptoms.

8. I acknowledge that my failure to follow these rules may result in the removal of my animal to another location. I further understand that if my animal becomes unruly or aggressive, shows signs of contagious disease, is infested by parasites (fleas, ticks, lice, etc.), or begins showing signs of stress-related conditions, it may be moved to a more appropriate location. I understand that any decision concerning the care and welfare of my animal(s) and the shelter population as a whole are within the sole discretion of facility director whose decisions are final.

I certify that my animal has no prior history of aggressive behavior and has not been diagnosed with any contagious diseases for which it has not received successful treatment.

I hereby agree to hold harmless all persons, organizations, corporations or government agencies involved in the care and sheltering of my animal(s). I further agree to indemnify any persons or entities, which may have suffered any loss or damage as a result of the care and sheltering of my animal(s).

I understand that if I leave the shelter when the emergency is declared to be over, and I do not take my pet(s) with me, then it/they will be transferred to the Edgecombe County Animal Shelter and be held there for a maximum of five (5) days for disposition. The fee charged by Edgecombe County Animal Shelter is $40 for the first day, plus $15 per day thereafter.

I acknowledge that I have provided the following

items:_____

I acknowledge that the following items were loaned to me to provide proper care and confinement of my pet(s) during the emergency:

_____

_____

Edgecombe County Emergency Operations Plan

_____and I agree to return them to CART upon discharge of my pet(s) once the emergency is declared over.

_____

_____

SIGNED PRINTED NAME

DATE

_____

_____

ADDRESS TELEPHONE +AREA CODE LICENSE NUMBER

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

ANIMAL INTAKE FORM

Owner's name_____

Name and age (if a minor) of family members accompanying Owner:
_____

_____

Date and time of arrival at shelter:_____

Pet's Name	Dog/Cat	M/F	Breed	Color	Age

Are any of your animals on medication?_____

This is not a full service shelter. Can you physically take care of your pet while you are here? YES [ ] NO [ ]

If NO, what kind of assistance will you need?
_____

Animal(s) logged in by CART volunteer:

_____
VOLUNTEER SIGNATURE TIME DATE

_____
SIGNATURE OF OWNER TIME DATE

Edgecombe County Emergency Operations Plan

EDGECOMBE COUNTY ANIMAL RESPONSE TEAM

SIGN OUT, RELEASE AND DISCHARGE FORM

Name of Owner:_____

Pet(s) being discharged to Owner:

PET'S NAME	DOG/CAT	BREED	COLOR

Items belonging to Owner being removed from the shelter:_____

_____

Items loaned to Owner for care of pet(s) returned to CART:_____

_____

Animal(s) are released to Owner:

_____

DATE TIME

I hereby certify that I have received my animal(s) back from the CART animal shelter and release CART from any responsibility for the animal(s).

_____

SIGNATURE OF OWNER DATE TIME

_____

SIGNATURE OF facility director DATE TIME

ANIMAL RELEASE TO VETERINARY FACILITY

The below-described animal has been released from care at the Emergency Animal Shelter and will be transferred and cared for by the below named VETERINARY FACILITY.

CONTROL ID # _____ LOCATION/PEN# _____

ANIMAL DESCRIPTION:

_____

OWNER'S NAME: _____ PHONE: _____

OWNER'S ADDRESS:

_____

MEDICAL TREATMENT PROVIDED TO ANIMAL:

_____

_____

_____

_____

TREATMENT PROVIDED BY:

_____

NAME OF VETERINARY FACILITY:

_____

ADDRESS:

_____

PHONE:

_____

(Business) (Emergency/after hours) (Other)

THE UNDERSIGNED VETERINARY FACILITY HEREBY ACKNOWLEDGES RECEIPT OF THE ABOVE DESCRIBED ANIMAL, AND AGREES TO PROVIDE HUMANE CARE, ADEQUATE SHELTER, AND FOOD TO THIS ANIMAL WHILE IN HIS/HER FOSTER CARE; AND AGREES TO HOLD HARMLESS ALL PERSONS, ORGANIZATIONS, OR

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GOVERNMENT AGENCIES INVOLVED IN THE RESCUE, CARE, AND SHELTERING OF THIS ANIMAL. THE ANIMAL'S OWNER AGREES TO BE RESPONSIBLE FOR ANY VETERINARIAN, FOOD, OR CARE EXPENSES INCURRED DURING THE FOSTER CARE PERIOD.

VETERINARY FACILITY SIGNATURE: _____ DATE: _____

VETERINARY FACILITY PRINT NAME:

_____

OWNER'S SIGNATURE: _____ DATE: _____

OWNER'S PRINT NAME:

_____

EMERGENCY ANIMAL SHELTER STAFF SIGNATURE:

_____

STAFF PRINT NAME: _____ DATE: _____

SIGN IN TRIPLICATE.

COPY TO (circle one): OWNER VETERINARY FACILITY EMERGENCY ANIMAL SHELTER

Edgecombe County Emergency Operations Plan

LOST ANIMAL ALERT FORM DATE _____

ANIMAL DESCRIPTION

DOG ☐ CAT ☐ HORSE ☐ OTHER ☐ _____ M ☐ M/N ☐ F ☐ F/S ☐

BREED _____ SIZE _____

AGE _____

COLOR _____ DISTINCITVE MARKINGS (note injuries or special conditions)

_____

_____

ANIMAL NAME _____ COLLAR/TAG # _____

MICROCHIPPED/TATOOED _____ IS ANIMAL AGGRESSIVE? _____

PRE-EXISTING MEDICAL CONDITIONS

_____

IS ANIMAL ON MEDICATION?

_____

OWNER INFORMATION

NAME _____ PHONE ( )_____

OTHER PHONE ( )_____

PERMANENT ADDRESS

_____

DIRECTIONS/LANDMARKS (Use back if needed)

_____

_____

_____

_____

TEMPORARY ADDRESS (IF OTHER THAN PERMANENT)

_____

VETERINARY INFORMATION

NAME _____

PHONE ( )_____

Edgecombe County Emergency Operations Plan

VACCINATION STATUS _____ DATE OF VACCINATIONS

_____

_____

STAFF COMMENTS

_____

_____

_____

_____

_____

_____

FOR OFFICE USE ONLY

ANIMAL LOCATED _____ DATE _____

OWNER CONTACTED_____ DATE _____

ANIMAL DECEASED/DATE _____ UNKNOWN AFTER 30 DAYS _____

FORM COMPLETED BY _____ DATE _____

ANIMAL RELEASE TO FOSTER CARE

The below-described animal has been released from care at the Emergency Animal Shelter and will be transferred and cared for by the below named foster care resident.

CONTROL ID # _____ LOCATION/PEN# _____

ANIMAL DESCRIPTION:

_____

OWNER'S NAME: _____ PHONE: _____

OWNER'S ADDRESS:

_____

MEDICAL TREATMENT PROVIDED TO ANIMAL:

_____

_____

_____

TREATMENT PROVIDED BY:

_____

NAME OF FOSTER CARETAKER:

_____

HOME ADDRESS:

_____

WORK ADDRESS:

_____

PHONE:

_____

(Home) (Work) Other)

Edgecombe County Emergency Operations Plan

THE UNDERSIGNED FOSTER CARETAKER HEREBY ACKNOWLEDGES RECEIPT OF THE ABOVE DESCRIBED ANIMAL, AND AGREES TO PROVIDE HUMANE CARE, ADEQUATE SHELTER, AND FOOD TO THIS ANIMAL WHILE IN HIS/HER FOSTER CARE; AND AGREES TO HOLD HARMLESS ALL PERSONS, ORGANIZATIONS, OR GOVERNMENT AGENCIES INVOLVED IN THE RESCUE, CARE, AND SHELTERING OF THIS ANIMAL. THE ANIMAL'S OWNER AGREES TO BE RESPONSIBLE FOR ANY VETERINARIAN, FOOD OR CARE EXPENSES INCURRED DURING THE FOSTER CARE PERIOD.

FOSTER CARETAKER'S SIGNATURE: _____ DATE: _____

FOSTER CARETAKER'S PRINT NAME:

_____

OWNER'S SIGNATURE: _____ DATE: _____

OWNER'S PRINT NAME:

_____

EMERGENCY ANIMAL SHELTER STAFF SIGNATURE:

_____

STAFF PRINT NAME: _____ DATE: _____

SIGN IN TRIPLICATE.
COPY TO (circle one): OWNER FOSTER CARETAKER
EMERGENCY ANIMAL SHELTER

EMERGENCY RELEASE FORM

Log # _____

(Please be sure to check with a local attorney on what type of release best fits your organization.)

The undersigned owner(s) (agent) of the animal described as follows:

Name of Animal: _____ Species: _____ Breed: _____

Description of Animal: _____ Age: _____

hereby requests the emergency quartering of the animal being evacuated because of a pending or occurring disaster. The animal owners (agents) hereby release the person or entity who is receiving the animal (hereinafter "animal caregivers") from any and all liability regarding the care and quartering of the animal during and following this emergency. The animal owners (agents) acknowledge that if emergency conditions pose a threat to the safety of the animal, additional relocation may be necessary, and this release is intended to extend to such relocation.

The animal owners (agents) acknowledge that the risk of injury or death to the animal during an emergency cannot be eliminated and agree to be responsible for any veterinary expenses which may be incurred in the treatment of their animal. It is also requested that the animal owners (agents) contribute to the feeding and daily care of their animal, if possible.

If an animal is not claimed within thirty (30) days (unless prior arrangements have been made), the animal owner will be notified of possible adoption or relocation.

Edgecombe County Emergency Operations Plan

PRINTED NAME OF ANIMAL OWNER (AGENT) DATE

SIGNED NAME OF ANIMAL OWNER (AGENT) DATE

ADDRESS OF ANIMAL OWNER (AGENT)

HOME PHONE (INCLUDING AREA CODE) CELLULAR PAGER

PLACE OF EMPLOYMENT WORK PHONE

ADDRESS TO WHICH OWNER (AGENT) PLANS TO EVACUATE DURING EMERGENCY

PHONE (INCLUDING AREA CODE)

It is the responsibility of the animal owner (agent) to keep the animal caregivers informed
of where the animal owner(agent) can be contacted during the emergency.

NAME OF ANIMAL CAREGIVERS CONTACT PHONE

ADDRESS OF ANIMAL CAREGIVERS

SIGNATURE OF ANIMAL CAREGIVERS DATE

This animal is being released for the following disposition (please check one):

☐ permanent adoption ☐ in-field euthanasia ☐ temporary hold for _____ days
☐ hold until able to reclaim ☐ other, please explain _____

EDGECOMBE COUNTY PET RECOVERY RESIDENCE ENTRY FORM

Name: _____
Address: _____
Nearest Cross Street: _____
Key Tag Number: _____
Telephone Number: (_____)_____
Type of Animal: _____
Animal Description: _____
Animal Location Inside or Outside or Residence/Business: _____
_____
_____
_____

Animal Identification Number: _____
Officer's Signature: _____
Disposition: _____
Owner's Return Signature: _____

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AUTHORIZATION, RELEASE AND HOLD HARMLESS AGREEMENT

I hereby authorize Edgecombe County Government and the Edgecombe County Sheriff's Office Animal Services, and its designees, officers, agents and employees to enter into my property at _____ utilizing the entrance keys provided by me to search for and retrieve my pet(s). In consideration of this authorization, I hereby release and hold such officers, employees and agents free and harmless from any injury or damage that may occur to real or personal property resulting from such entry. I further understand such entry is for the sole purpose of retrieving live animals and not for rescue or assistance in any other manner.

Approved and executed this _____day of _____Month, _____Year

_____
PRINT NAME

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT

_____
SIGNATURE

_____ _____
WITNESS SIGNATURE DATE

ANIMAL RESCUE REQUEST FORM

Log # _____

This form is to be distributed to law enforcement and military personnel, utility crews, and other workers in the disaster area, as well as to pet owners evacuated from the area. It should also be used to record information from owners calling in a rescue request. Please file a separate request for each animal. This form should be completed for all animals sighted, even if they are deceased.

_____

LOCATION OF ANIMAL OR SIGHTING_____

DATE TIME (AM OR PM)

ANIMAL DESCRIPTION

☐ Dog ☐ Cat ☐ Other _____ ☐ Male ☐ Female ☐ Altered

BREED COLOR AGE

DISTINCTIVE MARKINGS AND VISIBLE IDENTIFICATION (NOTE INJURIES OR SPECIAL CONDITIONS)

☐ Collar ☐ License, Rabies, or ID Tag ☐ Tattoo, Location _____ ☐ Microchipped

NAME OF REQUESTING PARTY AGENCY OR OWNER

ADDRESS

CITY STATE ZIP

DESCRIPTION OF ANIMAL'S LOCATION

WORK PHONE (INCLUDING AREA CODE) HOME PHONE OTHER

TEMPORARY ADDRESS

CITY STATE ZIP

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If owner, is key available? ☐ Yes ☐ No Location of Key _____

If no, is keyless entry authorized? ☐ Yes ☐ No

SIGNATURE OF OWNER OR PERSON COMPLETING FORM DATE TIME (AM OR PM)

**** FOR RESCUE TEAM ONLY****

REQUEST RECEIVED BY (NAME) DATE TIME (AM OR PM)

ACTION TAKEN

EMERGENCY MEDICAL TREATMENT PROVIDED TREATED BY (RESCUE TEAM VETERINARIAN, NAME)

PHONE (INCLUDING AREA CODE)

ANIMAL TAKEN TO ADDRESS

CITY STATE ZIP

REPORT COMPLETED BY (PLEASE PRINT)

This report must accompany the animal. The animal/carrier should be identified with the location of rescue & log number.

Edgecombe County Emergency Operations Plan

Animal intake release form

Date: _____

ENTRY DATA

DROP OFF ☐ RESCUE ☐ SURRENDER ☐ DOA ☐ COMMENTS

_____

LOCATION OF FOUND/RESCUED
ANIMAL_____

ANIMAL DESCRIPTION

DOG ☐ CAT ☐ HORSE ☐ OTHER ☐ _____ M ☐ M/N ☐ F ☐
F/S ☐

BREED _____ SIZE _____ AGE _____ COLOR

_____

DISTINCITVE MARKINGS (Note injuries or special conditions)

_____

ANIMAL NAME (If known) _____ COLLAR/TAG#

_____

MICROCHIPPED/TATOOED (If so, number & location)
_____

ANIMAL HEALTH and BEHAVIOR

Edgecombe County Emergency Operations Plan

AGGRESSIVE? (If so, describe)

_____

SICK/INJURED? (If so, describe)

_____

MEDICATION/TREATMENT GIVEN PRIOR TO/ON ARRIVAL

_____

OWNER INFORMATION (If known)

NAME _____ PHONE ( ) _____ OTHER PHONE ( ) _____

PERMANENT ADDRESS

_____

TEMP ADDRESS (IF OTHER THAN PERMANENT)

_____

PERMISSION TO FOSTER? _____ SURRENDER? _____ IF SO, SIGNATURE _____

COMMENTS _____

_____

_____

DISPOSITION OF ANIMAL AT DEPARTURE

RECLAIMED/DATE _____ ADOPTED (Appl. Attached) _____

EUTHANIZED _____ IF SO, REASON _____

OWNER SIGNATURE (If applicable_____ DATE _____

PRINTED NAME

_____

ADDRESS

_____

PHONE ( ) _____ DRIVER LICENSE # _____

Edgecombe County Emergency Operations Plan

ANIMAL CARE SCHEDULE

DOG _____ CAT _____ BIRD _____ HORSE _____ OTHER

_____ DATE ARRIVED _____M/F _____

SPAYED/NEUTERED _____

BREED _____ COLOR

_____

DISTINCT MARKINGS

_____

SPECIAL DIET OR REQUIREMENTS _____

_____

ANIMAL CARE SCHEDULE – Please Place on Outside of Cage or Pen					
DATE	**TIME WALKED**	**TIME FED**	**TIME CAGE/PEN CLEANED**	**COMMENTS**	**CARETAKER'S INITIALS**

SHELTER VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY

I, _____, residing at _____ _____HEREBY ACKNOWLEDGE that I have voluntarily applied to assist the EDGECOMBE COUNTY ANIMAL RESPONSE TEAM ("CART") in the disaster situation described as follows:

_____

_____

_____

I AM AWARE THAT WORKING IN THE SAID DISASTER SITUATION MAY BE HAZARDOUS AND I AM VOLUNTARILY PARTICIPATING IN THIS ACTIVITY WITH FULL KNOWLEDGE OF THE NATURE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY OR DEATH. I FURTHER AGREE TO ADHERE TO THE RULES OF OPERATION ESTABLISHED BY THE _____CART.

Please initial: _____

AS LAWFUL CONSIDERATION for being permitted by Edgecombe County, *the activating agency,* to assist in the said disaster and receive, as it maybe, disaster relief training and instruction, free meals, transportation, lodging or other like considerations, I hereby agree that I, my heirs, distributes, guardians, legal representatives and /or assigns will not make a claim against, sue, attach negligence or other acts, howsoever caused, by any employee, agent or contractor of

the activating agency or its affiliates, as a result of my assisting in the said disaster. In addition, I hereby release and discharge *activating agency* and its affiliate organizations from all actions, claims or demands that I, my heirs, distributes, guardians, legal representatives or assigns may have for injury or damage resulting from my assistance in the said disaster.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE *ACTIVATING AGENCY* AND THAT I SIGN IT OF MY OWN FREE WILL.

_____ _____

Volunteer's Signature Witness' Signature

Date_____

EDGECOMBE COUNTY REPRESENTATIVE

_____ _____

Signature Position

Date_____

SIGN IN DUPLICATE: ONE COPY TO VOLUNTEER AND ONE COPY TO AGENCY

ANNEX B - DAMAGE ASSESSMENT

PURPOSE

This annex provides guidelines for the processes used to appraise or determine the severity of damage to public and private property, and the status of key facilities.

SITUATION

Emergency events affecting Edgecombe County will have the potential for causing severe damage. A planned damage assessment program is essential for effective response and recovery operations.

If a major event occurs, a series of damage assessment activities will be required:

A Situation Report (SITREP) will be submitted to the State EOC, which will detail the amount of damages and the needed resources.

The State supported impact assessment results in the identification of immediate life support needs.

Federal/State supported damage assessment precedes the delivery of a Presidential Disaster Declaration and defines the specific needs for long term recovery.

Edgecombe County Emergency Operations Plan

Following an emergency event, a multitude of independent damage assessment activities will be conducted by a variety of organizations, including Edgecombe County Damage Assessment teams (comprised of Building Inspectors, Tax Appraisal Officers, and Environmental Health Officials), American Red Cross, State and Federal agencies, and teams from the private sector such as utility and insurance companies.

Recovery from an event will be managed in two identifiable phases:

Phase One is the emergency reaction phase and the implementation of emergency action plans. Actions under this phase include life safety issues, security, debris removal, mass care, and restoration of essential services. The Edgecombe County Office of Emergency Services will assume the lead role in coordination of this phase.

Phase Two is the long term reconstruction phase. Actions under this phase include: rebuilding of damaged public buildings, rebuilding of roadways and bridges, rebuilding of private homes and businesses, relocation of citizens, etc.

The lead roles in this phase will be assumed by the County Manager, Finance Director, Building Inspections and the Planning Director. If the magnitude and severity of the emergency event warrants, a Presidential Disaster Declaration may be declared, thus making Federal Government Assistance available to Edgecombe County.

If the event is confined to a local jurisdiction the Governor may declare a local disaster thus making state disaster assistance available to Edgecombe County.

ASSUMPTIONS

The County will continue to be exposed to various hazards resulting in damage to both public and private property.

Public information is a critical tool in immediate post response for informing the public about actions being taken, and for requesting help from outside the area of impact.

Damage to the utility systems and to the communications systems may impede the recovery process.

Routine government agency operations such as delivery of social programs, legal processes, elections and cultural events may be curtailed or postponed as a result of the disaster.

A major event could have a significant long-term economic impact.

An emergency event affecting the County could result in the severance of one or more main transportation arteries resulting in a significant alteration of lifestyle in the County.

CONCEPT OF OPERATIONS

Responsibility for gathering information for the Immediate SITREP/ Phase One of recovery operations lies with local government.

Emergency and recovery operations will initially be coordinated from the EOC. Each municipality will be responsible for providing a representative at the daily briefing(s).

Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency.

The Building Inspections will coordinate the compilation of damage survey data; working in coordination with the Emergency Services Director to prepare damage assessment reports.

The Emergency Services Director will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.

The Information Technology Services Department will utilize the Geographic Information System (GIS) to map damage affected areas.

The Emergency Services Director will forward damage assessment reports and any requests for assistance to NC Division of Emergency Management by expediting the process as quick as possible. By Executive Order, the Secretary of the NC Department of Crime Control and Public Safety is authorized to commit any state resources to assist with the emergency recovery efforts.

Based upon the local damage assessment reports, the NC Division of Emergency Management will determine what recovery capabilities are available to meet the identified requirements.

When an event occurs of such magnitude that could result in a State or Presidential Declaration, damage assessment of public and private property is required to determine the extent of damage. This information will provide a basis for the identification of needed actions, the determination of priorities, and allocation of local government resources in the impacted area during the early stages of the recovery effort, and what, if any, outside assistance will be needed.

Damage assessment is assigned to ESF–3 (Public Works and Engineering) in the Emergency Operations Center. The Public Works and Engineering section reports to the Infrastructure and Recovery Branch of the Operations Group. All Damage Assessment Teams will coordinate their damage assessment with the Edgecombe County Emergency Operations Center and request assistance as needed to conduct damage assessment in their jurisdictions.

The American Red Cross is required by an act of Congress and their charter to undertake damage assessment surveys of private property within a 72-hour period. The American Red Cross EM not attempt to estimate the damages to public property or businesses, or determine whether private property is insured. Through the Edgecombe County Emergency Operations Center, Infrastructure and Recovery Section (ESF-3), damage assessment information will be shared and coordinated with the American Red Cross, whenever possible.

Once completed, the Damage Assessment report will be forwarded to the NC Division of Emergency Management for State review.

Rapid Damage Assessment (Windshield Survey)

This phase will be coordinated using local resources to provide a quick overview of damage within Edgecombe County. The damage assessment teams, fire departments, and local law enforcement agencies will complete the windshield survey to identify the number of damaged buildings and establish the damaged areas within the County and municipalities.

Initial Damage Assessment

The initial damage assessment will be conducted by the damage assessment teams within Edgecombe County to begin a building-by-building inspection of damaged property. Using data from the windshield survey, the teams will assess the dollar amount of damage to each of the structures, determine the extent of damage (minor, major, destroyed), and determine whether or not the occupants are insured.

Preliminary Damage Assessment

The preliminary damage assessment will be completed with the assistance of a joint, local, state and federal damage assessment team to examine the extent of damage to determine if a State and/or Presidential Declaration should be requested.

Detailed Damage Assessment

The detailed damage assessment will occur once a Presidential Declaration has been established to determine a more detailed cost report of damages to the affected areas.

Mitigation/Preparedness

The following actions need to occur as part of the Mitigation/Preparedness process:

Develop Damage Assessment Teams;

Train and recruit personnel to serve on Damage Assessment Teams;

Have all personnel trained in the National Incident Management System (NIMS) to the operations level;

Determine critical facilities within the Damage Assessment Team's jurisdiction; and

Participate in frequent exercises to evaluate the Damage Assessment Team's response capability.

Response/Recovery

The following actions need to occur as part of the Response/Recovery process:

Activate Damage Assessment Teams to begin a windshield survey;

Assign personnel to work in the EOC, in ESF–3 (Public Works and Engineering Section) to coordinate Damage Assessment;

Coordinate Damage Assessment phases with the EOC Manager, when activated;

At onset of the emergency/disaster begin data collection and recordkeeping; and channel all data gathered back through the Emergency Operations Center;

Compile all damage assessment reports into a countywide report; and

Maintain records of expenditures and document resources utilized during an emergency event.

Edgecombe County Emergency Operations Plan

ANNEX C - DEBRIS MANAGEMENT

PURPOSE

To provide organizational structure, guidance and standardized procedures for the clearance, removal and disposal of debris caused by a major debris generating event.

To establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.

To expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety and welfare of Edgecombe County residents.

To coordinate partnering relationships through communications and pre-planning with local, State and Federal agencies involved with debris management responsibilities.

To implement and coordinate private sector Debris Removal and Disposal contracts to maximize cleanup efficiencies.

SITUATION AND ASSUMPTIONS

A. Situation

Natural disasters such as hurricanes, tornados. EM and flooding precipitate a variety of debris that include, but are not limited to, such things as trees and other vegetative organic matter, building and construction material, appliances, personal property, mud and sediment.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration and intensity. This plan is based on the debris generating capacity of a Category 3 Hurricane with wind speeds in excess of 131 miles per hour and heavy rainfall.

A Category 3 Hurricane will cause extensive damage to large trees and shrubs in addition to substantial structural damage to homes and commercial property. Mobile homes will be destroyed.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal

methods utilized to address the debris problem, associated costs incurred and how quickly the problem can be addressed.

B. Assumptions

A natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.

The amount of debris resulting from a major natural disaster probably will exceed Edgecombe County removal and disposal capabilities.

Edgecombe County will contract for additional resources to assist in the debris removal, reduction and disposal process.

The Governor will declare a State of Emergency that will authorize State resources to assist in removal and disposal of debris.

The Governor will request a Presidential Disaster Declaration, if the disaster exceeds both local and State resources.

CONCEPT OF OPERATIONS

A. General

Organization

1. The County will identify multiple Debris Management Sites.

2. The Solid Waste Director will have the primary responsibility for identifying these sites, obtaining agreements to use these sites and ensuring their continued availability.

B. Specific

1. Responsibilities

Disaster responsibilities for municipalities will be determined by the respective jurisdictions according to their capabilities. However, all clean up and restitution efforts should be coordinated with adjoining jurisdictions, including Edgecombe County. Edgecombe County municipalities are encouraged to participate in the existing agreement for sharing resources among themselves as a first priority.

The Emergency Services Director

The Emergency Services Director is responsible for daily operational control and overall management of the EOC and its staff. The Emergency Services Director will receive current information on the severity of the disaster from many sources. All requests for debris removal or disposal will be directed to the Debris Manager. Requests for debris clearing from public facilities and roadways will be coordinated with the EOC.

The Debris Manager

The Debris Manager will be designated as the County Debris Manager. In addition they will be responsible for, but not limited to, the following with respect to any and all debris management issues:

Keep the Edgecombe County Administration and Emergency Services Director briefed on the status of the debris clearing, removal and disposal operations.

Assure that Edgecombe County is represented at all meetings with other government and private agencies involved with the debris cleanup operation.

Coordinate with affected municipalities within Edgecombe County on all debris clearance, removal and disposal issues through conference calls.

Convene emergency debris coordinating meetings at the EOC or other appropriate location.

Ensure the debris management effort is provided with all available administrative staff and field support personnel.

During EOC activation, the Debris Manager will coordinate debris management issues from the EOC. The Debris Manager will be responsible for coordinating all debris clearance and cleanup actions with the EOC. Actions will focus on keeping track of field site assignments and progress of the initial debris clearance from public roadways and critical facilities.

The Debris Manager will inform the Emergency Services Director of cleanup progress and any problems encountered or expected.

The Debris Manager will coordinate debris issues with municipalities, other government and private agencies involved with the debris cleanup operation. The Debris Manager may appoint a field operations coordinator who will be responsible for daily operational control of the debris sites.

The Debris Manager will supervise the monitoring of Debris Contractors, load inspections at debris sites and other off site areas and the preparation of Load Sheets at debris sites or other impacted areas.

The Debris Manager will coordinate the dissemination of public information with the EOC Public Information Officer (PIO).

Public Information Officer (PIO)

The PIO will develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio and TV public service announcements should be used to obtain the public's cooperation by separating burnable and non-burnable debris, segregating household hazardous waste, placing disaster debris at the curbside, keeping debris away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping and segregating recyclable materials. Pickup schedules will be disseminated in the local news media and the County EOC Message Center.

County Finance Officer

The Edgecombe County Finance Officer, or his designee, shall serve as reimbursement coordinator and will provide for the collection and compilation of all labor, equipment hours, materials/supplies and expenditures related to disaster response and recovery. The reimbursement coordinator will also manage the receipt and submission of all debris contractor payables through consultation with the Debris Manager and contractors (if used). Under the direction of the County Finance Officer, the County Debris Manager will assure that debris management contractors establish and maintain insurance coverage as required by the contract. In addition, the County Finance Officer, in cooperation with the Debris Manager, will ensure that the contract requirements are met by the identified contractors

County Damage Assessment Officer

The County Damage Assessment Officer will be responsible for compiling all damage reports for County facilities using FEMA's Project Worksheet forms and coordinate the submission of these forms with the reimbursement coordinator and Debris Manager.

Environmental Programs

The Debris Manager shall work with the appropriate state and federal environmental regulatory agencies to ensure debris sites comply with established guidelines. Site monitoring will include environmental sampling (well drilling & monitoring sites) and lab services, as required.

Solid Waste Manager

The County Solid Waste Manager shall be responsible for the coordination with franchise waste haulers to re-establish garbage collection in the unincorporated areas of the County. The Solid Waste Manager shall coordinate the Debris Manager in matters regarding storm debris collection, transportation and disposal.

The County Solid Waste Manager shall be responsible for storm debris cleanup at solid waste facilities. The County Solid Waste Manager and the Debris Manager will coordinate any on site open burning of vegetative debris. The Solid Waste Manager will provide a status report on the availability of disposal capacity and the types and quantities of storm debris being delivered to the landfill facilities for processing or storage. The Emergency Services Director will be provided with regular status reports.

Hazardous Waste Services

Household Hazardous Waste (HHW) shall be separated by the contractor(s) in accordance with established state and federal disposal regulations. The contractor(s) shall provide to the Debris Manager recommendations for dealing with HHW materials. The contractor(s) shall ensure the coordination of inspections, notifications, and if necessary, cleanup or mitigation of any hazardous waste releases at identified facilities.

Debris Management Consultant(s)

Edgecombe County may hire a prime contractor to coordinate debris removal and other related activities. The contract will be handled as other service contracts are handled within the scope of County government. The Finance Officer, in cooperation with the Debris Manager, will make recommendations regarding selection of the vendor, scope of work, costs and other related issues. The identified prime contractor will hire and supervise sub-contractors within the scope of the contract.

2. Pre-Storm Administrative Actions

The Emergency Services Director will coordinate a Debris Management Workshop with the Contractors, Debris Manager, identified County staff and municipal representatives to review the Debris Management Plan procedures and to ensure that the debris management operation works smoothly. Items of discussion will include:

Contractor responsibility

Debris Management Site

Logistical support

Procedures for call up of Contractor personnel and equipment

Haul routing

Contractor vehicle identification and registration

Debris hauling load ticket administration

Mobilization and operation of the Debris Management Sites

Contractor payment request submission, review, and verification

Special procedures for HHW

Debris Management site open and closure requirements

3. Pre-storm Activation Actions

A. The Emergency Services Director will notify the Finance Officer, who will in turn notify the contractor, in order to place them on alert status. They are to be prepared to move into the Edgecombe County area within 12 hours after receipt of a Notice to Proceed from the County.

B. The County Debris Management Consultant will be notified by the County Finance Officer upon notice of a Category 1 or above hurricane or other situation that could generate large volumes of debris. The Debris Management Consultant will establish presence and coordinate with the County should the situation dictate the activation of the emergency contract.

4. Debris Management Phases

Phase I: Debris Clearance Operations

The Solid Waste Manager, in cooperation with the County Damage Assessment Officer, is the lead person responsible for coordinating impact assessment for all public structures, equipment and debris clearance immediately following a large scale disaster in order to prioritize the impacted areas and resource needs. Debris clearance from roadways and public property will be accomplished using volunteer crews and

equipment, NCDOT, mutual aid providers and private contractor resources. The NCDOT has the primary mission to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders. These services may be supplemented by available volunteers from National Guard, Fire Departments and the NC Forest Service. Edgecombe County Damage Assessment Teams will conduct initial zone by zone windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways. The results of the windshield surveys will also be provided to the Debris Manager located at the EOC.

Priority for debris clearance will be based upon the following criteria:

Extricate people

Major flood drainage arteries

Egress for fire, police, EMS and the EOC

Fire, Police, EMS and Municipal Buildings

Ingress to hospitals, jail, and special care unit

Major traffic routes

Egress for fleet, traffic, road and bridge, and designated remote locations

Supply distribution points and mutual aid assembly areas

Government facilities

Public Safety communications towers

Red Cross shelters

Secondary roads to neighbor collection points

Access for utility restoration

Neighborhood streets

Private property adversely affecting public welfare

Phase II: Contractor Assisted Operations

Contractor operations will require County and identified municipalities to provide Field Monitoring Teams as well as Load Site and Disposal Site Monitors to oversee contractor operations for quality control purposes.

Debris Removal and Disposal Operations

The Debris Manager will coordinate debris removal and disposal operations for all unincorporated portions of Edgecombe County.

Identified contractors will collect and haul mixed debris from their assigned Debris Management Sites to designated C&D Debris

Management sites or to designated private landfill sites. Clean woody debris will be hauled to the nearest designated vegetative Debris Management site for eventual burning or grinding.

Municipality contractors will take all storm debris to the County Landfill or an approved municipal Debris Management Site. Clean woody debris will be hauled to the nearest municipal Debris Management Site or approved County vegetative Debris Management Site.

Mixed debris from unincorporated areas will be hauled to designated C&D Debris Management Sites or to designated landfill sites. Clean woody debris will be hauled to the nearest designated vegetative Debris Management Site for eventual burning or grinding.

All vehicles hauling debris and contractor debris haulers will obtain a certified scale ticket and/or load ticket for each load of debris deposited at a private landfill. The contractors' scale ticket/load tickets will be turned into their supervisors at the end of each day. The supervisors will forward the scale tickets daily to the Debris Manager. The scale tickets/load tickets will be the verification documentation for landfill invoices.

Private haulers will pick-up garbage according to current procedures, routes and removal schedules.

Contractor Debris Removal and Disposal Operations

The Finance Officer or his/her authorized representative will be in contact with the firm(s) holding Debris Removal and Disposal

Contract(s) and advise them of impending conditions. The contract is designed to have a qualified Contractor(s) remove and lawfully dispose of all natural disaster generated debris, industrial or commercial hazardous waste. Debris removal may be limited to unincorporated streets, roads and other public rights of way based on the extent of the disaster by N. C. Department of Transportation. Debris contract haulers may be limited

to disaster related material placed at, or to debris immediately adjacent to, the edge of the rights of way by residents within designated Debris Management Sites.

The Contractor, upon Notice to Proceed, will mobilize such personnel and equipment as necessary to conduct all debris removal and disposal operations as were previously detailed in the Debris Removal and Disposal Contract. All contractor operations will be subject to review by Edgecombe County Officials.

Edgecombe County recognizes the economy of disaster debris disposal through the use of local vegetative Debris Management Sites designated for volume reduction of clean woody debris. The County has pre-designated vegetative Debris Management Sites for the sole purpose of temporarily storing and reducing clean woody debris through either burning or grinding. The Contractor will operate the Debris Management Sites made available by the County. The Contractor will be responsible for all site setup, site operations, rodent control, closeout and remediation costs. The Contractor is also responsible for the lawful disposal of all debris reduction by products as his/her operations may generate at a Debris Management Site. A listing of all approved County Debris Management Sites will be provided.

Debris Management Sites will be established for mixed debris. These sites will be centrally located to handle construction and demolition (C&D) material. These C&D Debris Management Sites will be used to expedite the removal of mixed and C&D material from rights of way within the unincorporated portions of Edgecombe County. Municipalities will be allowed to use these sites upon approval of the Edgecombe County Debris Manager. A valid load ticket must accompany all material delivered to a County C&D Debris Management Site by County contractors. All material deposited at C&D Debris Management Sites will eventually be taken to a properly permitted landfill for final disposal.

The County Debris Manager may direct contractors to bypass C&D Debris Management Sites and approve the hauling of mixed C&D debris directly to a properly permitted landfill for disposal.

The Debris Manager, or their designee, will monitor the Contractor's performance for debris removal and disposal operations in each Debris Zone. The Debris Manager will supervise the Field Inspection Teams consisting of County personnel. The Field Inspection Teams will monitor all Contractor operations. The Contractor will keep the Field Inspection Teams informed of cleanup progress and any problems encountered or expected.

The Contractor will restore the Debris Management Sites as close to the original condition as is practical so that it EM not impair future land uses. All sites are to be restored to the satisfaction of the County with the intent of maintaining the utility of each site.

Loading Site and Disposal Site Monitors

All contracted loads will be taken directly to an approved landfill for final disposal. The contractor should avoid multiple hauling of debris. The contractor shall comply with all terms of the Contract.
Disposal Site Monitors will be provided by either the County or from other identified sources. The Loading Site Inspectors will be assigned to each Contractor loading site within designated Debris Management Sites. The Loading Site Monitor will initiate the load tickets that verify that the debris being picked up is eligible under the terms of the contract. Disposal Site Monitors will be stationed at all Debris Management Sites and landfills disposal site for the purpose of verifying the quantity of material being hauled by the Contractor through the use of load tickets.

The Contractor shall construct and maintain Inspection Stations at each Debris Management Site and landfill disposal site. The inspection stations will consist of an inspection tower with furniture and portable sanitary facilities. The Contractor will construct the inspection towers of pressure treated wood with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris.

A Disposal Site Monitor will be located at each inspection station to verify the load and estimate the volume in cubic yards. The Disposal Site Monitors will estimate the cubic yards of debris in each truck entering the Contractor's selected Debris Management Sites or landfill disposal site and will record the estimated quantity on pre-numbered debris load tickets.

The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load tickets.

The Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. One part of the debris load ticket will be given to the truck driver and the other retained by the Disposal Site Monitor. The truck driver's portion of the load ticket will be turned in daily to their supervisor. The Disposal Site Monitor's copy will be turned in daily to the Debris Manager. Payment for hauling debris will only be approved upon presentation of the duplicate debris load ticket with the Contractor's invoice. Contractor invoices will be processed by the County within ten working days of receipt.

Field Inspection Team

The Debris Manager will appoint Field Inspection Team personnel responsible for monitoring all Contractor debris removal and disposal operations. The Field Inspection Teams will periodically inspect each Debris Management Site to ensure that operations are being followed as specified in the Debris Removal and Disposal Contract with

respect to local, State and Federal regulations and the Debris Management Site Baseline Checklist.

Each Field Inspection Team will submit a daily written report to the Debris Manager outlining their observations with respect to the following:

Contractor using the site properly with respect to layout and environmental considerations;

Contractor established lined temporary storage areas for ash, household hazardous wastes and other materials that can contaminate soils and groundwater;

Contractor established environmental controls in equipment staging areas, fueling and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids;

Plastic liners in place under stationary equipment such as generators and mobile lighting plants;

Contractor established appropriate rodent control measures;

Burn sites constructed and operating according to Environmental checklist for Air Curtain Pit Burners

Contractor established procedures to mitigate:

Smoke: Are the incineration pits constructed properly and being operated according to the contract statement of work?

Dust: Are water trucks employed to keep the dust down?

Noise: Have berms or other noise abatement procedures been employed?

Traffic: DEM the Debris Management Site have a suitable layout for ingress and egress to help traffic flow?

Field Inspection reports will also include observations at loading sites and the locations of any illegal dumping sites.

Debris Management Site Setup and Closeout Procedures

The Contractor will be responsible for preparing and closing out a Debris Management Site according to specification in the contract.

Private Property Debris Removal

Dangerous structures should be the responsibility of the owner to demolish in order to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain because of the lack of insurance or absentee landlords. Care must be exercised to ensure that the Edgecombe County Building Code Enforcement Department properly identifies these structures.

The Debris Manager will coordinate with the Building Inspections Code Enforcement Department regarding:

Demolition of private structures;

Removing debris from private property;

Local law and/or code enforcement agencies;

Historic and archaeological sites;

Qualified environmental contractors to remove hazardous waste such as asbestos and lead based paint;

Abandoned vehicles;

Receipt of Right of Entry Agreements with landowners

The topography and soil/substrate conditions should be evaluated to determine best site layout. When planning site preparation, think of ways to make restoration easier. For example, if the local soils are very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. Upon site closeout, the uncontaminated soil can be spread to preserve the integrity of the tillable soils.

The following site baseline data checklist should be used to evaluate a site before a contractor begins operations and used during and after to ensure that site conditions are properly documented.

Debris Management Site Operations

Lined temporary storage areas should be established for ash, household hazardous waste, fuels and other materials that may contaminate soils and groundwater. Plastic liners should be placed under stationary equipment such as generators and mobile

lighting plants. These actions should be included as a requirement in the contract scope of work. If the site is also an equipment storage area, fueling and equipment repair should be monitored to prevent and mitigate spills of petroleum products and hydraulic fluids.

Be aware of and lessen the effects of operations that might irritate occupants of neighboring areas. Establishment of a buffer zone can abate concerns over smoke, dust, noise and traffic.
Consider on site traffic patterns and segregate materials based on planned volume reduction methods.

Operations that modify the landscape, such as substrate compaction and over excavation of soils when loading debris for final disposal, will adversely affect landscape restoration. Debris removal/disposal should be viewed as a multi staged operation with continuous volume reduction. There should be no significant accumulation of debris at temporary storage sites. Instead, debris should be constantly flowing to burners and grinders, or recycled with the residue and mixed construction and demolition materials going to a landfill.

Debris Management Site Closeout Inspection

Each Debris Management Site will eventually be emptied of all material and be restored to its previous condition and use. The Contractor is required to remove and dispose of all mixed debris, construction and demolition debris, and debris residue to approved landfills. Appropriate Edgecombe County inspectors will monitor all closeout activities to ensure that the Contractor complies with the Debris Removal and Disposal Contract. Additional measures may be necessary to meet local, State and Federal environmental requirements because of the nature of the Debris Management Sites operation.

Debris Management Site Closeout Planning

The Contractor must assure the County that all Debris Management Sites are properly remediated. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site redemption will go smoothly if baseline data collection and site's operation procedures are followed.

Debris Management Site Closeout Steps:

Contractor will be responsible for removing all debris from the site;

Contractor conducts an environmental assessment with County and landowner;

Contractor will develop a remediation plan; and

Remediation plan will be reviewed by County, landowner and appropriate environmental agency.

Debris Management Site Remediation

During the debris removal process and after the material has been removed from each of the Debris Management Sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil and groundwater.

Ash. The monitoring of the ash should consist of chemical testing to determine the suitability of the material for either agricultural use or as a landfill cover material.

Soil. Monitoring of the soils should be by portable inspection methods to determine if any of the soils are contaminated by volatile hydrocarbons. The Contractors may do this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.

Ground Water. The monitoring of the groundwater should be done to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

Debris Management Site Closeout Coordination

The Contractor will coordinate the following closeout requirements through the County Damage Assessment Team staff:

Coordinate with local and State officials responsible for construction, real estate, contracting, project management, and legal counsel regarding requirements and support for implementation of a site remediation plan.

Establish an independent testing and monitoring program. The Contractor is responsible for environmental restoration of both public and leased sites. The Contractor will also remove all debris from sites for final disposal at landfills prior to closure.

Reference appropriate and applicable environmental regulations.

Prioritize site closures.

Schedule closeout activities.

Edgecombe County Emergency Operations Plan

Debris Management Site Baseline Data Checklist

Before activities begin:
Take ground or aerial video/photographs;
Note important features, such as structures, fences, culverts and landscaping;
Take random soil samples;
Take random groundwater samples;
Take water samples from existing wells; and
Check the site for volatile organic compounds.
After activities begin:
Establish groundwater monitoring wells;
Take groundwater samples; and
Take spot soil samples at household hazardous waste, ash and fuel storage areas.
Progressive updates:
Update videos/photographs.
Update maps/sketches of site layout.
Update quality assurance reports, fuel spill reports, etc.
Site number and location:
Date closure complete
Household hazardous waste removed.
Contractor equipment and temporary structures removed.
Contractor petroleum spills remediated.

Ash piles removed.
Comparison of baseline information to conditions after the contractor has vacated the temporary site.

Edgecombe County Emergency Operations Plan

Edgecombe County Debris Load Ticket

EDGECOMBE COUNTY **Load Ticket**	
Ticket Number:	
Contract Number:	
Contractor's Name:	
Date:	
Driver's Name & Driver's License Number:	
Truck License Number:	
Measured Bed Capacity in Cubic Yards:	
Pickup Site Location: Time:	
Debris Classification:**(Mark X to all that Apply)**	
	Burnable Clean Wood Debris
	Non-Burnable Treated Lumber, Metals, C&D
	Mixed Burnable and Non-Burnable
	Other (Define)
Printed Name of Edgecombe County Loading Site Monitor: Signature:	
Debris Disposal Site Location: Time:	
Estimated Quantity of Debris on Truck: Cubic Yards:	
Printed Name of Edgecombe County Disposal Site Monitor: Signature:	
Remarks:	

Environmental Checklist for Air Curtain Pit Burners

Incineration site inspections will also include an assessment of the environmental controls being used by the Contractor. Environmental controls are essential for all incineration methods, and the following will be monitored.

A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractor should use fencing and warning signs to keep the public away from the incineration area.

The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.

The incineration area should be placed in an aboveground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep. Above ground incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1 foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.

The ends of the pits should be sealed with dirt or ash to a height of 4 feet. A 12 inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle should be 3 to 6 inches from the end of the pit.

There should be 1 foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.

Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.

The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping. The pit should be no longer than the length of the blower system and the pit should be loaded uniformly along its length.

Construction and Demolition Debris Management Site Operational Guidelines

When local governments are preparing temporary facilities for handling debris resulting from the cleanup efforts due to storm damage, the following guidelines should be considered when establishing Debris Management Sites for Construction & Demolition (C&D) debris.

These guidelines apply only to sites for staging/transferring C&D storm debris (roof shingles/roofing materials, carpet, insulation, wallboard, treated and painted lumber, etc.). Arrangements should be made to screen out unsuitable materials, such as household garbage, white goods, asbestos containing materials (ACM's), and household hazardous waste.

Debris Management Sites

Locating Debris Management Sites for staging/transferring C&D waste can be accomplished by evaluating potential sites and by revisiting sites used in the past to see if site conditions have changed or if the surrounding areas have changed significantly to alter the use of the site. The following guidelines are presented in locating a site for "staging/transferring" and are considered "minimum standards" for selecting a site for use:

Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in your County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.

Hauler unloading areas for incoming C&D debris material should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.

Storage areas for incoming C&D debris shall be at least 100 feet from the site property boundaries, on site buildings/structures, and septic tanks with leach fields or at least 250 feet from offsite residential dwellings, commercial or public structures, and potable water supply wells, whichever is greater.

Materials separated from incoming C&D debris (white goods, scrap metal, etc.) shall be at least 50 feet from site property lines. Other nontransferable C&D wastes (household garbage, larger containers of liquid, household hazardous waste) shall be placed in containers and transported to the appropriate facilities as soon as possible.

Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site the areas should be flagged and a 100-foot buffer shall be maintained for all activities on going at the site.
Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbance by truck/equipment traffic and possible site grading.

Sites shall have an attendant during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.

Sites should be secure after operating hours to prevent unauthorized access to the site. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control if a site is to be used longer than two weeks.

When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation and who to contact in case of an after-hours emergency.

Final written approval is required from the County Emergency Services Director to consider any debris management site to be closed. Closure of processing/recycling sites shall be within one (1) year of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site by the Solid Waste Section may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closure of sites shall be in accordance with the closure and restoration of temporary debris management sites guidelines.

Establishing Debris Management Sites for Burning and Grinding Operations

When preparing temporary facilities for handling debris resulting from the clean- up efforts due to storm damage, the following guidelines should be considered when establishing Debris Management Sites for Burning and Grinding Operations.

These guidelines apply only to sites for grinding or burning vegetative storm debris (yard waste, trees, limbs, stumps, branches and untreated or unpainted wood). Arrangements should be made to screen out unsuitable materials.

The two method(s) of managing vegetative and land clearing storm debris are "chipping/grinding" for use in landscape mulch, compost preparation, and industrial boiler fuel or using an air curtain burner (ACB), with the resulting ash being land applied as a liming agent or incorporated into a finished compost product as needed.

Chipping and Grinding Debris Management Sites

Locating Debris Management Sites for chipping/grinding of vegetative and land clearing debris will require a detailed evaluation of potential sites and possible revisits at future dates to see if site conditions have changed or if the surrounding areas have changed significantly to alter the use of the site.

Edgecombe County Emergency Operations Plan

The following guidelines are presented in locating a site for "chipping/grinding" and are considered "minimum standards" for selecting a site for use:

Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in your County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.

Storage areas for incoming debris and processed material should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.

Storage areas for incoming debris and processed material shall be at least 100 feet from the site property boundaries and on site buildings/structures. Management of processed material shall be in accordance with the guidelines for reducing the potential for spontaneous combustion in compost/mulch piles.

Storage areas for incoming debris shall be located at least 100 feet from residential dwellings, commercial or public structures, potable water supply wells and septic tanks with leach fields.

Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, the areas shall be flagged and a 100 foot buffer shall be maintained for all activities ongoing at the site.

Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbance by truck/equipment traffic and possible site grading.

Sites shall have an attendant(s) during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.

Sites should be secure after operating hours to prevent unauthorized access to the site. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control, if a site is to be used longer than two weeks. Sites should have adequate access that prohibits traffic from backing onto public rights of way or blocking primary and/or secondary roads to the site.

When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation, and who to contact in case of an afterhours emergency.

Grinding of clean wood waste such as pallets and segregated non-painted/non-treated dimensional lumber is allowed.

Final written approval is required from the County Emergency Management Coordinator to consider any debris management site to be closed. Closure of staging and processing sites shall be within six (6) months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closure of sites shall be in accordance with the closure and restoration guidelines for Debris Management Sites.

Air Curtain Burner Sites

Locating sites that are intended for air curtain burning (ACB) operations is a coordinated effort between the Solid Waste Authority and local air quality officials for evaluating the surrounding areas and to re-evaluate potential sites used in the past. The following guidelines are presented for selecting an ACB site and operational requirements once a site is in use:

Contact the local fire marshal or fire department for input into site selection in order to minimize the potential for fire hazards, other potential problems related to firefighting that could be presented by the location of the site and to ensure that adequate fire protection resources are available in the event of an emergency.

The requirements for ACB device(s), in accordance with local air quality rules require the following buffers: a minimum of 500 feet from the AC13 device to homes, dwellings and other structures and 250 feet from roadways. Contact the local office of air quality for updates or changes to their requirements.

Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in your County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected. If ACB pit devices are utilized, a minimum two foot separation to the seasonal high water table is recommended. A larger buffer to the seasonal high water table may be necessary due to on site soil conditions and topography.

Storage areas for incoming debris should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks,

streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.

Storage areas for incoming debris shall be located at least 100 feet from property boundaries and on site buildings/structures.

Air Curtain Burners in use should be located at least 200 feet from onsite storage areas for incoming debris, on site dwellings and other structures, potable water supply wells and septic tanks and leaching fields.

Wood ash stored on site shall be located at least 200 feet from storage areas for incoming debris, processed mulch or tub grinders (if a grinding site and ACB site is located on the same property). Wood ash shall be wetted prior to removal from the ACB device or earth pit and placed in storage. If the wood ash is to be stored prior to removal from the site, then rewetting may be necessary to minimize airborne emissions. Wood ash to be land applied on site or off site shall be managed in accordance with the guidelines for the land application of wood ash from storm debris burn sites. The ash shall be incorporated into the soil by the end of the operational day or sooner if the wood ash becomes dry and airborne.

Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site it will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged, and a 100 foot buffer shall be maintained for all activities ongoing at the site.

Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris and the intense heat generated by the ACB device. Underground utilities need to be identified prior to digging pits for using the ACB device.

Provisions should be made to prevent unauthorized access to facilities when not open for use. As a temporary measure, access can be secured by blocking drives or entrances with trucks or other equipment when the facilities are closed. Gates, cables, or other more standard types of access control should be installed as soon as possible.

When possible, post signs with operating hours and information about what types of clean up waste may be accepted. Also include information as to whether only commercial haulers or the general public may deposit waste.

Closure of air curtain burner sites shall be within six (6) months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently

closed. Closure of sites shall be in accordance with the guidelines for closure and restoration of Debris Management Sites.

Guidelines for the Land Application of Wood Ash from Storm Debris Burn Sites

Whenever possible, soil test data and waste analysis of the ash should be available to determine appropriate application rate.

In the absence of test data to indicate agronomic rates, application should be limited to 2 to 4 tons per acre/one-time event. If additional applications are necessary, due to the volume of ash generated and time frame in which the ash is generated, then an ash management plan will be needed.

Ash should be land applied in a similar manner as agricultural limestone.

Ash should not be land applied during periods of high wind to avoid the ash blowing off the application sites.

Ash should not be land applied within 25 feet of surface waters or within 5 feet of drainage ways or ditches on sites that are stabilized with vegetation. These distances should be doubled on sites that are not vegetated and the ash should be promptly incorporated into the soil.

Records should be maintained to indicate where ash is applied and the approximate quantities of ash applied.

As an option to land application, ash may be managed at a permitted municipal solid waste landfill after cooled to prevent possible fire.

Assistance in obtaining soil test data and waste analysis of ash should be available through County offices of the Extension Service.

Guidelines for Reducing the Potential for Spontaneous Combustion in Compost or Mulch Piles

When ground organic debris is put into piles, microorganisms can very quickly begin to decompose the organic materials. The microorganisms generate heat and volatile gases as a result of the decomposition process. Temperatures in these piles can easily rise to more than 160 degrees Fahrenheit. Spontaneous combustion can occur in these situations.

Spontaneous combustion is more likely to occur in larger piles of debris because of a greater possibility of volatile gases building up in the piles and being ignited by the high temperatures. If wind rows can be maintained 5 to 6 feet high and 8 to 10 feet wide,

volatile gases have a better chance of escaping the piles and the possibility of spontaneous combustion will be reduced.

Turning piles when temperatures reach 160 degrees can also reduce the potential for spontaneous combustion. Pile turning provides an opportunity for gases to escape and for the contents of the pile to cool. Adding moisture during turning will increase cooling. Controlling the amount of nitrogen bearing (green) wastes in piles will also help to reduce the risk of fire. The less nitrogen in the piles the slower the decomposition process and consequently the less heat generated and gases released.

Large piles should be kept away from wooded areas and structures and should be accessible to fire-fighting equipment, if a fire were to occur. Efforts should be made to avoid driving or operating heavy equipment on large piles because the compaction will increase the amount of heat buildup, which could increase the possibility of spontaneous combustion.

Guidelines for Closure and Restoration of Debris Management Sites

Closure or re-approval of a Debris Management Site should be accomplished within 30 days of receiving the last load of debris.

Site Closure

Once a site is no longer needed, it should be closed in accordance with the following guidelines. Closure is not considered complete until the following occurs:

Material Removal

All processed and unprocessed vegetative material and inert debris shall be removed to a properly approved solid waste management site.

Tires must be disposed of at a scrap tire collection/processing facility; white goods and other metal scrap should be separated for recycling.

Burn residues shall be removed to a properly approved solid waste management site or land applied in accordance with the guidelines at Attachment 2.

All other materials (unrecoverable metals, insulation, wall board, plastics, roofing material, painted wood, and other material from demolished buildings that is not inert debris (see #1 above) as well as inert debris that is mixed with such materials shall be removed to a properly permitted C&D recycling facility, C&D landfill or municipal solid waste landfill.

Stabilization

Site shall be stabilized with erosion control measures, including establishment of vegetative cover, in accordance with regulations of Department of Environmental Protection.

Agency Approval

The Department of Environmental Protection reserves the right to review any temporary site to determine if the provisions outlined herein have been adequately addressed.

Site Re-approval

Sites that were approved as temporary staging or processing sites will require pre-approval for long term storage, continuing reduction processing, and permanent disposal if site is not closed out in accordance with guidelines stated here. Sites shall be managed and monitored in accordance with the Department of Environmental Protection and to prevent threats to the environment or public health.

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ANNEX D - MASS FATALITIES

PURPOSE

This annex outlines the procedures to be followed when a disaster results in mass fatalities to the extent that the number of dead exceeds the resources of the Medical Examiner's Office.

SITUATION AND ASSUMPTIONS

Any major disaster may result in extensive property damage and possibly a large number of deaths which may require extraordinary procedures.

Due to the limited resources for responding to and caring for mass fatality victims and their families, it is anticipated that assistance from the Disaster Mortuary Operations Response Team (DMORT) will be required.

Lead Agency

Edgecombe County Health Department

Supporting Agencies

Medical Examiner's Office
Vidant Edgecombe Hospital
Funeral Home Representatives
EMS Representative
NC Funeral Directors Association
NC DMORT Team

CONCEPT OF OPERATIONS

The mass fatalities team focus is to establish the means and methods for the sensitive, respectful care and handling of deceased human remains in multi-death disaster situations. The team will be available to coordinate evacuation, identification (sanitation and preservation such as preparation or embalming as authorized), and notification of the next of kin, counseling and facilitating the release of identified remains to the next of kin or their representative under the direction of authorized persons.

When disaster conditions permit, and an estimated number of the deceased can be made, temporary morgue sites will be selected and activated. Remains will be recovered

and evacuated to the temporary morgue for identification purposes and safeguarding of personal effects found on the deceased.

Required information about each victim will be compiled and processed for the Medical Examiner. When authorized by officials and the family, the mass fatalities team will prepare and process the remains of the deceased for final release and disposition.

The local Funeral Directors will work as a group to provide needed supplies, equipment, vehicles and personnel as available to support the Mass Fatalities Team and DMORT. The NC Funeral Directors Association may assist with identifying additional resources to support the incident.

Only when registered burial sites are exhausted, losses are massive, and as a last resort, should interment be in burial areas selected by local, county and/or state officials.

By law, the Medical Examiner is responsible for the deceased. The County Medical Examiner will oversee the operations of the Mass Fatalities Team, DMORT and local funeral service personnel, if needed.

The County EOC will be responsible for notifying the N.C. Funeral Directors Association for assistance at the request of the Medical Examiner.

Temporary Morgue Site

A morgue site is to be selected, organized, and put into operation if the number of dead exceeds the resources of the Medical Examiner's Office. Once a morgue site has been selected, the Medical Examiner or the designated Mortuary Response Team Coordinator will organize its operations and assign personnel to some or all of the following jobs: uniformed guards, information clerks, counselors, interviewers, telephone communicators, admissions clerk, general supervisor, identification personnel, orderlies, personal effects custodian, embalming supervisor, embalmers, secretaries, inventory clerk, distribution clerk, etc.

The temporary morgue should be located as near as possible to areas with heavy death toll. The temporary morgue should have showers, hot and cold water, heat or air conditioning (depending on climate), electricity, drainage, ventilation, restrooms, parking areas, communication capabilities, and rest areas.
The temporary morgue should be fenced or locked for security of remains and personal property, should be removed from public view and have sufficient space for body identification procedures. It should also be subject to partitioning for separation of functions such as body handling, x-ray, autopsy, record maintenance, interviewing, etc. The functions carried out at each morgue site will be determined by the circumstances.

In extreme cases, it may be necessary to obtain refrigerated trailers for the protection of remains.

Mass Burial Guidelines

Mass burial may become necessary when the number of remains cannot be managed and become a public health concern, or when remains cannot be adequately refrigerated or embalmed, identified or processed in an acceptable manner.

Any decision to begin mass burial must be made at the highest levels of government. This direction will be essential before such an effort can be initiated for the public health, safety and welfare.

The location of any mass burial site must also be agreed upon by the above agencies, taking into consideration the number of remains to be buried, distance and transportation considerations. When considering mass burial the probability of exhumation should also be considered.

Cremations

Cremations should not take place for a minimum of seven (7) days after the last body has been processed. Cremation should never be used as a form of disposition for unidentified remains or tissue. Religious considerations as well as the possibility of future identification may affect this decision.

Remains not Recovered

Conditions and circumstances sometimes preclude the recovery of remains in spite of exhaustive efforts and resources expended by those involved. Once the determination has been made that one or more remains are unrecoverable, non-denominational memorial services should be arranged. All efforts should be made to notify and include the surviving family members in this service. Assistance in post-death activities should be extended to the surviving family members. The family(s) should be given the opportunity to participate in the selection of the locale of the non-denominational service.

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ANNEX E - RECOVERY

PURPOSE

This annex presents a system for the provision of Disaster Recovery Operations.

SITUATIONS AND ASSUMPTIONS

Situation

Recovery refers to those measures undertaken by a community following a disaster to return all systems to normal or improved levels. Recovery EM not just happen, despite the fact that citizens generally take the initiative in picking up the pieces and trying to resume the activities that make up community life. Effective recovery consists of a complex array of inter-dependent and coordinated actions. These actions are undertaken at several levels (individual, organizational, community, national) and over a long period of time.

A properly managed recovery program will allow the prompt restoration of essential services, the reconstruction of damaged property and the resumption of traditional lifestyles.

Recovery from a significant disaster will be managed in two identifiable phases:

Short Term Recovery Phase

This is the emergency reaction phase which begins with the implementation of emergency plans. Actions under this phase will include:

initial emergency response (i.e., fire/rescue, law enforcement, EMS operations, mass care)

initial impact assessment

emergency debris removal

restoration of vital services

security of damaged/evacuated areas

management/distribution of donated goods

preliminary damage assessment

Long Term Recovery Phase

Actions under this phase will include:

completion of damage assessment

completion of debris removal

request for Disaster Declaration/assistance

restoration of essential facilities

repair/rebuilding of damaged public and private buildings and facilities

repair/rebuilding of private homes and businesses

identification of possible hazard mitigation projects

A request from the Governor to the President of the United States for a Presidential Declaration will be based on the magnitude and severity of the situation and the inability of the County to recover without assistance.

The President's Disaster Relief Program is designed to supplement the efforts and available resources of State and local governments, voluntary relief/organizations, and other forms of assistance such as insurance. The President's declaration of a major disaster or an emergency authorizes Federal assistance under the Stafford Act and triggers other Federal disaster relief programs as well.

A full Presidential Declaration of Disaster includes all of the following emergency assistance programs:

Public Assistance Programs (PA)
Individual Assistance Programs (IA)
Small Business Administration Assistance
Hazard Mitigation Programs

In lieu of a full Presidential Declaration, Federal assistance can also be delivered through a partial Declaration, and any combination of the following:

Search and Rescue Assistance
Fire Suppression Assistance
Health and Welfare Measures
Emergency Conservation Program
Emergency Loans for Agriculture
Disaster Loans for Homeowners and Businesses
Repairs to Federal Aid System Roads

Tax Refunds/IRS Assistance to Victims
Voluntary Agency Assistance via Red Cross
Department of Defense Pre-declaration
Emergency Assistance (via the Stafford Act)
State Assistance for locally declared disasters

There exists in the County a United States Department of Agriculture Food and Agriculture Committee (FAC) composed of FSA, NRCS, Edgecombe County Soil and Water District, Rural Development and NC Cooperative Extension. This Committee is responsible for providing leadership and coordination for all agriculture related disasters in the county. Once a disaster has occurred agents with FSA, NRCS, Soil and Water and Cooperative Extension will canvas the county, visit with producers and gather damage data that will be submitted to FSA for the completion of a USDA Flash Situation Report. This report is then sent to the state FSA agency.

The Supplemental Revenue Assistance Payments Program (SURE) authorized by the 2008 Farm Bill, covers revenue losses from quantity or quality deficiencies. Producers in counties declared disaster counties by the Secretary of Agriculture, or in contiguous counties, or those who show proof of an individual loss of at least 50% are eligible to receive SURE payments.

The Farm Service Agency will be the lead agency for agricultural disasters under an agency declaration. For natural disasters where loss is confined to agriculture, the following actions will occur:

Damage Assessment;

USDA County Emergency Board Meeting;

Submission of a USDA Flash Situation Report to the Farm Service Office;

USDA State Emergency Board Meeting;

Exchange of information on available programs/actions plus other counties affected;

State Review of Damage Assessment Reports;

Decision by State Board on concurrence or non-concurrence; and

Forwarding of reports to FSA national headquarters to support request for FSA Emergency Loans
The President may declare an emergency in the absence of a Governor's request when the emergency involves a subject area for which the Federal Government exercises exclusive responsibility and authority.

Close cooperation among the agents of Local, State and Federal government will be essential in expediting assistance to the County following a Presidential Declaration.

Hazard Mitigation Grants will be available through FEMA after a Presidential Declaration; the grant total will be based on the amount of Public Assistance funds provided to Edgecombe county PA applicants.

As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset of an emergency/disaster.

Businesses which intend to apply for Small Business Administration Disaster Loans, etc. will need thorough documentation of the history of the business and the effect of the disaster on the business.

Edgecombe County will automatically become eligible for Federal assistance if a County contiguous to Edgecombe receives a declaration for emergency Federal assistance.

Assumptions

A major event will have a significant long-term economic impact on the County.

Unsolicited resources and donated goods can be expected from outside the impacted area. The County must be prepared to manage this influx of resources and goods as part of the recovery effort ((See ESF–7 Volunteers &Donations).

Space will be available for the operation of one or more Disaster Application Centers in the County following a Presidential Declaration of Disaster.

A Disaster Field Office will be set up in North Carolina by the Federal Emergency Management Agency. The DFO will be near the disaster area.

The damage assessment process will identify most local individuals with unmet needs.

A minimum loss of 30% of one of the County's major crops will qualify the County's agri-business community for USDA Disaster Assistance; however, the loss must be incurred as a result of natural disaster.
The State's share of Public Assistance funds provided for Public Assistance will be 25%, supplementing the mandated Federal share of 75%.

Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes.

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CONCEPT OF OPERATIONS

A. General

Responsibility for coordination and support of the recovery effort lies with local government.

Recovery operations will initially be coordinated from the Emergency Operations Center.

Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency/organization. Standardized forms have been developed for local government; these forms will be available through the County Finance Office.

The President may authorize the utilization of any Federal equipment, personnel and other resources.

The Governor may request a Presidential Declaration or specific Federal Agency declarations, i.e., Small Business Administration, Department of Agriculture, Corps of Engineers, etc., to augment state/local/private disaster relief efforts.

The Farm Service Agency will be the lead agency for agricultural disasters under an agency declaration. For natural disasters where loss is confined to agriculture, the following actions will occur:

Damage Assessment

USDA County Emergency Board Meeting

Submission of a USDA Flash Situation Report to the Farm Service Office

USDA State Emergency Board Meeting

Exchange of information on available programs/actions plus other counties affected
State Review of Damage Assessment Reports

Decision made by State Board on concurring and not concurring with information in the damage assessment reports

Forwarding of reports to FSA national headquarters to support a request for designation of a county(s) for FSA Emergency Loans

A Presidential Declaration of a Disaster will initiate the following series of events:

A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts;

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A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts;

A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered;

Disaster Application Centers (DACs) will be established in the affected areas to accommodate persons needing Individual Assistance;

An Applicant's Briefing will be held to explain Public Assistance eligibility criteria for officials of the county, cities and private nonprofit organizations. The Emergency Management Coordinator will assist with identification and notification of potential applicants; and

Each eligible entity will submit a Notice of Interest (NOI) within thirty days of the Declaration;

A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:

Individual Assistance (IA) - supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency event. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

Individual assistance can consist of any or all of the following:
Temporary housing (100% federal $s)

Individual and family grants (75% federal, 25% state/local funds)

Disaster unemployment assistance

Disaster loans to individuals, businesses, and farmers

Agricultural assistance

Legal services to low-income families and individuals

Consumer counseling and assistance in obtaining insurance benefits

The Cora Brown Fund

Veterans' assistance

Casualty loss tax assistance

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Public Assistance (PA) - supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Categories of Public assistance available include:

Debris removal

Emergency protective measures

Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

Following the Public assistance applicant's briefings, Damage Survey teams will be dispatched from the DFO to inspect every damaged site and prepare Damage Survey Reports (DSR) for each applicant. The DSR will provide a recommended scope of work and give estimated costs in accordance with FEMA eligibility criteria. The criteria allow repairs or restoration of facilities to their pre-disaster condition in accordance with applicable codes, specifications and standards.

A Public Assistance Damage Survey (PADS) team will be comprised of the following:
A Federal representative who will serve as the team leader

A State representative

Local applicant's representative

The Emergency Management Coordinator will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

Following any major emergency or disaster event, a critique will be held to evaluate the jurisdiction's response to the event. A critique will include the following issues related specifically to recovery:

Mitigation of potential problems through use of Hazard Mitigation Grants

Plan revision based on lessons learned

Un-met needs status

Management of donated goods

Interagency cooperation

Damage Survey Report process/documentation
Recovery training needed

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ANNEX F - COUNTY SCHOOL SYSTEM

I. INTRODUCTION

A. The School Emergency Annex for protective actions to be taken in the event of an emergency has been developed by the Edgecombe County Emergency Services and the Edgecombe County School System.

B. There are numerous situations and circumstances that may implement this portion of the Emergency Operations Plan. This may include: severe weather, man-made events such as chemical spills, a mass casualty incident at the school or other such event. Each condition requires a specific response from local government. Local government will activate the Emergency Operations Center (EOC) as necessary when an event affects schools or the school system.

C. This is a synopsis of the complete Edgecombe County School Emergency Preparedness Plan. Refer to the School Emergency Preparedness Plan for details.

II. NOTIFICATION

A. Should an event occur (i.e., weather, chemical spill, etc.) which requires notification; action will be taken based upon the conditions at the time. If protective actions by the public and/or schools are necessary, local government will activate the primary notification system.

B. School officials will be notified by telephone or radio of the emergency.

C. If an emergency incident occurs at the school that is outside the capabilities of school staff, school officials will contact the Edgecombe County Warning Point via 9-1-1.

D. Schools in Edgecombe County are also equipped with a weather alert radio system to warn of impending severe weather. This system can also be used for other emergency notifications.

E. Upon notification that an incident has occurred, the school principal or his/her designee shall activate the Edgecombe County School Emergency Preparedness Plan to insure the safety and welfare of students and staff.

F. Following receipt of notification of an emergency, the principal (or designee) will notify the Superintendent of Schools. The Superintendent will notify the transportation system director, the EOC representative and other necessary school staff of their course of action. This will ensure that resources are activated or put on standby to implement the school plan.

III. PROTECTIVE ACTION: SHELTERING

A. Protective actions include sheltering and evacuation. All actions shall be performed under the direction of the school principal or his/her designee. When notified that sheltering is necessary the following actions shall be taken:

1. Notify students and staff of existing emergency and instructions to be followed;

2. Ensure that all outside activities have ceased and all have returned to the buildings;

3. Remain indoors until notified that it is safe to leave the building. ***DO NOT GO OUTSIDE***. All students will remain in classrooms under the direct supervision of a teacher;

4. Teachers and staff members will close all doors and windows;

5. If possible, custodial staff will assure that all outside doors are closed;

6. Remain in the designated (interior) section of the building away from exterior doors and windows for greatest protection (i.e., basement, interior rooms, etc.);

7. Communicate with Superintendent of Schools regarding protective actions taken; and

8. Refer to the Edgecombe County School Emergency Preparedness Plan for complete sheltering information.

IV. PROTECTIVE ACTION: EVACUATION

A. Notification to evacuate a school may occur depending upon the severity of conditions during an emergency event. Efforts will be made to evacuate schools within the shortest possible time. Refer to the

Edgecombe County School Emergency Preparedness Plan for complete evacuation and relocation information.

B. Upon notice to evacuate, the principal or designee will announce the course of action that the school will take over the PA system. Teachers will take roll call and account for all students.

C. Each school will be evacuated to the relocation site identified for that school.

D. Each school will be assisted in traffic and crowd control by a law enforcement officer from local or state government.

E. After leaving the school, all evacuees will proceed directly to the appropriate relocation site. Families will be notified by EAS message of the relocation site location to which their children have been relocated. Parents/guardians should not attempt to go to the school for pick up but should proceed to the appropriate relocation site location.

V. TRANSPORTATION

A. Transportation needs will be reviewed at the beginning of each academic year to ensure adequate resources. School buses will be the primary means of transportation. In addition, activity buses and other support vehicles may be used. If additional transportation is necessary, it will be provided through the EOC.

B. Each school will have a supply of information packages for bus drivers. Each package will contain protective information and directions to the appropriate relocation site.

Note:

Plans, specific to each school, are available from the school principal or the Administrative Offices.

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ANNEX G - TERRORISM

PURPOSE

This Annex provides information and guidance to responders of local government to an incident involving terrorist activity. It is meant as guidance only.

SITUATION AND ASSUMPTIONS

1. **Situation**

   A. The successful response to, and management of, a terrorist incident requires a well-planned, integrated and coordinated response from local government, neighboring jurisdictions, the private sector, and state and federal agencies.

   B. The 9-1-1 telecommunicators are usually the first interface between the terrorist incident and the first responders. The information obtained from callers can have a crucial impact on the safety and welfare of emergency responders. The value of these telecommunicators to first responders is heavily influenced by their knowledge of Weapons of Mass Destruction terrorism.

   C. Some of the major issues that will require attention during management and control of a chemical or biological terrorist incident include:

      - Agent detection;
      - Identification and isolation;
      - Down-wind evacuation or shelter-in-place;
      - Traffic rerouting, congestion and control;
      - Disposition of the deceased;
      - Hospital casualty overload;
      - Public fear;
      - Public information dissemination;
      - Spread of contamination and disease;

- Safety and welfare of emergency responders
- Evidence identification and preservation; and
- Suspect(s) identification, arrest and criminal prosecution.

D. Mass casualty triage and medical management, as well as mass decontamination procedures, must be practiced with sufficient frequency to build both confidence and competence in emergency responders.

E. A chemical, biological or explosives-related terrorist incident is a federal crime scene, and in accordance with Presidential Decision Directive 39, the FBI has overall responsibility for crime scene management.

F. Because of the likelihood of mass casualties and large numbers of emergency responders from Edgecombe county and other nearby jurisdictions, and from state and federal agencies, it is imperative that a comprehensive accountability system be implemented and maintained throughout the incident.

G. A terrorist incident involving a chemical or biological agent is still a hazardous materials incident, but with the potential for much greater consequences and challenges for emergency responders. It is also likely to be a mass casualty incident. However, a bio-terrorist release will evolve over time, as the bacterial/viral symptoms may take hours or days to present, and the infected people may or may not be infecting others.

H. Communication is an extremely critical element in the management of WMD terrorism incidents. It is important that timely and accurate information be shared with the various agencies involved in the incident. The community must also be kept apprised of matters potentially impacting their safety and welfare.

2. Assumptions

A. Planning and training prior to an incident will significantly reduce the risk to personnel.

B. Emergency response personnel are knowledgeable in the use of available resources.

C. Response time for resources requested from outside the County will require a minimum of two hours.

D. Definition

Terrorism is defined as criminal acts or threats by individuals or groups to achieve political, social or economic gain or recognition by fear, intimidation, coercion or violence against the government and its citizens.

E. Crisis Management

Crisis Management addresses the cause of a terrorist incident, the identity, motivation, and capability of the terrorists and the weapons they employ. Crisis Management is a law enforcement function and includes measures to identify, acquire and plan for the use of resources needed to anticipate, prevent and/or resolve the threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions such as intelligence, surveillance, tactical operations, behavioral assessment, negotiations, forensics and investigations, as well as technical support missions such as agent identification, search, render safe procedures, transfer and disposal and limited decontamination.

F. Consequence Management

Consequence Management addresses how the incident affects or potentially affects public health, safety and the environment. Consequence management includes measures to protect public health, safety and the environment, to restore essential government services and to provide relief to governments, businesses and individuals affected by the consequences of terrorism.

In an actual or potential terrorist incident, command and control of local government resources may transition between the Edgecombe County Sheriff's Office, Police Departments, Edgecombe County EMS, the Fire Department having jurisdiction and the Edgecombe County Emergency Management Office. The Unified Command team approach *shall* be utilized to transition incident command and control among these agencies. These efforts will include the roles, responsibilities and functional duties as described in Section VI, New Entry Protocols.

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CONCEPT OF OPERATIONS

As part of the awareness program associated with acts of terrorism, the first responders (fire, EMS, law enforcement) must first insure their own protection and the protection of all responding departments. A new way of thinking, a new assessment process and new response protocols will be required for first-in response departments.

A. Listed below are the primary components of the concept of operations. The primary first responders can address some of these components; the National Incident Management System (NIMS), the Incident Command System (ICS) and/or the EOC, when activated, will address other components, such as:

- Threat assessment levels;
- Notification process-internal-external-primary and support;
- Command and control function-ICS and Unified Command;
- New entry protocols;
- Crisis Management;
- Consequence Management;
- Roles, responsibilities and checklist;
- Chain of evidence and evidence preservation; and
- Other primary considerations as identified by response organizations

Note:
The above is not an all-inclusive list. It is intended to emphasize the need for a more deliberate response process that will enhance responder and public safety. Each of the above items will be covered as part of response overview.

B. Threat Assessment

This element will be the responsibility of law enforcement agencies that consist of Police Departments, Edgecombe County Sheriff's Department, State Bureau of Investigation, Federal Bureau of Investigation, Bureau of Alcohol and Firearms and other law enforcement agencies that provide information on terrorist groups, individuals and threat situations based on collected intelligence. The FBI will have primary responsibility for

coordinating intelligence and threat assessment information. The Edgecombe County Sheriff's Department will coordinate distribution of information to the primary response departments.

C. Notification Level-Internal/External-Primary/Support

Listed below are the primary response and primary support departments that would be part of the notification process.

Primary Response Departments

- Law Enforcement Agencies (local, state and federal)
- Fire Service
- Emergency Medical Service

Primary Support Departments

- Hospital
- Public Health Department
- NC Division of Emergency Management
- Department of Social Services
- Mental Health
- Debris removal organizations
- Corporate Communication/Public Information - City & County
- American Red Cross – Frederick Turnage Chapter
- Poison Control Center - Charlotte, NC

This list can be expanded as the need arises or as the scope of operations expands. The IC can demobilize departments if the situation changes. Each agency is responsible for developing its own internal notification procedures.

D. Command and Control (C2)

This function is critical for ensuring a successful operation. It is *absolutely imperative* that a team approach for command and control be used for

response. In all incidents within Edgecombe County, the Fire Department will assume initial command of the consequence management phase of the incident. Because of the nature of these incidents, the responsibility of stabilizing the immediate area of operations within the definition of consequence management lies solely with the fire department.

Within the definition of crisis management, the affected Law Enforcement Agency will assume responsibility for the situation and take appropriate action. There may be situations where consequence and crisis management must be addressed simultaneously where law enforcement and the fire department share command and control through a Unified Command Structure. As soon as possible, the core group will establish a Unified Command structure for tactical and investigative operations. The core group will consist of:

- Affected law enforcement agency(s);
- NC SBI;
- FBI;
- Volunteer fire departments based on jurisdiction boundaries;
- Police Departments and Edgecombe County Sheriff's Department; and
- Central Carolina Advanced Life Support

Once established, the Unified Command will agree upon criminal tactical and investigative issues.

There is no clear separation between consequence and crisis management in instances where both consequence and crisis are operating concurrently.

The Unified Command will prevail in instances where the consequence and crisis functions cross the determination made to insure the health and safety of responders, the general public and evidence, in that order.

It is possible that command of the scene may be transferred back and forth between consequence and crisis, based on situational needs, several times before the incident is brought to a resolution. The various agencies that comprise both consequence and crisis management may be brought to the forefront depending on the immediate circumstances and requirements faced as the situation unfolds.

It's imperative that immediate command and control be established to insure control measures are implemented for life, safety and evidence preservation.

All responding departments of local government must be prepared to interface with their state and federal counterparts at both the incident site and the EOC.

The EOC, when activated, will be the command and control center. Operational command will be maintained at the incident site.

Unified Command:

This type of command and control is represented by multiple levels of government and is more often than not seen in the EOC environment. A Unified Command system consists of a core group of agencies from city, county, state and federal governments in a common location. This command structure is also found in large-scale incidents such as terrorist acts or WMD events.

E. New Entry Protocols

A terrorist incident or WMD event will require new entry protocols to insure responder safety. Guidelines are to be established based on threat level at the time of the incident. Entry into an area or building that may be contaminated or may have been destroyed by an explosion can range from normal site access with no protective measures, to Level A entry suits with *hot zones* set to protect responders.

Note:
Threat levels as defined in Section V, Item A, will set new protocols.

F. Crisis Management and Consequence Management

These sections are combined because they operate in parallel and continuous fashion from initial response to final recovery. They deal with all phases of incident operation to include, but not limited to,

response, recovery, clean up and site restoration.

G. Roles, Responsibilities and Checklist

This part of the planning document is detailed in Section VI, Item B and in

each of the core groups internal SOPs. The listing represents the primary factors associated with response to terrorist incidents.

H. Preserving and Collecting Evidence

This operational area is addressed in more detail in Section VII, and by each agency's SOPs. This function may be part of new site entry protocols. Life safety issues will take precedence over this area of operation; however maintaining the chain of evidence is a crucial element. The preserving and maintaining of evidence should be considered and exercised at every opportunity.

IMPLEMENTING GUIDELINES

The information below is meant as basic response guidelines for terrorist incidents. The IC must use discretionary judgment to insure a timely, professional response. The only way to insure the IC's decisions are in the best interest of responders and the public is to use all possible sources of information from all response organizations in the decision-making process.

Threat Assessment Levels

This level is constantly being monitored by all law enforcement to the best of their ability. The primary law enforcement agency, in this regard, is the Federal Bureau of Investigation. The primary state law enforcement agency is the North Carolina State Bureau of Investigation. The primary law enforcement agency for Edgecombe county is the Sheriff's Department. Other federal, state and local law enforcement agencies may also have information available. One of the FBI's primary missions is to monitor terrorist groups, corroborate information received, identify terrorist members and prepare a law enforcement interdiction plan.

As part of this ongoing initiative, information discovered or obtained from other sources will be shared with other law enforcement agencies as appropriate for law enforcement action and later with appropriate local and/or state officials.

Note:
In the event of danger to the health or welfare of the general public, the FBI will share all information necessary to safeguard the safety, health and welfare of the general public.

Because a threat may be received by or relayed to the Emergency 9-1-1 Telecommunicators, it is incumbent that the 9-1-1 staff and supervisors receive awareness training to assist them in recognizing a terrorist threat/act and respond accordingly. Emergency 9-1-1 communications center supervisors/managers will be provided information so they may better fulfill their role and responsibilities. All 9-1-1

communications center supervisors/managers should be involved in the intelligence briefings that are part of threat level assessment.

Edgecombe County has chosen to establish threat levels to assist in a response to a terrorist incident. They are as follows:

Threat Level 5 – Low Condition (Green):

The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures;
- Ensuring personnel receive training on Homeland Security Advisory System (HSAS), departmental or agency-specific Protective Measures; and
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them

Threat Level 4 - Guarded Condition (Blue):

In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with necessary information

Threat Level 3 - Elevated Condition (Yellow):

In addition to the previously outlined Protective Measures, the following may be applied:

- Credibility assessment process is initiated;
- Increasing surveillance of critical locations;
- Notification of primary response departments is required. Primary response departments are appropriate law enforcement, fire department, rescue, EMS and Emergency Management Coordinating emergency plans with nearby jurisdictions;
- Assessing further refinement of Protective Measures within the context of the

current threat information;

- Implementing, as appropriate, contingency and emergency response plans; and
- Request and deployment plans for resources should be made, should the resources be required

Threat Level 2- High Condition (Orange):

In addition to the previously outlined Protective Measures, the following may be applied:

- Threat Level 2 requires the tailoring of response actions needed to anticipate, prevent and/or resolve the crisis;
- Development of Unified Command structure should be implemented among the primary response departments;
- Activation of the Emergency Operations Center (EOC) and the Joint Information Center (JIC), with representation limited to the primary response departments should be considered;
- Coordinating necessary security efforts with armed forces or law enforcement agencies;
- Taking additional precautions at public events;
- Preparing to work at an alternate site or with a dispersed workforce; and
- Restricting access to essential personnel only

Threat Level 1- Severe Condition (Red):

In addition to the previously outlined Protective Measures, the following may be applied:

- A terrorism incident has occurred which requires the immediate use of local resources in response to limited or major consequences of the event;
- Activation of the Emergency Operations Center is required;
- Incident Command will be transferred to the EOC. Operational Command(s) will be maintained at the incident site;

- Assigning emergency response personnel and pre-positioning specially trained teams;
- Monitoring, redirecting or constraining transportation systems;
- Closing public and government facilities; and
- Increasing or redirecting personnel to address critical emergency needs

NEW ENTRY PROTOCOLS

This operational area will be headed by the Regional Hazardous Material Response Team in cooperation with other responding agencies and shall be incorporated into the SOPs for all responding organizations. In addition, this is part of the new awareness that must be included in the training program for all responders in the county.

Implementing of entry protocols shall be based on intelligence provided by law enforcement. Coordination between fire services, Regional HazMat team and law enforcement is vital for the safety of the responders and investigative personnel and to minimize their exposure in a dangerous situation. The primary components of the new entry protocols are as follows:

- Awareness of the possibility of secondary explosive devises or secondary hazards;
- Personal protective equipment - when and what to wear as minimum requirement for entry into an incident site;
- Who should enter the facility;
- Maintaining the chain of evidence process;
- Training standards - all training is the same format to insure uniformity;
- Clearly defined hot zones, warm zones and safe zones;
- Signs and symptoms - Critical for early identification of agent or chemical;
- Participate in the SOP development team; and
- Other

Edgecombe County Emergency Operations Plan

Roles, Responsibilities and Checklists

This section outlines the primary areas of responsibility for the responding organizations. The checklist identifies critical items of concern for all organizations. All additional checklists, or areas of responsibilities, will be covered in SOPs.

Areas of Concern - Threat Level Conditions

All responding organizations will implement or alert their people to the following areas of concern in accordance with the threat level conditions:

- Develop internal notification procedures for responding departmental personnel;
- Insure internal distribution of response plan;
- Follow directions of Unified Command through IC and EOC;
- Adhere to site entry protocols (to be developed);
- Ensure implementation of adequate departmental training programs;
- Develop control measures for Chain-of-Evidence process;
- Provide department representatives to incident site and EOC;
- Document all response activities from time of notification until termination;
- Participate in Direction and Coordination team as directed by IC or EOC;
- Anticipate the committing of all available departmental resources to response and recovery effort;
- Provide department needs assessment for operation to IC or EOC;
- Develop a need-to-know list for internal operations (each department); and
- Other as directed by IC or EOC

<u>Law Enforcement Agencies – Local</u>

- Develop or enhance intelligence gathering capability for acts of terrorism
- Establish distribution of notification process for sharing of information

- Determine Threat Level (TL) based on information assessment
- Initiate notification process to all organizations listed in Section IV, Item C
- Maintain open lines of communications on intelligence with state and federal agencies
- Review Personal Protective Equipment (PPE) requirements and site entry protocols
- Initiate a meeting of organizations based on assessment of conditions
- Assign representative to development team for SOPs
- Establish site security based on hot zones, warm zones and safe areas
- Assist in site evacuation of personnel
- Provide shelter security for activation of shelters resulting from incident
- Provide guidance or training for maintaining Chain-of-Evidence process
- Provide Awareness level training to all employees
- Provide operations level training to all supervisors
- Provide stand-by capabilities for security at hospitals and medical facilities
- Establish ICS if first on scene
- Develop Bomb Tech/HazMat Tech SOPs
- Other as identified by local law enforcement

Fire Service – Local

- Assign representative to SOP development team (all parties)
- Provide fire suppression at site and surrounding location as required
- Determine hot zone, warm zone and safe zone
- Assist in evacuation of personnel from site

- Determine area to be evacuated for public safety
- Work with law enforcement for preservation of site evidence
- Develop new site entry protocols as part of SOP team development
- Identify, to maximum extent possible, injured personnel and facilities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Provide Operations level training to all employees/members
- Provide IC level training to all supervisors
- Provide HazMat level training to all HazMat Technicians
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC and EOC with needs assessment for incident resolution
- Observe site entry protocols
- Provide mass decontamination of on-site personnel
- Provide mass decontamination at local hospitals needed by a pre-determined system
- Develop Mutual Aid plans which allow for the immediate utilization of on duty resources
- Other (to be determined)

Search and Rescue Provider – Local

- Assist with Mass decontamination of on-site personnel
- Assign representative to SOP development team
- Determine hot zone, warm zone and safe areas
- Provide rescue and search resources for operation

- Provide Emergency Medical Technician (EMT) level medical assistance
- Assist in evacuation of personnel from site
- Interface with EMS paramedics on medical assistance issues
- Develop new site entry protocols as part of SOP team development
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Provide Operations level training to all employees
- Provide IC level training to all supervisors
- Provide or arrange to assist with medical coverage at shelter site(s)
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC and EOC with needs assessment for incident resolution
- Observe site entry protocols
- Develop Mutual Aid Plans which allow for the immediate utilization of on duty resources
- Other (to be determined)

Emergency Medical Service Provider

- Assume lead role for on-site medical assistance
- Develop interface with medical doctors for on-site triage of patients
- Develop procedures for notification of medical service providers
- Assign representative to SOP development team
- Identify to maximum extent possible injured personnel and fatalities

- Assist medical examiner with remains recovery
- Provide Awareness level training to all employees
- Provide IC level training to all supervisors
- Provide or arrange for medical coverage at shelter site(s)
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC or EOC with needs assessment for incident resolution
- Observe site entry protocols
- Assist with mass decontamination of on-site personnel
- Other (to be determined)

Review General Guidelines for Roles, Responsibilities, and Checklists

All other agencies listed in Section IV, Item C, will review general guidelines for Roles, Responsibilities and Checklists and will develop more detailed protocols as part of the consequences management of response efforts.

CHAIN OF EVIDENCE

A. New Site Entry Protocols

This process is part of the new site entry protocols and is critical for ensuring preservation of any evidence. Although this phase of the operation is very critical to incident resolution, it should *never* take precedence over *life safety* operations. The law enforcement agencies at local, state and federal levels will provide guidance on this part of the incident operation. All agencies, both primary and support, must be aware of the importance of this issue.

B. Considerations

- Do not throw away any debris or trash from the scene
- Debris removal will be controlled by law enforcement agency at local, state or federal level
- Rescue personnel and medical personnel at the site and at the

hospital should be familiar with this operation and will do all within their power to insure preservation of evidence short of life safety or life and death situation

- Private contractors for debris removal *must* follow directions of law enforcement agencies

- Debris disposal will also be directed by law enforcement agencies

- Other (to be determined)

MASS DECONTAMINATION

A. This segment of response to terrorist incidents or WMD events is a very critical part of response. The ability to conduct mass decontamination in a very short period is imperative to limit exposure, possible burden to hospitals and spread of contamination. The role of decontamination falls under the Fire Department. The primary departments assigned this program element are:

   - Fire Departments;

   - Mutual Aid Fire Departments for:

     a. Dependable source of clean water
     b. Adequate resources to conduct operation
     c. Adequate workforce to perform mission
     d. Ability to conduct operation at multiple locations
     e. What other resources are needed?

   - EMS units for trained manpower; and

   - State resources (RRTs)

B. Local resources will be the primary source for this mass decontamination. The state will also provide assistance and mutual aid requests to provide additional resources and personnel. In addition, elements of the military and other rapid response agencies can assist in this phase of the operation. Prior agreements with local and state units listed above will be part of local and state plans that address mass/large-scale decontamination.

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PUBLIC INFORMATION

This area of response for incidents of terrorism or suspected acts of terrorism or WMD events is critical to insure public confidence, eliminate rumors and provide accurate, timely information to concerned responders and citizens. This activity *must* be a joint effort by all levels of government and *must* be centrally located, preferably near the EOC. The establishment by local government of a Joint Information Center (JIC) with all levels of responding government organizations present will be the basis for disseminating information to the media and the public. The Edgecombe County Communications Plan and Public Information Annex will be followed in this process.

DEMOBILIZATION / DEACTIVATION

This part of response to and recovery from terrorist incidents or WMD events will be determined by the EOC based on feedback and information from law enforcement agencies and on the threat level as defined by the lead agency (law enforcement). In addition, the Emergency Management Office will establish a time for critique by responding agencies and by recovery, crisis management and consequence management efforts associated with the incident.

DOCUMENTATION

Each agency will be responsible for documentation of their actions. The use of written statements, chronological sequence writing, videotaping and still photography will be beneficial in many issues. Evidence preservation and chain of custody issues are just a few which will benefit. In addition, during the process of applying for reimbursement for damaged, lost or destroyed equipment, these records will be needed. As soon as possible during the incident, a scribe or documentation officer should be assigned to the Command Post to document overall actions on the scene. This information can be passed on to the next Incident Commander. This documented information shall be passed on to the lead agency conducting the investigation.

CRITICAL INCIDENT STRESS DEBRIEFING

The Incident Commander shall take into account the need for on-scene debriefing of personnel. Each agency shall establish internal SOPs for debriefing within their respected agency. Combined or common debriefing sessions should be made available to first responders as soon as the crisis phase is over.

Edgecombe County Emergency Operations Plan

Annex H – POD Plan

RESOURCE MANAGEMENT and COMMODITY DISTRIBUTION ANNEX
EDGECOMBE COUNTY EMERGENCY OPERATIONS PLAN
Updated: 9/30/2011

I. PURPOSE

This section provides for the identification and management of resources that may be utilized during emergency / disaster situations, and explains how emergency commodities will be received and distributed in Edgecombe County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The primary county Central Receiving and Distribution Point (CRDP) for Edgecombe County resources is located at the Kan Ban Facility, 614 Daniel Street in Tarboro. Operation of the CRDP will be in accordance with the current Standard Operations Guideline (SOG), which states the operational and management duties at the CRDP falls under the responsibility of the Edgecombe County Emergency Services and Facilities Maintenance Department. All resources received from the State or other jurisdictions will be shipped directly to the Central Receiving and Distribution Point unless otherwise directed. If necessary, Fire Stations across the county can be used as Points of Distribution (PODs) to the public for critical commodities such as emergency food and water. These potential POD sites are listed and maintained on the POD Board within NC SPARTA (WebEOC), and are to be updated as necessary. Due to Edgecombe county's specific population and demographic makeup, it has been determined that only untyped PODs will be used for direct regional access throughout the county.

2. Many of these resources will be critical to the immediate emergency response following a major emergency / disaster event, and others may be critical for long-term recovery operations.

   Several categories of resources have been identified in Edgecombe County and its municipalities to include:
   - Personnel (Both skilled and volunteer)
   - Equipment (Both public and privately owned)
   - Facilities (Both public and privately owned)
   - Information
   - Commodities (For both individual and public use)

3. Edgecombe County maintains a list of identified resources needed for various events. This list is maintained by the Emergency Management and is reviewed and updated on an annual basis.

4. Edgecombe County Emergency Management maintains a partial list of public and private sector resources that could be utilized during a disaster response. This list is reviewed and updated on an annual basis.

5. Edgecombe County's resource inventory is updated on a regular basis, and CRDP / POD status is maintained in NC SPARTA (WebEOC) and updated as necessary.

B. Assumptions

1. During or following an emergency / disaster situation, the initial emergency response will be dependent upon local public and private resources.

2. Adequate local resources do not exist to cope with a catastrophic emergency / disaster response.

3. The County will exhaust local capability before requesting resources from the state.

4 Identified public and private sector resources will be made available when needed for emergency / disaster response.

5. Necessary personnel and supplies will be made available to support emergency / disaster response.

III. CONCEPT OF OPERATIONS

A. Edgecombe County, Municipal Departments and other agencies will use their own resources and equipment during emergency / disaster situations and will have control over the management of the resources as needed to respond to the situation.

B. The Emergency Services Office will initiate the commitment of resources from outside county government with operational control being exercised by the onsite Incident Commander of the service requiring that resource.

C. Resource management will be coordinated from the Edgecombe County Emergency Operations Center during countywide emergency / disaster situations and from municipality Emergency Operations Centers during smaller in-town emergencies. Any CRDP / POD Operation will be coordinated out of the EOC and managed by assigned Facilities Maintenance personnel.

D. When requesting resources, the requesting agency should identify the problem versus a specific need. It will be the responsibility of the providing agency to identify and provide necessary resources to solve the problem.

E. Requests for State Resources (i.e. National Guard, Forest Service, etc.) shall be through normal procedures as outlined in the Standard Operating Procedure. Mission assignment for state resources shall be in accordance with accepted state protocols and procedures.

F. Agencies receiving resources shall be responsible for maintaining an audit trail and documenting all costs associated with utilization of requested resources, and shall provide documentation of it for the purpose of recovering resource and any cost incurred.

G. All recovered resources will be processed through the county Central Receiving and Distribution Point for demobilization or reassignment. Supporting documentation must be completed prior to release. Inventories of CRDP resources will be conducted by Facilities Maintenance staff post any CRDP activation, in order to ensure proper accountability and situational awareness of commodities and critical resources.

Edgecombe County Emergency Operations Plan

ANNEX I – SNS PLAN

Edgecombe County Health Department maintains a State approved SNS Plan on file.

Edgecombe County Emergency Operations Plan

ANNEX J – COMMUNICATIONS

EDGECOMBE COUNTY EMERGENCY OPERATIONS PLAN
Community Alert, Notification and Warnings
Updated 08/01/2013

I. PURPOSE

This Annex describes the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for the dissemination of warning information to response agencies and the general public throughout the County.

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. The County Warning Point will normally initiate notification and warning.
2. Broadcast media will be relied upon to assist in the dissemination of warning to the general public.
3. Operational telephone and/or radio communications may be utilized to notify public officials, Emergency Operations Center staff, emergency personnel and others as required.
4. Emergency service vehicles are available for warning the general public.
5. Special Needs groups or persons in group homes may have to be provided special warning and notification. These individuals or homes are included in a Special Needs Registry that is managed by the Edgecombe County Health Department.
6. Emergency notifications can also be made using the “Code RED” system. This system utilizes email, phone calls and text messages to disseminate information about Administrative, Health and Emergency Management, Law Enforcement, Public Works, Fire and other items of interest as needed.

B. Assumptions:

1. Current forms of warning may necessitate augmentation in order to provide sufficient warning to the general public and special needs populations.
2. Use of mobile public address systems and/or house-to-house alert warning may be necessary when the urgency of the particular hazard requires immediate evaluation actions or when there is a failure of other warning systems.
3. Databases for the Code Red Notification network shall be maintained and up to date via local phone companies. Additional numbers and email addresses can be registered by using Code Red Notification link on the Edgecombe County Website or by making contact with the Edgecombe County Emergency Management Coordinator.
4. Code Red Notifications calls can be made in additional languages other than English as needed.

III. CONCEPT OF OPERATIONS

A. Emergency warning may originate at the national, state or local level of government. Timely warnings requires dissemination to the public by all available means:

1. National Weather Service (NWS) National Oceanic & Atmospheric Administration (NOAA) Weather Radio Service
2. Emergency Alert System

3. Statewide Voice Interoperability Plan for Emergency Responders (VIPER) Radio System
4. N.C. Division of Criminal Information (DCI)
5. Local Government Radios
6. Sirens, horns, or mobile public address systems
7. Telephone
8. Code RED system

B. Receipt and Dissemination of Warning
1. The NC Highway Patrol serves as the State Warning Point at the Raleigh Communications Center. NWS alerts are received there from Federal agencies and on occasion, the public.
2. Warning received from the site of an emergency is normally reported to the county Warning Point.
3. Notification of government officials and emergency response personnel from the County Warning Point will follow established procedures.
4. Jurisdictions adjoining Edgecombe County will notified through the communications center or by the quickest possible method, in the event an incident occurs within Edgecombe County that may cause adverse effects across jurisdiction lines.

C. Dissemination of Warning to the General Public of major emergencies will be by:
1. Emergency Alert System
2. Weather Alert Radio
3. Mobile public address systems as appropriate
4. Siren system
5. House to house alert by emergency personnel
6. Code Red notification system

D. Dissemination of Warning to Special Populations
1. Hearing impaired, special needs groups, persons in group homes and non-English speaking groups are notified by the most expedient means possible. Usually the message will ask citizens to assist in the evacuation of these special needs groups.
2. Emergency personnel at the County Warning Point notify public schools, hospitals and other special warning locations.

IV. DIRECTION AND CONTROL

A. The Chairman of the Board of Commissioners or their designee has the authority to direct and control the County warning system. The Emergency Services Director is vested with the authority of the Chairman to activate the County Warning System as necessary when emergency circumstances warrant and in the interest of time. This authority stands day-to-day unless revoked by the Chairman of the Board of County Commissioners.

B. The Emergency Services Director is designated as the County Warning Coordinator and will follow the established County warning procedures.

V. CONTINUITY OF GOVERNMENT

The line of succession is as follows:

A. Chairman of the Board of Commissioners
B. Emergency Services Director
C. Deputy Emergency Services Director

Edgecombe County Emergency Operations Plan

APPENDIX 1
EMERGENCY ALERT SYSTEM

I. Purpose

This appendix provides specific instructions and procedures for Edgecombe County Government and suggested procedures for Designated Administrative Officials to follow in the dissemination of emergency alerting and warning information and protective action instructions to the citizens of Edgecombe County over the Emergency Broadcast System.

II. DEFINITIONS

A. Emergency Alert System (EAS): The EAS is composed of AM/ FM radio and TV broadcast stations and non-government industry entities operating on a voluntary, organized basis during emergencies at Federal, State or Operational (local) area levels. Reference NORTH CAROLINA EAS OPERATIONAL AREA BOUNDARDIES.

B. Primary Station: Broadcast or re-broadcasts a common emergency program for the duration of the activity of the EAS at the National, State or Operational (local) area level. The EAS transmission of such stations is intended for direct public reception as well as inter-station programming.

C. Common Program Control Station (CPCS): This is a Primary Station in an Operational (local) area, which is responsible for originating and coordinating the broadcast of an emergency action notification for the area.

III. CONCEPT OF OPERATIONS

This plan calls for:

A. The prompt reporting of emergency information and recommended proactive actions by Federal, State, business, industry and utility officials to the County Warning Point. These reports include severe weather watches and warnings along with other hazards, such as dam failures, hazardous materials and other threats to citizens of Edgecombe County as identified in the Basic Plan.

B. The prompt reporting of emergency information and recommended protective action to the County Warning Point by emergency services personnel or others at the scene of the emergency.

C. The decision by local government to disseminate the emergency alerting, warning and protective actions instructions over the CPCS-I.

D. The preparation of the information to be disseminated in written form.

E. The activation of the EAS procedure.

F. The termination of the procedure when it is no longer required.

APPENDIX 2
EMERGENCY ALERT SYSTEM BROADCAST PROCEDURE

I. PURPOSE

This procedure provides a list by title of government persons who are authorized to activate the Emergency Alert System (EAS) at or from the local level and prescribes the steps to be followed by government and which should be followed by the broadcast media to disseminate emergency information to the general public.

II. AUTHORIZED PERSONNEL

The individuals shown below are authorized of the activation of the EAS in order to disseminate emergency information and instructions. A list of these individuals by title has been provided to the Charlotte Operational area CPCS-1 and a mutually agreeable method of authentication by code has been established. The EAS CPCS-1 has furnished the County with a list of telephone numbers to be used by the authorized personnel when requesting activation of the EAS.

A. Chairman of the Board of County Commissioners or their designated representative.

B. The Mayor or their designated representative.

C. Town, City or County Managers.

D. Emergency Management Coordinator or their designated representative.

III. ACTIVATION REQUEST PROCEDURES

A. Notification Procedure
   1. Prepare in writing the exact information to be broadcast (Refer to Emergency Public Information attachments.)
   2. Call the State Warning Point (Emergency Management-Operations) and give title, name and political subdivision represented and request the EAS be activated for the operational area.
   3. Upon request provide the authentication code.
   4. The State Warning Point will/should acknowledge the authentication code.
   5. Upon request of the Warning Point, read text prepared for emergency action notification.
   6. Follow other instructions as given by the State Warning Point (Emergency Management)

B. Broadcast Activation Procedures
   1. WSAY (or primary station) will disseminate the emergency information through AM-FM radio or TV according to the State Plan.
   2. Primary Station will disseminate the emergency information only through its own facility.
   3. Follow-up messages as needed, upon request of the originating officials

C. Termination Procedure
   1. Have a written termination notice specifying the hazard to be terminated.
   2. Call the State Warning Point and give title, name and political subdivision represented and request the EAS to be terminated.
   3. Upon request give authentication code.
   4. Upon request, read the termination message concluding with the statement “This concludes this activation of the Emergency Alert System.”

IV. TESTING THE EAS PLAN

Scheduled or random tests should be conducted so that a radio station and county operations become familiar with this procedure of all shifts.

V. PROCEDURES DEVELOPMENT AND MAINTENANCE

A. The North Carolina Division of Emergency Management will be responsible for updating the authentication code annually.
B. Each county will be responsible for advising the stations of current warning point telephone numbers.
C. Counties will confirm current authentication code lists with the stations.

Edgecombe County Emergency Operations Plan

APPENDIX 3
CODE RED NOTIFICATION

I. PURPOSE

This procedure provides a list by title of persons who are authorized to activate the Code Red Notification system.

II. AUTHORIZED PERSONNEL

The individuals shown below are authorized to request activation of the Code Red Notification System.

A. Chairman of the Board of Commissioners or their designated representative.
B. The Mayor or their designated representative
C. Town, City or County Manager
D. Fire Chief or their designated representative
E. Emergency Management Coordinator or their designated representative.
F. Police Chief or Sheriff or their designated representative.

III. ACTIVATION REQUEST PROCEDURES

A. Notification Procedure
   1. Make contact with the on call member of the Edgecombe County Emergency Services Staff.
   2. Provide information to include the following: agency requesting notification to be made, location of notification area, type of information to be delivered, contact information for call back questions, language notification to be distributed and other pertinent information as requested.
B. Broadcast Activation Procedure
   1. Prepare in writing the exact information to be delivered.
   2. Utilize the Code Red Notification System to determine geographical area to be notified.
   3. Make telephone contact with Code Red Notification System by telephone and follow steps to record message.
   4. Prepare for follow up messages as needed.
C. Termination Procedures
   1. After event has concluded prepare conclusion or updated information to be delivered to citizens in the affected area as needed.
   2. Receive report from Code Red Notification system on number of calls made, attempts made and success of notification process.

D. Testing Code Red Notification System

Scheduled or random test should be conducted so that personnel involved in the operation of Code Red Notification system will become familiar with this product and limitations.

Edgecombe County Emergency Operations Plan

ANNEX K – FUEL SHORTAGE PLAN

Edgecombe County Emergency Operations Plan
Emergency Fuel Supply Annex

Purpose
The purpose of this annex is to lay out procedures for obtaining fuel for Edgecombe County Vehicles during disaster situations or in the event of a major fuel shortage.

Situation

- On a daily basis, the County of Edgecombe utilizes a fleet purchase plan to obtain fuel from private vendors for over 125 County owned vehicles.
- Edgecombe County does not rely on one specific vendor. The decision of where to purchase fuel is left up to each individual operating department. Obtaining fuel, when needed is the responsibility of the employee responsible for the particular vehicle. Employees with responsibility for County vehicles are required to purchase "regular" gasoline or on-road diesel fuel only. There is no requirement as to which vendor they can purchase from. Therefore, employees have a large range of vendors to choose from.
- Edgecombe County has experienced a critical fuel shortage. In 1999, during Hurricane Floyd, Edgecombe County had a total electrical utility loss. Multiple fuel vendors were unable to supply fuel needs for the County.
- The only Edgecombe County facility with an on-site fuel supply is the Edgecombe County School Maintenance Garage. That facility has a supply of gasoline and highway diesel.

Assumptions

- During a disaster in Edgecombe County, or other parts of the State or nation, we have the potential to have fuel interruptions, although, we do not expect a total fuel interruption.
- As on normal days, Edgecombe County is competing with the private sector for fuel.
- Private fuel vendors in Edgecombe County are not willing to guarantee sales to the County for our vehicles
- Power outages may disrupt the sale of fuel at any location
- Fuel supply from wholesale vendors may be delayed or completely cut off due to existing conditions
- If there are shortages, there may be some civil unrest.
- Some vendors, who do not lose their ability to sell fuel, may attempt to artificially inflate their fuel prices.

- Incidents may occur without warning; therefore, not all County vehicles may have adequate supply of fuel on board. Even with our preparation, we are aware that not all employees will fuel vehicles accordingly before an expected incident.
- Operational departments will limit travel to only those personnel with operational duties during an incident.

Concept of Operations

- Upon warning of an imminent threat, all County employees or volunteer agencies, will fuel all vehicles and fueled equipment under their care. If the event occurs without warning, vehicles will be fueled as soon as possible.
- Operational departments will limit travel to only those personnel who have responsibility to the incident or to those employees carrying out day to day emergency response duties.
- Once the incident threat has passed, Emergency Management will assess fuel needs and determine vendor locations have the ability to dispense fuel. That assessment will be given to all operational departments.
- Travel routes to the vendor locations with the ability to dispense fuel will be forwarded to their fuel wholesaler to allow for expedient delivery to the facilities. Edgecombe County emergency management will notify NCEM of the wholesalers delivering to Edgecombe County in order to ensure their travel during restricted travel conditions.
- Priority for fueling County vehicles will be based on criticality of the vehicle. Emergency Services vehicles will take first priority.
- Edgecombe County has an agreement with the Edgecombe County School Maintenance Garage to allow County response vehicles to obtain fuel from the Edgecombe County School's supplies in the event that the County cannot purchase fuel from our normal private vendors. This will be limited to response vehicles and with the School's having priority should their supply become low. If this plan is put into action, employees will be instructed as to how to access the School's fuel pumps. Edgecombe County will reimburse the Edgecombe County Schools for any fuel dispensed to County vehicles or equipment.
- If fuel shortages are such that County employees have difficulty obtaining fuel, provisions will be made to transport those essential employees to and from their work station. Department heads and supervisors will be required to determine their essential and non-essential employees for this purpose.
- Department heads and supervisors may also be required to determine if certain job functions can be handled from the employee's home and allow those employees to work from home. This should be based upon the County Continuity of Operations Plan.

Edgecombe County Emergency Operations Plan

ANNEX L – CRES

EDGECOMBE COUNTY

Host Plan for Coastal Regional Evacuation and Sheltering (CRES)
Standard Operating Guideline

I. PURPOSE

A. The **Edgecombe County Host Plan for CRES** guideline establishes procedures and responsibilities for operating and supporting the North Carolina Coastal Regional Evacuation and Shelter Standard Operating Guideline at Edgecombe County's identified **CRES** shelters.

B. **CRES** is defined as a State plan to evacuate the 20 storm surge counties and to provide inland sheltering for coastal evacuees. **CRES** provides Emergency Managers with the information needed to execute a well-coordinated, orderly evacuation of all of the population (general, care dependent, functionally and medically fragile) within the effected county.

II. ASSUMPTIONS

A. Edgecombe County will assist the State of North Carolina in opening a **Host Shelter** at the tier **III** level for evacuees. Shelter staff that have been identified as essential personnel for the operation of the Host Shelter are:

Local Emergency Management — 1
Social Services — 1
Animal Control — 2 (If co-located)
Public Health — 2
Law Enforcement — 2
Hospital — 1
American Red Cross — 2
EMS — 2 (Ambulance = 1)
Facility Representative(s)
NC Dept of Transportation
ARES

B. The county will coordinate the use of volunteers that will be involved in key roles in the Host Shelter staff. Volunteers will be used to assist with clerical duties, non-medical supply duties, transportation assistants, animal sheltering, and other task directed by the Host Shelter Team Leader.

C. The county operates the CRES Shelters using the National Incident Management System.

D. Edgecombe County will coordinate with State EM and the "Risk" county on what "Risk County" personnel will accompany evacuees to Edgecombe County and to include animals.

E. Edgecombe County will coordinate with the American Red Cross in the opening of the General Population Shelter. The shelter will be run under the control of the American Red Cross with support help from Social Services, Public Health, Animal Control, EMS, and Law Enforcement.

F. Edgecombe County will track all county resources for reimbursement using the mission number, for the CRES Shelter, from Web EOC.

G. Edgecombe County's Shelter list include the following as primary shelters and have had an inspection conducted by the American Red Cross:

- Martin Millennium Academy — Tarboro
- Carver Elementary School — Pinetops
- D.S. Johnson Elementary School — Rocky Mount

III. DIRECTION & CONTROL

A. The Host Shelter will be operated and managed under the direction of the American Red Cross & Host Shelter Management Team.

B. Support agencies requested by and assigned to support Edgecombe County will work at the direction and control of the county.

IV. ROLES AND RESPONSIBILITIES

A. Edgecombe County will support the Host Shelter with staff and available resources to help the Host Shelter function.

1. The Local Emergency Management official will be responsible to participate in conference calls with State Emergency Management.
2. The Local Emergency Management official will keep the Host Shelter team up-to-date on Host Shelter actions.

B. Edgecombe County Public Health will provide two (2) Registered Nurses, one per shift, to provide for medical issues at the Host Shelter. The Health Department will also coordinate with Assisted Living and Nursing Homes for bed space for potential Functional Needs.

C. Edgecombe County Social Services will provide two workers, one per shift, to provide for registration and social issues at the Host Shelter.

D. Edgecombe County Animal Control or Tarboro Animal Control will support the Host Shelter and the General Population Shelter with the sheltering of animals. They will be the lead agency in the sheltering of pets. The Animal Control Officer will report to the Shelter Manager at the Host Shelter.

E. Edgecombe County Sheriff's Office or local law enforcement will provide security at the General Population Shelter and Host Shelter. The Sheriff's Deputy or law enforcement officer will report to the Shelter Manager at the Host Shelter.

H. Vidant Health Care will be updated of the potential evacuees arriving that may have medical needs. American Red Cross will manage the Host Shelter. They will provide bed space, food, and water.

I. ARES will provide communications in the event we lose communications capabilities.

J. Volunteers will serve in assigned roles by the Host Shelter Team Leader.

K. All "Risk County" personnel will be assigned their task as it relates to their function from their county in the response to a CRES evacuation.

V. COMMUNICATIONS

The Host Shelter will communicate by cell phone, VHF radios, and/or the VIPER system. At the time of registration, the Emergency Management official will complete an ICS Form 205, Communications Plan for the Host Shelter operation.

VI. TIMELINE OF EVENTS

120 — 96 Hours (D - 5-4 days)

Participate in roll call of Risk and Host Counties to validate response status.

1. Begin Work on IAP and develop Organization Chart
2. Contact Host County Shelter Team members and provide briefing of possible shelter operations.
3. Assure that each Host Shelter Team member is familiar with their assigned responsibilities.
4. Coordinate Shelter notification to Non-governmental shelter point-of-contacts and/or to Edgecombe School System.
5. Monitor Web EOC.
6. Continue to participate in ORES Conference Calls.
7. Coordinate a call with State Emergency Management and Risk Counties to determine possible numbers of evacuees and reimbursement procedures and risk county personnel that will accompany evacuees.
8. Begin the movement of Shelter assets to identified shelter.
    a. CAMET
    b. Shelter trailer

96 — 72 Hours (D — 4-3 days)

1. Receive notification from State Emergency Management to prepare to open Tier III shelters.
2. Provide situational awareness to Host Shelter Team.
3. Continue monitoring Web-EOC.
4. Continue to participate in ORES Conference Calls.
5. Ensure Edgecombe County is included in State Disaster Declaration for reimbursement.
6. Local State of Emergency prepared and Chairman of Board of Commissioners notified.
7. Place Host Shelter Team with all shelter agency representative on standby.

Edgecombe County Emergency Operations Plan

72 — 48 Hours (D — 3-2 days)

1. Continue to participate in CRES Conference Calls.
    a. Provide situational awareness to Host Shelter Team.
    b. Ensure resources are in place to begin accepting evacuees.
2. Continue monitoring Web-EOC.
3. Assure with State EM that Edgecombe County is part of the Emergency Declaration.
4. Reassess Functional Needs sheltering capabilities through the Health Department with outsourced resources.
5. Establish contact with Non-governmental and/or Edgecombe School System of any issues they may have prior to evacuees arriving.

48 — 36 Hours (D — 2-1.5 days)

1. All Host Shelter Team members report to Host Shelter and operate per their assigned responsibilities for duration of event.
2. All Host Shelter Team members must check-in (daily).
3. There Agency ID must be worn at all times while on campus of the Host Shelter.
4. Contact NC Department of Transportation- Sign Division to install Shelter signs along predetermined routes. (64 Bypass)
    a. Wesley Johnson- 252-883-1269
    b. John Jones- 252-908-7399
    c. Steve Fulghum- 252-289-1584

36 — 24 Hours (D — 1.5-1 day)

1. Evacuation of citizens without transportation begins.
2. Continue to participate in CRES Conference Calls.
3. Mandatory Evacuation begins once ordered by Local "Risk County" Authorities.
4. Continue to monitor shelter operations and provide situational awareness to State Emergency Management through Web EOC on current capacity and if there is a need to open an additional Tier **III** shelter or to begin requesting another county take overflow.

24 — 0 Hours

1. Continue to monitor shelter population and provide situational awareness to State Emergency Management.
2. Continue to monitor Storm Effects.
3. Begin preparation for post storm activities.
4. Continue to participate in ORES Conference Calls.
5. Establish Public Information/JIC for Post Event Public Information.

Day + 24 Hours

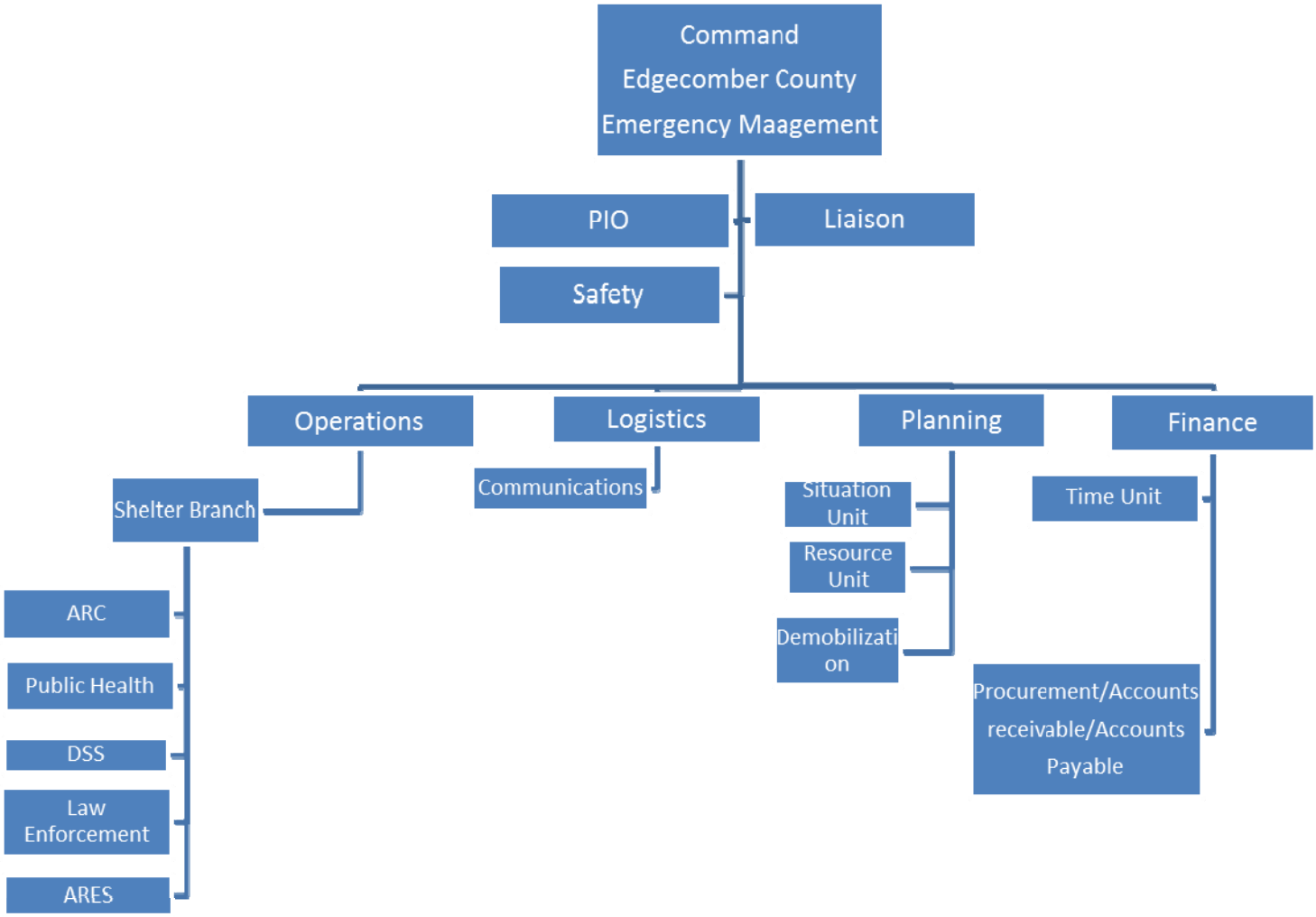
1. Continue to provide situational awareness to State Emergency Management through Web EOC.
2. Continue to participate in CRES Conference Calls.
3. Continue to provide Public Information to evacuees from State Emergency Management JIC.
5. Begin preparations for demobilization.
6. Notify NC Department of Transportation — Sign Division to remove Shelter signage.

Edgecombe County Emergency Operations Plan

Day + 48 hours

1. Demobilization begins.
2. Ensure documentation of expenses is recorded.
3. Continue to participate in ORES Conference Calls.
4. Provide documentation to State Emergency Management for reimbursement through State Declaration.

Edgecombe County Emergency Operations Plan



Edgecombe County Emergency Operations Plan

Time	Complete	Description
120-96 Hours		Begin Work on IAP and develop Organization Chart Schedule briefing with Host Shelter Team. (see briefing outline) Edgecombe School System Public Health Law Enforcement Hospital EMS Red Cross Animal Control ARES NC Dept. of Transportation
		Begin discussion of pre-positioning of shelter support resources CAMET Red Cross Shelter Trailer Other resources
		Participate in Conference Calls with State Emergency Management and the Risk County Anticipated number of evacuees to expect Functional Needs Language requirements
96-72 Hours		Continue to brief Host Shelter Team
		Ensure State Disaster Declaration includes Edgecombe County.
		Local State of Emergency prepared and Chairman of Board of Commissioners notified.
		Place shelter on Standby
72-48 Hours		Edgecombe County Health Department accesses Special Needs sheltering availability.
		Continue briefing with Host Shelter Team and handle any last minute issues with Edgecombe School System Trash pickup Make contact with sanitation company or city to update them on possible additional pickups Food preparation at Schools Brief NC DOT of likely evacuations for sign erection.
48-36 Hours		Host Shelter Team reports to Host Shelter after confirmation with State Emergency Management and Host County to prepare for evacuees
		Notify NC DOT to erect signs along evacuation route
36-24 Hours		Host Shelter is OPEN and prepared to accept evacuees

24-0 hours		Continue to accept evacuees
		Standup PIO/JIC if needed for Post Disaster Information
		Monitor shelter population
		Monitor Storm Effects
		Begin preparation for post storm activities
		Continue to participate in Conference Calls
		Establish Public Information/JIC for Post Event Information
Day + 48 hours		Demobilization begins
		Ensure documentation of expenses are captured for reimbursement
		Continue to participate in Conference Calls
		Provide documentation to State Emergency Management for reimbursement through State Declaration

Edgecombe County Emergency Operations Plan

HOST COUNTY
BRIEFING AGENDA

ACTIVITIES	RESPONSIBILITIES
Brings Meeting to order	Planning Section Chief _____
Opening Remarks	EOC Manager _____
Provides a Situation Briefing	Planning Section Chief _____
Reviews Incident Priorities and Operations Objectives	Operations Section Chief _____
Provides information on available resources and resources to be ordered to meet the needs Generator Medical Support Trailer SMAT/SNORT	Resource Unit Leader _____
Specify Facility or Support issues Feeding	Logistics Section Chief _____
Shelter Partner Comments Edgecombe County Schools American Red Cross Social Services Public Health Hospital EMS Law Enforcement Animal Control	Shelter Partners _____ _____ _____ _____ _____ _____ _____ _____
Provides information on Costs and Fiscal issues	Finance Section Chief/ Planning Section Chief _____
Provides the work assignments and staffing	New Operations Section Chief _____
Closing Remarks	EOC Manager _____

Edgecombe County Emergency Operations Plan

Annex M Communications

EDGECOMBE COUNTY EMERGENCY OPERATIONS PLAN
COMMUNICATIONS

I. PURPOSE

This annex describes the County's communications system and presents available communications sources to be used by County government agencies during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Edgecombe County operates a Communications Center, located in the Edgecombe County Detention center. This center also serves as the 911 Center and County Warning point.

2. Day to day operations require three dispatch positions. However the volume of traffic during times of disaster will require additional personnel to assist.

3. The communication center is designed as a secure facility.

4. The Communication Center is often the first point of contact for the general public.

5. Edgecombe County emergency communications are heavily dependent on the commercial telephone network.

6. Remote radio consoles for each of the Emergency frequency are located in the primary EOC. Amateur radio capabilities are limited.

7. Special needs groups; persons in group quarters, or schools may require special warning and/or notification.

8. Emergency Management has the capability to use the Emergency Alert System (EAS) to deliver warnings to the public.

9. Scanner radios are utilized extensively by residents of the County, providing another means of alerting or warning the public.

B. Assumptions

1. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

2. Emergency and disaster occurrences could have a detrimental effect on the County's communication system.

3. The commercial telephone system serving Edgecombe County is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.

4. Commercial electric power may be shut off during significant emergencies, necessitating the use of auxiliary power.

5. It is possible for communities within the County to be isolated from communications for extended periods of time.

6. Loss of the communications tower or the County’s law enforcement, fire or EMS repeater system could hamper communications or the ability to page emergency personnel throughout the County.

7. The ability to repair damage to the communications system is contingent upon the availability of private commercial repair technicians.

8. State assistance may be needed to procure supplemental communications equipment or to locate available repair technicians following a major disaster.

Edgecombe County Emergency Operations Plan

III. CONCEPT OF OPERATION

A. General

1. The County Warning Point will initiate notification and warning of appropriate personnel. Telephone, radio communications or pagers may be utilized to notify public officials, EOC staff, emergency personnel, and others as required.

2. Emergency service vehicles equipped with public address systems may be used to warn the general public.

3. The National Weather Service may issue weather watches or warnings to the public and Communications Center.

4. The Communication Center is operated 24 hours a day and serves as the Edgecombe County Warning Point.

5. The N.C. Highway Patrol's Raleigh Communication Center serves as the State Warning Point.

6. Notification of governmental officials and emergency personnel by the County Warning Point will follow established procedures.

7. Emergency communications standard operating guidelines will be implemented. Backup capabilities will be activated as necessary.

8. The County or City Manager or Emergency Services Director must authorize the use of the Emergency Alert System (EAS).

9. Emergency warning may originate at the national, state, or local level of government. Timely warning requires dissemination to the public by all available means:

   a. Local Radio and Television Stations
   b. NOAA Weather Radio (National Weather Service)
   c. Sirens, Horns, Mobile PA Systems
   d. Telephone – “CODE RED SYSTEM”
   e. General Broadcast Over All Available Radio Frequencies
   f. Newspapers
   g. Social Media

10. Field emergency service personnel utilize the County emergency communications networks to communicate with the EOC.

11. Amateur Radio volunteers can augment primary communications in the county.

12. The Central Branch Office will assist the National Weather Service (NWS) with dissemination of severe weather advisories and forwarding of related information, situation reports, etc., as needed by the County.

B. Specific

1. Telephone Service

a. Commercial telephone service is provided by Sprint Telephone Company.

b. Mobile phone capability exists within the County; several vendors provide service.

c. Sprint Telephone will be furnished a restoration priority list for telephone service prior to and/or following a major disaster.

d. During emergencies, personnel will staff information telephones in the EOC to respond to questions from the general public.

2. Two-way Radio Systems

a. Two-way radio is the primary means of communications for direction and control activities. Principle users are as follows:

(1) Law Enforcement

(2) Emergency Management

(3) Fire

(4) Rescue

(5) Emergency Medical Service

(6) Public Utilities

(7) Medical Facilities

(8) County/Municipal Administration

(9) County/Municipal Public Works

(10) NC Department of Transportation

b. Other two-way communications systems that may be used during emergencies include:

(1) Division of Criminal Information (DCI)

(2) State Emergency Management FM voice Radio Network

(3) NC Web EOC resource management software

(4) NC State VIPER radio system

(5) Commercial Telephone (Fax)

(6) Amateur Radio Emergency Service

(7) Internet and computer e-mail network

(8) State Emergency Management Satellite radio and phone system

Edgecombe County Emergency Operations Plan

IV. DIRECTION AND CONTROL

A. The Edgecombe County Emergency Services Director will be notified when a major emergency situation has occurred or is imminent. The Emergency Services Director will then inform County officials in accordance with the County procedures.

B. Authority to direct and control the use of communications systems and services available to County departments and agencies is delegated to the Emergency Services Director.

V. CONTINUITY OF GOVERNMENT

The line of succession is:

A. Emergency Services Director
B. Deputy Emergency Management Coordinator
C. Deputy Emergency Services Director – Communications Director

Edgecombe County Emergency Operations Plan

Annex N ARTICLE II STATE OF EMERGENCY

ARTICLE II.
STATE OF EMERGENCY

Sec. 8-31. Restrictions authorized.
(a) A state of emergency shall be deemed to exist whenever during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.
(b) In the event of an existing or threatened state of emergency endangering the lives, safety, health and welfare of the people within the county or any part thereof, or threatening damage to or destruction of property, the chair of the county board of commissioners is hereby authorized and empowered under G.S. 14-288.13 to issue a public proclamation declaring to all persons the existence of such a state of emergency, and, order to more effectively protect the lives and property of people within the county, to place in effect any or all of the restrictions authorized in this article.
(c) The chair is hereby authorized and empowered to limit by the proclamation the application of all or any part of such restrictions to any area specifically designated or described within the county and to specific hours of the day or night; and to exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firemen and other public employees, rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine radio broadcasting, and television broadcasting corporations operated for profit; and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the people within the county.
(Ord. of 5-5-1997, § 1)
Sec. 8-32. Proclamation imposing prohibitions and restrictions.
(a) The chair of the county board of commissioners by proclamation may impose the prohibitions and restrictions specified in this article in the manner described. The chair may impose as many of those specified prohibitions and restrictions as he finds are necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety, and property. The chair shall recite his findings in the proclamations.
(b) The proclamation shall be in writing. The chair shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the county courthouse. The chair shall retain a text of the proclamation and furnish upon request certified copies of it for use as evidence.
(Ord. of 5-5-1997, § 2)
Sec. 8-33. Curfew.
(a) The proclamation may impose a curfew prohibiting in certain areas and during certain periods the appearance in public of anyone who is not a member of an exempted class. The proclamation shall specify the geographical area or areas and the period during each 24-hour day to which the curfew applies. The chair may exempt from some of all of the

curfew restrictions classes of people whose exemption the chair finds necessary for the preservation of the public health, safety, and welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.
(b) Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the chair by proclamation removed the curfew.
(Ord. of 5-5-1997, § 3)
Sec. 8-34. Restrictions on possession, consumption, or transfer of intoxicating liquor.
The proclamation may prohibit the possession or consumption of any intoxicating liquor, including beer and wine, other than on one's own premises, and may prohibit the transfer, transportation, sale or purchase of any intoxicating liquor within the area of the county described in the proclamation. The prohibition, if imposed, may apply to transfers of intoxicating liquor by employees of alcoholic beverage control stores as well as by anyone else within the geographical area described.
(Ord. of 5-5-1997, § 4)
Sec. 8-35. Restrictions on possession, transportation, and transfer of dangerous weapons and substances.
(a) The proclamation may prohibit the transportation or possession of one's own premises, or the sale or purchase of any dangerous weapon or substance. The chair may exempt from some or all of the restrictions classes of people whose possession, transfer, or transportation of certain dangerous weapons or substances is necessary to the preservation of the public health, safety, or welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.
(b) The term "dangerous weapon or substance" means:
(1) Any deadly weapon, ammunition, incendiary device, explosive, gasoline, or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property.
(2) Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property, when the circumstances indicate that there is some probability that such instrument or substance will be so destructively used.
(3) Any part or ingredient in any instrument or substance included in this subsection (b).
(c) Any person violating any prohibition or restriction imposed by a proclamation authorized by this article shall be guilty of a misdemeanor, punishable upon conviction by a fine not exceeding $50.00 or imprisonment not exceeding 30 days, as provided by G.S. 14-4.
(Ord. of 5-5-1997, § 5)
Cross References: Carrying of concealed handguns on county property, § 18-1.
Sec. 8-36. Territorial applicability of article provisions.
This article shall not apply within the corporate limits of any municipality, or within any area of the county over which the municipality has jurisdiction to enact general police-power ordinances, unless the municipality by resolution consents to its application, in which event it shall apply to such areas as fully and to the same extent as elsewhere in the county.
(Ord. of 5-5-1997, § 14)
Secs. 8-37--8-70. Reserved.

Edgecombe County Emergency Operations Plan

REFERENCE & AUTHORITIES

PURPOSE

This section provides the legal references and authorizations to support actions taken during an emergency/disaster incident.

CODIFIED RESPONSIBILITIES

The Edgecombe County Office of Emergency Management was established in 1968 pursuant to chapter 166-A of the North Carolina General Statutes. Under NCGS 166-A, and the Edgecombe County Emergency Management Ordinance, the Office of Emergency Management is charged with the responsibility of reducing the vulnerability of the citizens of Edgecombe county relative to disasters both natural and technological.

SITUATIONS AND ASSUMPTIONS
Situation

Actions taken during emergency/disaster incidents require that legal guidelines be followed to assure protection of the general public and to maintain law and order in the county/municipalities.

Decisions implemented during times of disaster or impending disaster will sometimes have a negative economic impact on the county/municipality or portions thereof.

Verbal and written mutual aid agreements exist with a number of agencies within Edgecombe County and its municipalities.

Assumptions

Some actions taken during emergency events will be unpopular with the general public.

Actions implemented will be based on the safety and welfare of the overall population, but may be unpopular with specific groups.

EDGECOMBE COUNTY EMERGENCY RESPONSE AND MANAGEMENT ORDINANCE

The following is the registered Edgecombe County Emergency Response and Management Ordinance adopted by the Board of County Commissioners on August 6, 2007.

Edgecombe County Emergency Operations Plan

AN ORDINANCE TO PROVIDE FOR EMERGENCY RESPONSE AND MANAGEMENT IN THE UNINCOPRORATED AREAS OF EDGECOMBE COUNTY

WHEREAS, the Board of Commissioners is responsible to take those measures at the County level to minimize the adverse effects of any type of emergency event;

WHEREAS, the Board of Commissioners is authorized to establish and maintain an emergency response and management agency; and

WHEREAS, the Board of Commissioners appoints the coordinator of the agency who has the responsibility for the organization, administration, and operation of the County program subject to the direction and guidance of the Board of Commissioners;

NOW, THEREFORE be it ordained by the Board of Commissioners of the County of Edgecombe as follows:

PART 1: STATE OF EMERGENCY

Section 1

Territorial Applicability

This Ordinance is applicable to any part of Edgecombe County which is not within the corporate limits of any city or town.

Section 2

Public Proclamation of Emergency

(A) A state of emergency shall be deemed to exist when ever during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.

(B) In the event of any existing or threatened state of emergency endangering the lives, safety, health and welfare of the people within the county or any part thereof, or threatening damages to or destruction of property, the Chairperson of the Board of Commissioners is hereby authorized and empowered under G.S. 14-288.13 and 166A-8 to issue a public proclamation declaring to all persons the existence of such a state of emergency, and, in order to more effectively protect the lives and property of people within the County, to place in effect any or all of the restrictions hereinafter authorized.

(C) The Chairperson is hereby authorized and empowered to limit by the proclamation the application of all or any part of such restriction to any area specifically designated or described within the county and to specific hours of the day or night; and to exempt from all or any part of such restriction, while acting in the line of and within the scope of their respective duties, law enforcement officers, firefighters and public employees, and first responders as defined by the Medical Director for the Emergency Medical Services provider for Edgecombe County and/or the North Carolina State Office of Emergency Medical Services, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine, radio broadcasting, and television broadcasting corporations operating for profit; and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health, and welfare needs of people within the County.

Section 3

PROCLAMATION IMPOSING PROHIBITIONS AND RESTRICTIONS

(A) The Chairperson of the Board of Commissioners by proclamation may impose the prohibitions and restrictions specified in Section 4 through Section 9 of this subchapter in the manner described in those sections. The Chairperson may impose as many of those specified prohibitions and restrictions as he finds necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety, and property. The Chairperson shall recite his findings in the proclamation.

(B) The proclamation shall be in writing. The Chairperson shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the County Courthouse. The Chairperson shall send reports of the substance of the proclamation to the mass communications media which serves the affected area. The Chairperson shall retain a text of the proclamation and furnish upon request certified copies of it.

Section 4

EVACUATION

(A) The Chairperson may direct and compel the evacuation of all or part of the population of the County, to prescribe routes, modes of transportation, and destination in connection with evacuation; and to control ingress and egress of an affected area, the movement of persons within the area, and the occupancy of premises therein. Details of the evacuation may be set forth or amended in a subsequent proclamation which shall be well publicized.

Edgecombe County Emergency Operations Plan

Section 5

CURFEW

(A) The proclamation may impose a curfew prohibiting in certain areas and during certain periods the appearance in pubic of anyone who is not a member of an exempted class. The proclamation shall specify the geographical area or areas and the period during each 24-hour day to which the curfew applies. The Chairperson may exempt from some or all of the curfew restrictions class of people whose exemption the Chairperson finds necessary or the preservation of the public health, safety, and welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.

(B) Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the Chairperson by proclamation removes the curfew.

Section 6

RESTRICTIONS ON ALCOHOLIC BEVERAGES

(A) The proclamation may prohibit the possession or consumption of any alcoholic beverage; including beer, wine, and spirituous liquor other than on one's own premises, and may prohibit transfer, transportation, sale or purchases of any alcoholic beverage within the area of the County described in the proclamation. The prohibition, if imposed, may apply to transfers of alcoholic beverages by employees of Alcoholic Beverage Control stores as well as by anyone else within the geographical area described.

Section 7

RESTRICTIONS ON DANGEROUS WEAPONS AND SUBSTANCES

For the purpose of this section, the following definition shall apply unless the context clearly indicates or requires a different meaning.

DANGEROUS WEAPON OR SUBSTANCE

(1) Any deadly weapon, ammunition, explosive, incendiary device, radioactive material or device as defined in G.S. 14-288.8 (c) (5), gasoline, or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property.

(2) Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property, when the circumstances indicate that there is some probability that such instrument or substance will be so used.

(3) Any part or ingredient in any instrument or substance included above when the circumstances indicate a probability that such a part or ingredient will be so used.

(B) The proclamation may prohibit the transportation or possession off one's own premises, or the sale or purchase of any dangerous weapon or substance. The Chairperson may exempt from some or all of the restrictions classes of people whose possession, transfer, or transportation or certain dangerous weapons or substances is necessary to the preservation of the public's health, safety, or welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.

(C) If imposed, the restrictions shall apply throughout the jurisdiction of the county or such part thereof as designated in the proclamation.

Section 8

RESTRICTIONS ON ACCESS TO CONTROLLED AREAS

(A) The proclamation may prohibit obtaining access or attempting to obtain access to any areas, designated in the manner described in this section, in violation of any order, clearly posted notice, or barricade indicating that access is denied or restricted.

(B) Areas to which access is denied or restricted shall be designated by the Sheriff and his subordinates or other law enforcement officers when directed in the proclamation to do so by the Chairperson. When acting under his authority, the Sheriff and his subordinates may restrict or deny access to any area, street, highway or location within the unincorporated area of the County if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.

Section 9

OTHER RESTRICTIONS AND PROHIBITIONS

The proclamation may prohibit or restrict:

(A) Movements of people in public places;

The operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate; and

Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency, within the area designated in the proclamation.

Section 10

TERMINATION OF EMERGENCY; REMOVAL OF RESTRICTIONSOR PROHIBITIONS

The Chairperson shall by proclamation terminate the entire declaration of an emergency or remove any of the prohibitions and restrictions when the emergency no longer requires them, or when directed to do so by the Board of Commissioners.

Section 11

SUPERCEDING AND AMENDATORY PROCLAMATIONS

The Chairperson in his/her discretion may invoke the restrictions authorized by this subchapter in separate proclamations, and may amend any proclamation by means of a superseding proclamation in accordance with the procedures set forth in Section 3.

Section 12

TERMINATION OF PROCLAMATION

Any proclamation issued under this ordinance shall expire five days after its last imposition unless sooner terminated in writing under the same procedures set forth in Section 3.

Section 13

DISABILITY OF CHAIRPERSON

In case of the absence, disability, or inability to communicate with or of the Chairperson, the Vice-Chairperson of the Board of Commissioners shall have and exercise all of the powers herein given the Chairperson. If neither of the Chairperson or Vice-Chairperson may be contacted, then the line of succession shall be by the first letter of the last name of the remaining Commissioners in alphabetical descending order for the purpose of this ordinance only. If no Commissioner is reachable, then authorities for powers herein are delegated to the County Manager.

PART 2. EMERGENCY MANAGEMENT AGENCY

Section 14

SHORT TITLE

This subchapter shall be known and may be cited and referred to as the “Emergency Response and Management Ordinance for the County of Edgecombe”.

Edgecombe County Emergency Operations Plan

Section 15

INTENT AND PURPOSE

(A) It is the intent and purpose of this subchapter to establish an office that will ensure the complete and efficient utilization of all of the County's resources to combat threat resulting from enemy or terrorist actions or other disasters as defined herein.

(B) The Office of Emergency Services will be the coordinating agency for all activity in connection with emergency management/homeland security. It will be the instrument through which the Board of Commissioners may exercise the authority and discharge the responsibilities vested in them during emergencies.

(C) This subchapter will not relieve any County department of the moral responsibilities or authority given to it by local ordinances, nor will it adversely affect the work of any volunteer agency organized for relief in emergency events.

Section 16

DEFINITIONS

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ATTACK-Direct or indirect assault against the county, its government, its environs, or of the nation, by the forces of a hostile nation or the agents thereof, including assault by bombing, conventional or nuclear, chemical or biological warfare, terrorism or sabotage.

COORDINATOR-The Coordinator of the Emergency Management Agency, appointed as prescribed in this subchapter, and may also be identified as a "Director".

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)-Volunteer organization of trained citizens that care for their families and neighbors before, during, and after emergencies that have successfully completed a CERT course officially recognized by the Emergency Management Organization and serve on an Emergency Management recognized CERT team. Each may serve as volunteer support for the Emergency Management Organization upon approval from the Emergency Management Coordinator.

EMERGENCY EVENT- Includes but is not limited to, the actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic, accident, chemical spill or other impending

or actual calamity endangering or threatening to endanger health, life or property of constituted government.

EMERGENCY MANAGEMENT- The basic government functions of maintaining the public peace, health and safety before, during and after an emergency. This term shall include plans and preparations for protection and relief, recovery and rehabilitation from effects of an attack by the forces of enemy nations or the agents thereof, individuals or groups of individuals who intend to act negatively against persons or property of County residents to coerce or influence social or political objectives, or a disaster as defined therein. This term also incorporates the duties and responsibilities of a local Homeland Security entity as part of a protection and prevention mission for terrorist activity. It shall not, however, include any activity that is the primary responsibility of the military forces of the United States.

EMERGENCY RESPONSE FORCES- The employees, equipment and facilities of all county departments, boards, councils, institutions and commissions; and in addition, it shall include all volunteer personnel, equipment and facilities contributed by, or obtained from, volunteer persons or agencies.

EMERGENCY MANAGEMENT VOLUNTEER- Any person duly registered, identified and appointed by the Coordinator of the Emergency Management Agency and assigned to participate in the emergency management activity, including Community Emergency Response Team volunteers.

INCIDENT COMMAND SYSTEM- The standardized, on-scene, all-hazard incident management concept as established and implemented as part of the National Incident Management System (NIMS) established by the United States Government. ICS is based upon a flexible, scalable response organization providing a common framework within which people can work together effectively.

REGULATIONS- Includes plans, programs and other emergency procedures deemed essential to emergency management.

VOLUNTEER- Contributing a service, equipment or facilities to the Emergency Management Agency without remuneration.

Section 17

ORGANIZATION AND APPOINTMENTS

(A) The organization shall consist of the following:

(1) An agency of Emergency Management/Homeland Security of the County government under the direction of the Board of Commissioners with routine management provided by the County Manager. The head of the Emergency Services Office shall be known as the Director and serve

as Coordinator, and such assistants and other employees as are deemed necessary for the proper functioning of the agency will be appointed to implement the responsibilities under the definition of this ordinance.

(2) The employees and resources of all County departments, boards, institutions, and councils shall participate in the emergency management activities through the direction of the Office of Emergency Services. Duties assigned to County departments shall be the same as or similar to the normal duties of the department, where possible.

(3) Volunteer personnel and agencies offering service to, and accepted by the County.

(B) The Board of Commissioners, through the County Manager, shall appoint a Coordinator of the Emergency Management Agency/Homeland Security who shall be a person well versed and trained in planning operations involving the activities of many different agencies which will operate to protect the public health, safety and welfare in the event of danger from enemy, terrorist action, or emergency event as defined in this subchapter.

(C) The Coordinator shall designate and appoint deputy coordinators to assume the emergency duties of the coordinator in the event of his absence or inability to act.

Section 18

DUTIES AND RESPONSIBILITES OF THE COORDINATOR

(A) The coordinator shall be responsible to the Board of Commissioners in regard to all phases of emergency management/homeland security activity. The Coordinator shall be responsible for the planning, coordination and operation of the emergency management activities in the County. The Coordinator shall maintain liaison with the state and federal authorities and the authorities of nearby political subdivisions so as to ensure the most effective operation and implementation of the emergency response and operations plans.

(B) The Coordinator's duties shall include, but not be limited to the following:

(1) Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the County for emergency response and operations purposes.

(2) Development and coordination of plans for the immediate use of all facilities, equipment, manpower and other resources of the County for the purpose of minimizing or preventing damage to persons and property; and protecting the restoring to usefulness governmental services and public utilities necessary for the public health, safety, and welfare.

(3) Negotiating and concluding agreements with owners or persons in control of buildings or other real property, emergency supplies and commodities, equipment and mechanized

vehicles, and employers of personnel with specialized training and skills for emergency response and operations purposes.

(4) Through public informational programs, educating the populace as to actions necessary and required for the protection of their persons and property in case of enemy attack, terrorism, or disaster as defined herein, either impending or present.

(5) Conducting public practice alerts and exercises to insure the efficient operation of the emergency management forces and to familiarize residents with emergency management regulations, procedures and operations.

(6) Compel and coordinating the activity of all other public and private agencies engaged in any emergency management activities within the County and its municipalities.

Section 19

EMERGENCY MANAGEMENT PLANS

(A) Comprehensive Emergency Response and Operations plans shall be adopted and maintained by resolution of the Board of Commissioners. In the preparations of these as it pertains to County organization, it is intended that the services, equipment and facilities and personnel of existing departments and agencies shall be utilized to the fullest extent. When approved, it shall be the duty of all departments and agencies to perform the functions assigned by these plans to maintain their portions of the plans in a current state of readiness at all times. These plans shall have the effect of law whenever a disaster, as defined in this subchapter, has been proclaimed.

(B) The Coordinator shall prescribe in the emergency plans those positions within the event organization, in addition to his own, for which lines of succession are necessary. In each instance, the responsible person will designate and keep on file with the Coordinator a current list of three persons as successors to his position. The list will be in order of succession and will as nearly as possible designate persons best capable of carrying out all assigned duties and functions. The successor listed shall be considered having the same authorities as the responsible person when serving in the applicable role.

(C) Each service chief and department head assigned responsibility in the plans shall be responsible for carrying out all duties and functions assigned therein. Duties will include the organization and training of assigned employees and where needed volunteers. Each chief shall formulate the standing operating procedure to implement the plans for his service.

(D) Amendments to these plans shall be submitted to the Coordinator. If approved, the Coordinator will then submit the amendments to the Board of Commissioners with his recommendation for their approval. Such amendments shall take effect 30 days from the date of approval.

(E) When a required competency or skill for a management function is not available within government, the Coordinator is authorized to seek assistance from person(s) outside of government. The assignment of duties, when of a supervisory nature, shall also include the granting of authority for the persons so assigned to carry out such duties prior to, during, and after the occurrence of an emergency event. Such services from persons outside of government may be accepted by local government on a volunteer basis. Such citizens shall be enrolled as emergency management volunteers.

(F) The Emergency Management Coordinator shall have the authority to establish Community Emergency Response Teams (CERT), and Amateur Radio Emergency Services (ARES) teams, establish training and certification requirements for members, determine the operating parameters of the members, and authorize members to operate outside of their assigned areas for the purposes of providing support to the Emergency Response Organization. The Emergency Management Coordinator or designee may appoint coordinator(s) for proper organization and administration of this program.

(G) All emergency plans and operations shall comply with the National Incident Management System as implemented by the appropriate body of the United States Government and all emergency response forces shall utilize the NIMS, remain compliant with Incident Command System when engaging in activities as prescribed by this ordinance.

Section 20

NO MUNICIPAL OR PRIVATE LIABILITY

(A) This subchapter is an exercise by the County of its governmental functions for the protection of the public peace, health, and safety, and neither the county nor agents and representatives of same, or any individual, receiver, firm, partnership, corporation, association, or trustee, or any of the agents thereof in good faith carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to the provisions of this subchapter shall be liable for any damage sustained to persons or property as the result of said activity.

(B) Any persons owning or controlling real estate or other premises who voluntarily and with compensation grants the County the right to inspect, designate and use the whole or any part or parts of such real estate or premises for the purpose of sheltering persons during an actual, impending or practice disaster situation shall not be civilly liable for the death of, or injury to, any persons on or about such real estate or premises under such license, privilege or other permission; or for loss of, or damage to, the property of such person.

Edgecombe County Emergency Operations Plan

Section 21

CONFLICTING RULES AND REGULATIONS

At all times when the orders, rules and regulations made and promulgated pursuant to this subchapter shall be in effect, they shall supersede all existing ordinances, orders, rules and regulations insofar as the later may be inconsistent therewith.

Section 22

VIOLATIONS

It shall be a misdemeanor for any person to violate any of the provisions of this subchapter or plans issued pursuant to the authority contained herein, or to willfully obstruct, hinder or delay any member of the emergency response organization as herein defined in the enforcement of the provisions of this subchapter or any plan issued there under.

Section 23

PENALTY

Any person violating any prohibition or restriction imposed by a proclamation authorized by this chapter shall be guilty of a Class 3 misdemeanor.

Section24

CONFLICT OF LAWS

If any portion of this ordinance or the enforcement thereof is found to be preempted by state or federal law, such preemption shall not operate to invalidate the rest of the ordinance and the same shall remain in full force and effect. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

CONCEPT OF OPERATIONS
Selected references are on file in the Edgecombe County Office of Emergency Services. These include:

NC General Statute (G.S.) 166-A (Emergency Management Act)

NC Senate Bill 300

Edgecombe County Emergency Operations Plan

Edgecombe County Emergency Management Ordinance

Edgecombe County Oil Pollution and Hazardous Substances Control Ordinance

Proclamation of a State of Emergency (including description of Imposition of Prohibitions and Restrictions

Termination of a State of Emergency

Statewide Mutual Aid Agreement

Complete information pertaining to Authorizations and Authorities will be maintained in a reference book, accessible for reference during times of emergency. This reference will include:

NC Emergency Management Act, G.S. 166-A

NC Senate Bill 300

Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707 (The Stafford Act)

Edgecombe County Emergency Response and Management Ordinance

Edgecombe County Oil Pollution and Hazardous Substances Control Ordinance

Proclamation of State of Emergency

Mutual Aid Agreements for Fire and Rescue

Mutual Aid Agreements with Municipalities

Agreements with American Red Cross

Agreements with County School System

North Carolina Oil Spill Act

Emergency Planning and Community Right-to-Know Act (SARA
Title III)

OSHA 1910.120

FAA Authority (FAR) to close airspace over disaster area

Edgecombe County Emergency Operations Plan

Model Ordinance concerning Price Gouging

Civil Defense Act of 1950, Public Law 81-920

NC Governor's Executive Order 73

Local Emergency Planning Committee Bylaws and Roster

N.C. Statewide Mutual Aid Agreement

Agencies tasked with responsibilities under the Comprehensive Emergency Operations Plan will be responsible for providing copies of any Mutual Aid Agreements to the Edgecombe County Office of Emergency Services.

Edgecombe County Emergency Operations Plan

GLOSSARY OF ACRONYMS / KEY TERMS

After Action Report: Reports that summarize and analyze performance in both exercises and actual events.

Agro-Terrorism: Agro terrorism is the deliberate introduction of a chemical or a disease agent, either against livestock/crops or into the food chain, for the purpose of undermining stability and/or generating fear.

Biological Weapons: Weapons using organic (plant or animal) material designed to injure or kill by use of illness producing bacteria or toxins. Examples include anthrax, cholera, plague, Ebola, botulism, and ricin.

Blister Agent: A chemical agent (vesicant) which causes severe blistering and burns to eyes, skin, and tissues of the respiratory tract.

Blood Agent: A chemical agent that interferes with the oxygen-carrying capability of blood. This process results in asphyxiation.

Business Continuity: The ability of an organization to continue to function before, during and after a disaster.

Business Executives for National Security (BENS): Business Executives for National Security, a nationwide, non-partisan organization, is the primary channel through which senior business executives can help enhance the nation's security.

Business Impact Analysis (BIA): The foundation on which the whole BCM (Business Continuity Management) process is built.

CAP: Civil Air Patrol

Catastrophe: An event in which a society incurs, or is threatened to incur such losses to persons and/or property that the entire society is affected and extraordinary resources and skills are required, some of which must come from other nations.

CDC: Centers for Disease Control and Preventions.

CEM®: Certified Emergency Manager. An emergency management professional certified by the International Association of Emergency Managers (IAEM)

Central Branch Manager: Supervisor of the branch field office of the N.C. Division of Emergency Management which serves the central area of the state. The Central Branch Manager serves as a liaison between State and local governments, procures and coordinates necessary State resources.

CFR: Code of Federal Regulations: 49 CFR refers to Title 49, the primary volume regarding HAZMAT transportation regulations.

Chemical Weapons: Weapons using inorganic substances to injure or kill. Examples are sarin gas, nerve gas, riot control gas and corrosive chemicals.

Chemical Harm: Refers to the six types of harm (TRACE-M) that can be encountered in a terrorist incident. TRACE-M= Thermal, Radioactive, Asphyxiation, Chemical, Etiological and Mechanical.

CHEMTREC: Chemical **Tr**ansportation **E**mergency **C**enter operated by the Chemical Manufacturers Association to provide information and/or assistance to emergency responders.

Choking Agent: A chemical agent that causes damage to lung tissue and alveoli, such as chlorine and phosgene gas.

CISM: Critical Incident Stress Management.

Command Post: A centralized base of operations established near the site of an incident.

Command Staff: Command Staff is responsible for overall management of the incident(s). This includes Command Staff assignments required to support the command function.

Community Emergency Coordinator: A person appointed to the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

Community Emergency Response Teams (CERT): The CERT program trains citizens to be better prepared to respond to emergency situations in their communities.

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four phases (mitigation, preparedness, response and recovery), for all types of emergencies and disasters (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

Comprehensive Environmental Response, Compensation, and Liability Act of 1980: Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the Superfund to provide resources

for these clean-ups. Amended and extended by Superfund Amendment and Reauthorization Act (SARA). (See CERCLA)

Consequence Management: refers to managing the event after it has occurred to contain and keep it from exacerbating, and to restoration after the event has concluded. The Emergency Services Director's responsibilities fall for the most part in this category.

Consumable Commodities: Food, ice, water and other items not requiring installation, such as small plastic tarps and small generators.

Contingency Plan: A document to identify and catalog the elements required to respond to an emergency, to define responsibilities, and specific tasks, and to serve as a response guide.

Continuity of Government (COG): Plans and procedures for ensuring the survival and operational capabilities of governmental process and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

Continuity of Operations Plan (COOP): A COOP provides guidance on the system restoration for emergencies, disasters, mobilization, and for maintaining a state of readiness.

Corrective Actions: Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

Corrosive Materials: A chemical agent that can cause chemical harm at an incident scene. Liquids or solids causing visible destruction or irreversible alterations in human skin tissue on contract.

CPG 1-5, Objectives for Local Emergency Management: Prepared by FEMA. Describes and explains functional objectives that represent a comprehensive and integrated emergency management program.

CPG 1-8, Guide for Development of State and Local Emergency Operations Plans: Prepared by FEMA (see EOP).

CPG 1-8a, Guide for the Review of State and Local Emergency Operations Plans: Provides FEMA staff with a standard instrument for assessing EOPs that are developed to satisfy the eligibility requirement to receive Emergency Management Assistance (EMA) funding. Also known as the crosswalk checklist, which is utilized in development of NRT-1a.

Crisis Management: Refers to managing a crisis, such as a terrorist attack. It includes actions taken prior to the incident, such as intelligence, target identification and analysis, and target hardening, as well as the emergency response and the management of the event after it has occurred. This is where bulk of law enforcement responsibilities fall regarding terrorism.

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CSEPP: Chemical Stockpile Emergency Preparedness Program

Damage Assessment/Estimation: The conduction of on-scene surveys following any disaster event, to determine the extent of injuries, life and/or property loss. Extent of damage is assessed in all types of disasters such as flash floods, tornados, winter storms, hurricanes, nuclear power incidents, and chemical explosions.

Department of Crime Control and Public Safety (CC&PS): The North Carolina department is responsible for State crime control and disaster preparation and response.

Dirty Bomb: A type of radiological dispersal device that combines a conventional explosive with radioactive materials.

Disaster: An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause.

Disaster Field Office (DFO): The office established in or near the designated area of a presidentially declared major disaster to support Federal and State response and recovery.

Disaster Mortuary Operational Response Team (DMORT): DMORT's are comprised of private citizens, each with a particular expertise, who are activated in the event of a disaster to deal with the myriad issues of victim identification and mortuary services.

DMAT: Disaster Medical Assistance Team

Division of Emergency Management (EM): The North Carolina state agency tasked with protecting the general public from the effects of natural or man-made disasters.

Domestic Terrorism: Refers to acts perpetrated within a country by citizens of that country or by groups or individuals that operate without foreign direction. National Terrorism is the older term used to describe domestic terrorism. The Oklahoma City bombing is an example.

Department of Homeland Security: The federal agency created in January 2003 as a Cabinet department consolidating 22 previously separated agencies into one unified agency with the mission of protecting the American people and our way of life from terrorism.

Emergency Alerting System (EAS): A voluntary network of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency event as provided by the Emergency Alerting System Plan. EAS is made up of AM, FM and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at national, state or local levels. This system keeps the public informed

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Emergency Management: Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

EMAC: Emergency Management Assistance Compact

EMAP: Emergency Management Accreditation Program

Emergency Operations Center: The operating facility that serves as the command and control point for emergency management officials responding to, or preparing for the onset of an incident.

Emergency Operations Center Manager: The emergency response person responsible to the Policy & Administration Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

Emergency Medical Services (EMS): Local medical response teams or local ambulance services which provide medical services.

Emergency Operations Center (EOC): The secure site from which civil government officials (municipal, county, State and Federal) exercise centralized direction and coordination in an emergency. Operating from an EOC is a basic emergency management concept. The person-in-charge of the disaster directs the disaster response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this center. The EOC also serves as a Multi-Agency Coordination and Resource Center for additional field assistance. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24-hour basis, depending on the situation.

Emergency Operations Plan (EOP): A document which (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets lines of authority and organizational relationships, and shows how all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery operations; and (5) identifies steps to address mitigation concerns during response and recovery activities. The Emergency Services Director has responsibility for preparing and implementing this plan in the event of a major event or disaster.

Emergency Public Information: Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

Emergency Support Functions (ESFs): ESFs provide the structure for coordinating interagency support for response to an incident.

Etiological: Refers to the study of human diseases and their causes.

Etiological Harm: Exposure to a living microorganism or its toxins, which causes, or may cause, human disease. Biological agents are an example of this.

Explosive Weapons: Weapons designed to explode, causing thermal and mechanical damage.

Evacuation: A population protection strategy involving orderly movement of people away from an actual or potential hazard.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution for the identification of areas of strength and weakness for improvement of emergency plans (EOP). (See HSEEP)

Extremely Hazardous Substance: EPA list of 300+ substances named in SARA section 302(a) (2). Section 302, 303, and 304 of CERCLA apply to these substances.

Federal Emergency Management Agency (FEMA): A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for a declared disaster area and administration of disaster funds. FEMA provides a range of expertise and administrative skills in community preparedness via State offices. FEMA also deals with flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

Federal Response Plan (FRP): A plan developed to expedite Federal support of disasters, which is activated when the State's resources are insufficient and in-capable of coping with a disaster. The FRP is implemented after the governor has requested Federal assistance. Replaced by the National Response Framework (NRF)

First Responder: Local police, fire and emergency medical personnel who first arrive on the scene of an incident and take action to save lives, protect property, and meet basic human needs.

General Statute (G.S.): The specific form of state law codified and recorded for reference.

Hazard Analysis: A process used by emergency managers to identify and analyze crisis potential and consequences.

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Hazard Identification: The Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

Hazardous Materials, HAZMAT: Any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property.

Hazard Mitigation: The process of and the ability to, control, collect, and contain a hazard; lessen it effects; and conduct environmental monitoring.

Hot Zone: This generally refers to the immediate area of the hazard, where PPE is necessary to protect human life. Only trained specialists with P.P.E. should be allowed into the hot zone.

HSEEP: - Homeland Security Exercise and Evaluation Program - A capabilities-based and performance-based program that furnishes standardized policies, doctrines, and terminologies for the design, development, performance, and evaluation of homeland security exercises.

HSPD: Homeland Security Presidential Directive

Hurricane: Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

IAP: Incident Action Plans provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

Incident Command System (ICS): A Combination of facilities, equipment, personnel, procedures and communication operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Implementation of the ICS and its structure is intended to expand, as situation requires larger resources without requiring new, reorganized command structure.

In-Place Sheltering: Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat.

Integrated Emergency Management System (IEMS): A system that allows for the improved capability at all levels of government to mitigate, prepare for, respond to, and recover from all possible disasters or emergencies.

Incendiary Weapons: Weapons designed to initiate combustion and start a fire.

Incident Command (IC): Systematic management of the incident. (Command Post). The IC may also refer to the Incident Commander. (See NIMS)

International Terrorism: Refers to acts of terrorism by citizens of one country against citizens in another country or against citizens of another country. The New York City Trade Center bombing is an example of international terrorism. Groups or individuals who are involved in domestic terrorism may represent radicals from the extreme left, the extreme right, or special interest beliefs, such as the anti-abortion movement, the animals' rights movement, etc.

Irritating Agent: A chemical agent that causes respiratory distress and is designed to incapacitate the victim. Pepper spray, Mace, and Tear gas are examples of this.

Joint Information Center (JIC): A facility established within or near the ICP or EOC where the PIO and staff can coordinate and provide information on the incident to the public, media and other agencies.

Local Emergency Planning Committee (LEPC): The Emergency Planning and Community Right-to-Know Act (EPCRA), establishes the LEPC as a forum at the local level for discussions and a focus for action in matters pertaining to hazardous materials planning.

Mass Casualty: Any large number of casualties produced in a relatively short period of time, usually as a result of a single incident.

Material Safety Data Sheet (MSDS): Compilation of the health, flammability and reactivity hazards of a chemical. It is a legal document, required by the OSHA and SARA to be submitted to LEPC, SERC, and local fire departments by chemical manufacturer or importer.

Medical Surge: Medical surge is defined as rapid expansion of the capacity of the existing healthcare system in response to an event that results in increased need of personnel, support functions, physical space, and logistical support.

Mitigation: An activity that eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as, zoning and land use management, safety and building codes, flood proofing of buildings, and public education.

Multi-Agency Coordination Center (MAC): A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources.

Mutual Aid Agreements: Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

NAERG: The North American Emergency Response Guidebook.

National Contingency Plan (NCP): Term referring to the National Oil and Hazardous Substance Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency

implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response system of the Clean Water Act (Section 311); refer to 40 CFR Part 300. It establishes three organizational levels: the National Response Team (NRT), Regional Response Teams (RRTs), and On-Scene Coordinators (OSCs), and can be implemented using two sources of federal response funding. One fund enables the OSC to conduct oil spill activities; the other is used for chemical releases.

NFIP: National Flood Insurance Program.

National Incident Management System (NIMS): Called for in HSPD 5, it provides for a systematic, proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents.

National Response Center (NRC): Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required. For release reporting call 24-hours a day (800) 424-8802; in Washington, DC call (202) 426-2675.

National Response Framework: A guide to how the nation conducts all-hazards incident management.

National Response Team (NRT): Organization of representatives from 14 federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

National Warning System (NAWAS): The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional Warning System which passes the warning to the State Warning Points for action.

National Weather Service (NWS): A federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricane, tornado, tropical storms, etc.

Nerve Agent: An agent that interferes with the functions of the Central Nervous System. Saran gas, Soman, Tabun and VX agent are examples of this.

NOAA: National Oceanic and Atmospheric Administration

NRT-1: Emergency Planning Guide issued by NRT, dated March 1987; fulfills the congressional requirement for unified Federal guidance. NRT-1 is a Product of numerous inputs from State and local government, industry, emergency planners, environmental groups, and the public. Known to some as the Orange book@, and is a key, central document for LEPC/SERC guidance.

NRT-1A: Criteria for Review of Hazardous Materials Emergency Plans, issued by NRT in May 1988 to assist communities in assessing the effectiveness of their plans. Nrt-1A is derived in part from FEMA documents such as CPG 1-8, 1-8a, and NRT-1.

NSF: The Coast Guard=s National Strike Force (NSF), composed of two strategically-located strike teams which are extensively trained and equipped to assist OSCs in responding to major oil spills and chemical releases. Their capabilities are especially suited to incidents in a marine environment but also include site-assessment, safety, action plan development and documentation for both inland and coastal zone incidents.

Official Spokesperson: See Edgecombe County Communications Plan.

On-Scene Commander: Official who directly commands and allocates local resources and supervises all local operations at the scene of an incident.

Pandemic Flu: An epidemic (a sudden outbreak) that becomes very widespread and affects a whole region, a continent or the world.

PPE: Personal protective equipment.

PODs: Points of Distribution sites.

Posse Comitatus Act (PCA): The PCA prohibits the U.S. Military from providing direct support to domestic civilian law enforcement. Therefore, as a general rule, the PCA restricts the military from acting in a civilian law enforcement capacity, allowing neither execution of civilian law nor direct participation in civilian searches, seizures, or arrests.

Public Information Officer (PIO): On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also known as the Public Affairs Officer (PAO).

Radiological Weapons: (Nuclear) Weapons using alpha particles, beta particles gamma rays to inflict sickness or death.

Resource Management: Coordination and oversight of tools, processes, and systems that provide emergency managers with timely and appropriate resources during an incident.

Recovery: Activity involves assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include; temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

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Regional Response Team (RRT): Established under CERCLA and operated under the National Response Team, chaired by EPA and co-chaired by Coast Guard; composed of representatives of Federal agencies and a representative from each State in the Federal region.

Response: Activities occur immediately before, during and immediately after an emergency or disaster. They invoke lifesaving actions such as the activation of warning systems, manning the EOCs, implementation of shelter or evacuation plans, and search and rescue.

Risk Analysis: Assesses probability of damage (or injury) due to probable hazards, in light of the hazard analysis and vulnerability analysis.

SARA: Superfund Amendments and Reauthorization Act of 1986 (PL99-49-9). Extends and revises Superfund Authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-to-Know systems.

SERC: State Emergency Response Commission, designated by the Governor, responsible for establishing HAZMAT planning districts and appointing/overseeing Local Emergency Planning Committees.

Shelter: A facility used to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in same facility.

Shielding: Refers to maintaining significant physical barriers between you and the hazard, such as vehicles, building, walls, and personal protective equipment.

Site Safety and Health Plan: A series of checklists used to manage an incident and to ensure the safety of all participants. This document is an OSHA requirement in critical incident handing.

Size-up: The rapid mental evaluation of the factors that influence an event. i.e., size up the scene.

Staging Area: A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of and management of responding resources

Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOG): Set of instructions having the force of a directive, covering features of operations which lend themselves to a defined or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

State Emergency Response Plan: Plan designed specifically for State-level response to emergencies or major disasters; which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance

State Emergency Response Team (SERT): A team of emergency response personnel from the Department of Crime Control and Public Safety who may be dispatched to the scene of a disaster in order to evaluate conditions, offer advice, and coordinate all recovery activities.

State Warning Point (SWP): The State facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Strategic goals: Broad, general statements of intent, such as "protect human life".

TCL: Target Capability List

Terrorism: is defined by the Federal Bureau of Investigation as the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in the furtherance of political or social objectives. Regardless of the definition used, terrorism includes three elements: (1) Terrorist activities are illegal, criminal acts, and they involve the use of force; (2) Objectives are to intimidate or coerce; and (3) Actions are committed in furtherance of political or social objectives.

Thermal Harm: Thermal harm is the result of exposure to the extremes of heat and cold.

Threshold Planning Quantity (TPQ): The amount of an Extremely Hazardous Substance present in a facility at any one time which, when exceeded, subjects the facility to Emergency Planning Notification (sec.302).

Threshold Report Quantity (TRQ): The amount of Hazardous Chemical present in facility at any one time which, when exceeded, subjects the facility to the Hazardous Chemical Reporting requirements of 40 CFR 370. The threshold reduces over several years to a base value that will be the reporting level thereafter.

Tier I or Tier II: Inventory form for reporting Hazardous Chemicals (Sec.312) and Extremely Hazardous Substances (Sec.302). Tier II describes more detailed chemical quantity and location(s) within the facility.

Tier III (SARA): The Emergency Planning and Community "Right-to-Know Act of 1986". Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC and not, Sec.1101, et.seq.-1986)

Time, Distance, and Shielding (TDS): The three types of protective measures commonly associated with hazardous materials training. (1) Limit the time you are exposed to the hazard;

(2) keep as much distance, upwind and uphill, between you and the hazard as possible; and (3) shield yourself with a wall, automobile, building or protective clothing.

Tornado: A violently rotating column of air extending from a thunderstorm to the ground. Sometimes spawned by hurricanes and may produce severe damage and casualties.

Toxic Materials: A chemical that can cause harmful effects poisoning the system at an incident scene. Toxins can come from organic (animal, plant or microbe) or from an inorganic substance (chemical).

Traffic Control Points: Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

Transnational Terrorism: Refers to acts of terrorism by citizens of one country against citizens of another country carried out for a third country. The massacre of Puerto Rican pilgrims at Lod Airport, Tel Aviv, Israel, by members of the Japanese Red Army, carried out at the request of the Popular Front for the Liberation of Palestine (PFLP) is an example of transnational terrorism.

Tropical Depression: Rotary circulation at surface, highest constant wind 38 miles per hour (33 knots).

Tropical Disturbance: A moving area of thunderstorms in the Tropics that maintains its identity for 24-hours or more.

Tropical Storm: Distinct rotary circulation, constant wind speed ranges 39-73 miles per hour (34-63 knots).

Unified Command: A team effort process, allowing all agencies with responsibility for an incident, either geographical or functional, to establish a common set of incident objectives and strategies that all can subscribe to.

USAR: Urban Search and Rescue

Vesicant: A chemical agent, such as blister agent, which causes severe burns to eyes, skin and tissues of the respiratory system.

Virus: The simplest type of microorganism, lacking a system for its own metabolism, they depend on living cells to multiply and cannot live long outside a host. Smallpox, Ebola, Marburg and Lassa fever are examples.

VOAD: Volunteer Organizations Active in Disasters

Vulnerability: The susceptibility to life, property, and the environment to damage is a hazard manifests its potential.

Vulnerability Analysis: Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species.

Warning Point: A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Weapons of Mass Destruction (WMD): The term currently used which refers to Federal Legislation which sets forth the Government's policy regarding the use of weapons of mass destruction by terrorists.

Edgecombe County Emergency Operations Plan

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