

# Nash County

North Carolina



## Emergency Operations Plan

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The Nash County Emergency Operations Plan was developed to address multiple hazards, which threaten a jurisdiction. Through use of a functional format, the plan encourages compliance with the National Incident Management System (NIMS); and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. NIMS requires a system-wide integration of skills, people and resources. NIMS recognizes that plans developed for one type of emergency are extremely useful for other emergency situations and a significant amount of emergency operational capability can be established by addressing broadly applicable functions

This “Model Plan” Presents a basic plan, which serves as a summary document to the thirty (30) supporting sections of the plan. These supporting sections define the roles of each response agency thereby reducing confusion, chaos, and conflict during an emergency.

This plan meets the requirements of North Carolina planning guidance and the legal responsibilities identified in North Carolina General Statutes, Chapter 166-A. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

This Emergency Operations Plan, upon approval and adoption of the Nash County Board of Commissioners, replaces and superseded all previously adopted emergency plans.

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# **NASH COUNTY EMERGENCY OPERATIONS PLAN**

## **AUTHORITIES AND REFERENCES**

### **I. PURPOSE**

This section provides legal references and authorizations to support actions in the event of an emergency/disaster situation.

### **II. SITUATION AND ASSUMPTION**

#### **A. Situation**

1. Actions taken during emergency/disaster events require that legal guidelines be followed to assure protection of the general public and to maintain law and order in the County/Municipality.
2. Decisions implemented during times of disaster or impending disaster will sometimes have a negative economic impact on the County/Municipality or portions thereof.
3. Verbal and written mutual aid agreements exist between some agencies within Nash County and its municipalities.

#### **B. Assumptions**

1. Some actions taken during emergency events will be unpopular with the general public.
2. Actions implemented will be based on the safety and welfare of the overall population, but may be unpopular with specific groups.

### **III. CONCEPT OF OPERATIONS**

A. Selected references are on file in Nash County Emergency Management Office. These include:

- Emergency Management Act of 1977, N.C. General Statutes 166-A
- Federal Communications Commission (FCC) rules and regulations.
- Public Law 93-288 as amended by Public Law 100-707.

- National Security Decision Directive #259.
- National Presidential Directive 5 & 8.
- National Incident Management System
- Nash County Emergency Management Ordinances.
- Nash County State of Emergency Ordinance.
- Local Mutual Aid Agreements and Understandings.
- Part 73, Subpart G and H, Federal Communications Commissions Rules and Regulations.
- North Carolina Emergency Management Act of 1977 as amended, NC G.S. 166A-1, et. Seq.
- N.C. Executive Order 17.
- N.C. General Statutes 115C-242 (6).
- N.C. General Statutes Article 36A of Chapter 14
- N.C. Executive Order 18
- Nuclear Attack Planning Base 1990 (NAPB 90), April 1987.
- N.C. General Statutes 147-33
- Local Government Emergency Planning (CPG 1-8).
- Standards for Local Civil Preparedness, CPG 1-5.
- Radiological Defense Preparedness, CPG 2-1.
- Radiological Defense Manual, CPG 2-6-2.
- Civil Defense Emergency Operations Reporting System, CPG 2-10/1-4,6.
- Federal Emergency Management Agency. Guide for the Design and Development of a Local Radiological Protection System, CPG 1-30.

- Federal Emergency Management Agency. Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents, FEMA-REP-5.
- N.C. General Statutes 104E
- Standard Operating Procedure for Nuclear Attack Reporting, 1989.
- Handbook for Applicants Pursuant to P.L. 93-288, DR & R1 FEMA, 3-81.
- Digest of Federal Disaster Assistance Programs: DR & R 21, FEMA, June, 1985.
- Federal Disaster Assistance Program, DR & R 18, Jan., 1987.
- Disaster Recovery Manual, N.C. Department of Crime Control and Public Safety, Division of Emergency Management, May 1989.\
- The Hazardous Chemical Right to Know Act, Article (8), Chapter 95 of N.C. General Statutes
- Title III of Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Statement of Understanding between the State of North Carolina and the American Red Cross
- American Red Cross 3000 Series Disaster Regulations
- Shelter Management Handbook (FEMA-59)

B. 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:

C. Agencies tasked with responsibilities under the Emergency Operations Plan will be responsible for providing copies of any mutual aid agreements to the Emergency Management Office.

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## NASH COUNTY

### INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by the Nash County response organizations to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The format utilized is:

**Basic Plan:**

To be used by chief executives and policy officials.

**Annexes:**

Address the Common Functions for use by the operational managers.

**SOPs:**

Standard Operating Procedures are not contained in this plan, but must be developed by each operational manager and are essential to the implementation of this document. Copies of all SOPs will be submitted and kept for reference at the emergency operations center to insure integration of services when two or more agencies work together.

Each section of the plan contains a purpose statement for that section. All individuals with assigned responsibilities should be familiar with the entire plan; however added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those things that do occur but not specifically addressed herein.

**NASH COUNTY EMERGENCY OPERATIONS PLAN  
REVIEW / REVISION DOCUMENT**

DATE OF FORMAL DOCUMENT	5-16-2006
ANNUAL REVIEW	10-16-2007
MODIFICATION/REVISION	3-31-2008 & 4-2-2008
NIMS COMPLIANCE REVIEW	12-31-2008
CENTRAL BRANCH REVIEW	1-16-2009
MODIFICATION REVISION	2-5-2009
MODIFICATION REVISION	4-16-2009
MODIFICATION REVISION	7-10-2009
MODIFICATION REVISION	7-14-2009
CBO YEARLY REVIEW	9-4-2009
MODIFICATION REVISION	10-14-2009
MODIFICATION REVISION Chemical/Biohazard – Health Dept # change	12-3-2009
MODIFICATION REVISION Chemical/Bio Hazard	12-14-09
MODIFICATION REVISION Chemical/Bio Hazard	6-1-2010
MODIFICATION REVISION Chemical/Bio Hazard – Pt. record	9-3-2010
ADDITION PODs	12-2-2010
MODIFICATION REVISION Chemical/Biohazard – Algorithm	1-19-2011

ADDITION Host Shelter Plan	5-17-2011
MODIFICATION REVISION Host Shelter Plan	9-12-2011
MODIFICATION REVISION Host Shelter Plan	12-5-2011
ADDITION Notification and Warning	1-5-2012
MODIFICATION REVISION EMS Document	1-7-2013
MODIFICATION REVISION SAR Overhead Team	6-4-2013
MODIFICATION REVISION Host Shelter Plan	6-17-2013

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# NASH COUNTY EMERGENCY OPERATIONS PLAN

## DISTRIBUTION LIST

Copies of this plan have been distributed to the following:

Finance.....	1
County Manager's Office.....	2
Planning and Inspections.....	1
Library.....	2
Emergency Management.....	5
Health Department.....	1
Cooperation Extension Service.....	1
Forestry Services.....	1
Mental Health.....	1
Personnel.....	1
Sheriff.....	2
Communications.....	1
Social Services.....	1
Tax Department.....	1
Nash Regional Medical Center.....	1
Volunteer Rescue Squads.....	2
Fire Departments.....	13
County Schools.....	2
Emergency Medical Services.....	2
Red Cross.....	1

# NIMS Proclamation

Regular Meeting July 11, 2005

A regular meeting of the Nash County Board of Commissioners was held at 10:00 AM, July 11, 2005 in the Commissioners Room at the Nash County Administration Building in Nashville, NC.

Present were Chairman J. Claude Mayo, Jr. and Commissioners Jay Alford, Fred Belfield, Robbie B. Davis, Billy Morgan, Lou M. Richardson, and Danny Tyson.

Others present were Bob Murphy, Vince Durham, Wayne Moore, Buck Kennedy, Patsy King, Ken Murchison, Tom Murphy, Stacie Nelson, Sheila Freeman, Bill Hill, Rosemary Dorsey, Lynne Anderson, Scott Rogers, and Laura Keeter.

Chairman Mayo called the meeting to order and called on Ms. Lou M. Richardson for a prayer.

Chairman Mayo asked the Board to consider approval of the minutes.

Commissioner Robbie B. Davis asked that the minutes be corrected on page 2, the 3<sup>rd</sup> item of the June 13, 2005 minutes to say "Include \$970,000.00 additional funding for schools and Community College to come out of fund balance per previously approved resolution".

On motion of Billy Morgan seconded by Fred Belfield and duly passed that the minutes be approved as corrected.

Chairman Mayo asked the audience if anyone would like to make any public comments. There were none.

Ms. Stacie Nelson, Aging Director, asked the Board to approve the Home and Community Care Block Grant Funding Plan for 2005-2006.

On motion of Billy Morgan seconded by Lou M. Richardson and duly passed that the following funding plan for 2005-2006 be approved.

Mr. Brian Brantley, Emergency Services Director, asked the Board to approve a Tax-exempt Loan of \$20,000.00 from Southern Bank for Coopers Fire-Rescue Department to purchase a new fire truck.

On motion of Robbie B. Davis seconded by Danny Tyson and duly passed that the tax-exempt loan for Coopers Fire-Rescue Department be approved.

Mr. Brantley requested approval of the Franchise Agreements with Mount Pleasant Rescue Squad, Stony Creek Rescue Squad and Med 1 for Ambulance Service. He stated that North State Medical Transport had submitted a Franchise application. Theirs will have to be approved at two meetings.

On motion of Billy Morgan seconded by Fred Belfield and duly passed that the Franchise Agreements with Mount Pleasant Rescue Squad, Stony Creek Rescue Squad, Med 1 for Ambulance Service and North State Medical Transport for their first approval be accepted.

Mr. Brantley requested approval of the new Fire Department Contracts with all the County Departments except Nashville. They will submit it after the Town Council approves it.

On motion of Fred Belfield seconded by Billy Morgan and duly passed that all the new Fire Department Contracts submitted be approved.

Mr. Brantley asked the Board to approve a proclamation that Nash County proclaim the National Incident Management System as the County Standard for incident Management.

On motion of Robbie B. Davis seconded by Danny Tyson and duly passed that the following proclamation be adopted.

**NASH COUNTY  
NORTH CAROLINA**

**NATIONAL INCIDENT MANAGEMENT SYSTEM  
PROCLAMATION**

**WHEREAS**, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

**WHEREAS**, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

**WHEREAS**, it is necessary and desirable that all Federal, State, local and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

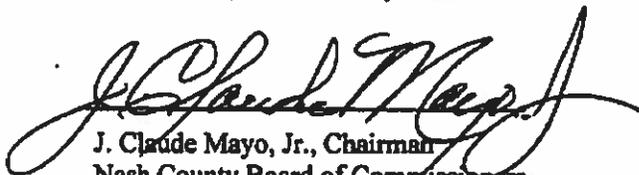
**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

**WHEREAS**, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

**NOW, THEREFORE, WE, THE NASH COUNTY BOARD OF COMMISSIONERS**, do hereby establish the National Incident Management System (NIMS) as the County standard for incident management.

  
J. Claude Mayo, Jr., Chairman  
Nash County Board of Commissioners

**ATTEST:**

  
Wayne Moore, Clerk  
Nash County Board of Commissioners

# **NASH COUNTY EMERGENCY OPERATIONS PLAN**

## **BASIC PLAN**

### **PURPOSE**

This plan predetermines actions to be taken by the governmental agencies and private organizations of Nash County to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

This EOP fulfills a state requirement that counties provide unified guidance for multi-hazards emergency planning and presents a consensus upon which implementing procedures, future guidance, and technical assistance.

This plan complies with Homeland Security Presidential Directive No. 5 (HSPD-5), which states that all government agencies should be compliant with the National Incident Management System (NIMS). It also furnishes the foundation for organization design, material acquisition, professional education, and individual/unit training. It applies to emergency response agencies countywide, but must be tailored to operational requirements of each town response organization.

This document is to be utilized in conjunction with established memorandums of agreement and memorandums of understanding (MOAs/MOUs), as well as established procedures, and may be modified as necessary to effectively manage emergency operations.

### **SITUATIONS AND ASSUMPTIONS**

#### Situation

1. Geography and Economics

Nash County is located in the Northeastern portion of North Carolina. Edgecombe County on the East; by Wake and Franklin Counties to the West; Halifax County

to the North; and Wilson County to the South border it. There are eleven municipalities in Nash County for a total population of approximately 88,346 people. Bailey has a population of 679 people; Castalia has 346 people; Dortches has 811 people; Middlesex has 839 people; Momeyer has 292 people; Nashville has 4,362 people; Red Oak has 2,762 people; Rocky Mount has 38,979 people; Sharpsburg has 1,352 people; Spring Hope has 1,268 people; and Whitakers has 359 people.

## 2. Transportation and Roads

Rocky Mount - Wilson Airport has commercial air service and general aviation services, located near the community of Coopers with 6,000-foot runway. Major commercial air service is available at the Raleigh-Durham International Airport. This airport is within an hour driving time from most areas of Nash County.

Interstate 95, a major north-south artery, traverses the eastern side of the county between Halifax and Wilson. Other main U.S. highways are 64, 264, and 301. N.C. State highways 4, 33, 43, 97, 231, and 581 carry a large amount of traffic.

Public roadways within Nash 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.

## 3. Hazards

The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards (natural, Technological and national security) for the County are:

1. Hurricanes
2. Drought / Floods
3. Severe thunderstorms
4. Tornadoes
5. Severe winter storm
6. Severe cold weather
7. Extreme heat

8. Hazardous materials
  - Transportation incidents
  - Fixed facility incidents
  - Unidentified spills or dumping activity
9. Large structure fire, firestorm
10. Forest or wild land fire
11. Landfill fire
12. Severe bridge damage
13. Aircraft crashes (civilian / military)
14. Mass casualty incidents
15. Civil disorder / Riot / Vandalism
16. Sabotage / Terrorism
17. National security emergency

B. Assumptions

The occurrence of any one or more of the emergency / disaster events previously listed could impact Nash County severely, and include several of the following possibilities:

Loss of electric service

- b. Loss of water distribution and storage system
- c. Loss of part or all of waste treatment systems
- d. Severance of road / highway network
- e. Necessity for mass care and feeding operations
- f. Need for debris clearance
- g. Multiple injuries
- h. Drastic increase in media attention
- i. Damage to the communications network
- j. Damage to the telephone network
- k. Severe economic impact
- l. Increased number of Vectors (insects)
- m. Need for official public information and rumor control
- n. Need for State or Federal assistance
- o. Re-entry of the public into damaged / evacuated areas
- p. Damage to vital records
- q. Need for damage assessment
- r. Need for auxiliary power
- s. Solicited / Unsolicited goods
- t. Contamination of private wells
- u. Exhaustion of local resources
- v. Lack of depth of staffing

- w. Loss of facilities vital to maintaining essential services
- x. Environmental impact / wildlife, natural resources destruction
- y. Need for management of reconstruction
- z. Need for coordination of staged resources
- aa. Damage to historical sites
- bb. Isolation of populations
- cc. A Presidential Disaster Declaration. Etc.

The occurrence of one or more of the previously listed emergency/disaster events could result in a catastrophic disaster situation, which could overwhelm local and state resources.

It is necessary for the County and Towns to plan for and to carry out coordinated disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major disaster situations affecting the County.

4. Emergency and disaster occurrences could result in disruption of Government functions. This necessitates that all levels of local government and departments develop and maintain standard operating procedures to ensure continuity of government. These procedures will address depth of staffing, line of succession, and mode of operation.
5. Most natural disasters will leave at least some part of the County isolated and on its own for a period of time. Families should be encouraged to train and prepare for these events.
6. Officials of the County and municipalities are aware of the threat of a major emergency or disaster and will fulfill identified responsibilities as needed to the extents possible.

## CONCEPT OF OPERATIONS

### 1. Preparedness:

- A. As required by General Statutes 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.
- B. Facilities vital to the operation of county and local government have been identified. These facilities will receive priority for restoration of service
- C. Planning and training are necessary and integral parts of emergency and disaster preparation and must be pre-requisite to effective emergency operations.
- D. Coordination with adjoining jurisdictions is essential when events occur that impact beyond County jurisdictional borders.
- E. It is the responsibility of the elected officials to insure 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.

### 2. Response:

- A. In significant emergencies / disasters, direction and control will be managed by the Policy / Administration Group.
- B. Emergency Operating Centers (EOC) 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. When an emergency situation develops, the senior elected official or the designee of the jurisdiction (as defined in GS 14-288.1) may declare a State of Emergency to exist within the jurisdiction (or a part thereof) and begin implementing emergency procedures. (See Authorizations and Authorities Section)

- D. The County Manager and County Emergency Services Director will coordinate County resources. The Mayor or his designee will coordinate and control the resources of the municipality.
- E. The County Manager will utilize all available media outlets for the dissemination of emergency information to the public.
- F. Should local government resources prove to be inadequate during emergency operations, request for assistance will be made to other jurisdictions, higher levels of government, and/or other agencies in accordance with existing mutual-aid agreements and understandings. Request for State or Federal resources must be made through the Nash County Emergency Management and forwarded to the State EOC.
- G. The Federal Response Plan established 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 of any kind, which results in a required Federal response.
- H. Under the Federal Response Plan, departments and agencies having authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with State agencies to provide the needed 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.

3. **Recovery:**

The authority by whom it was proclaimed shall declare termination of a State of Emergency. (See Authorizations and Authorities Section)

4. **Mitigation:**

Following any major emergency/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:

- A. Mitigation of potential problems through use of Hazard Mitigation Grants
  - B. Plan Revision based on lessons learned
  - C. Unmet Needs status
  - D. Management of Donated Goods
  - E. Interagency Cooperation
  - F. Damage Survey Report process and documentation
  - G. Training needed
- This plan shall be exercised annually in lieu of actual response to real emergency events

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Organization: Most of the departments within local government have emergency annexes in addition to their normal duties. Each department is responsible for developing and maintaining standard operating procedures and notification/recall rosters. Specific responsibilities are outlined below under the section entitled "Responsibilities" as well as in the Annex section of this plan. Responsibilities for certain organizations, which are not a part of local government, are also presented.

### Responsibilities

#### Chair, County Commissioners/Mayor of Cities or Towns

Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.

Declare a State of Emergency at the County/Municipal level and assume direction and control of emergency operations within the designated jurisdiction.

Request assistance from State government through the Nash County Emergency Services Director, as needed, to control an emergency.

Insure that information, damage assessment and other reports are forwarded through the Western Branch Office to the State Division of Emergency Management regarding an emergency.

Nominate the Local Emergency Planning Committee, as identified by Title III of SARA, for appointment by the North Carolina State Emergency Response Commission.

#### County Manager/City or Town Manager

Ensure County/City/Town agencies develop and continually update emergency plans and Standard Operating Procedures (SOPs) to respond to emergencies.

- b. Ensure that exercises and tests of the emergency systems are conducted on a periodic basis through the Emergency Services Director.
- b. Ensure that representatives for EOC staff are designated to report to the EOC upon activation to assist with providing direction and control.
- c. The County Manager, when directed, acts on behalf of the Chairman, County Commissioners in the control of emergency operations and implementation of emergency policies/ordinances as appropriate through the Emergency Services Director.
- d. Ensure that financial records of expenditures are kept during emergencies.
- e. Ensure, through the Chairman of the LEPC, that facilities within Nash County having hazardous materials are reporting and planned for as required.

#### Emergency Services Director

Perform assigned duties according to state statutes and local ordinances.

Responsible for emergency planning, hazardous materials protection systems, development of procedures in accordance with Federal and State guidelines and

coordination of emergency operations within the jurisdiction.

Establish, equip, and ensure readiness of the primary and back-up County Emergency Operating Center (EOC) to include status boards and other display devices and provide for operations on a continuous basis as required by providing food, water and other supplies for an effective operation.

Ensure adequate training and exercising of plans for the emergency management organization.

Recruit, equip, and insure training of disaster analysis staff.

Maintain current list and inventory of available resources identifying personnel and agencies to support emergency operations to include notification and recall rosters of county and city/town agencies and mutual aid agreements for the use of these resources.

Coordinate exercises and tests of the emergency systems within the jurisdiction and ensure a critique of exercises and actual incidents to assess and update procedures and plans as needed.

Maintain liaison with utility companies and the N.C. Department of Transportation to arrange for back-up water, power, telephone service, and clearing of roads, for the EOC, during emergencies and for coordination of information with the utilities and the N.C. Department of Transportation.

Assure all agencies maintain administrative and financial records as required.

Alert and activate, as required, the County Emergency Management Organization when informed of an actual or impending emergency within the County.

Receive requests for assistance from municipalities and agencies within the County and direct aid to areas where needed, supplementing county resources with requests to the State.

Ensure that narrative and operational journals are kept during the emergency and that the EOC staff acknowledges and authenticates reports.

Ensure necessary information, reports and briefings are issued on schedule.

Serve as the Community Emergency Coordinator s defined by Title III of SARA supporting the LEPC in maintaining liaison with the Facility Emergency Coordinators.

Coordinate planning and response efforts with other political subdivisions for incidents that could affect multiple jurisdictions.

Provide for adequate coordination of recovery operations among private, state or federal agencies and organizations.

Develop and maintain, with the Public Information Officer (PIO), a public information and education program and disseminate information in coordination with the PIO during an emergency.

Identify potential evacuation areas in accordance with the county's hazard analysis and develop warning and evacuation procedures along with identifying routes of egress. Include the relocation of county residents into other jurisdictions when needed.

Identify special needs populations and groups requiring assistance during potential evacuations and assure that institutions housing special needs populations have evacuation and relocation procedures.

Along with Red Cross, designate and activate reception and shelter areas within the county to receive evacuees and coordinate with adjoining counties as needed for shelter services.

Initiate the return of the population to the evacuated area at the direction of the Chairman of the County Commissioners.

Develop a network of trained radiological monitors for radiological operations within the county.

Identify and arrange for survey of potential shelter locations within Nash County that will house special needs and institutionalized populations as well as the general population.

Work with the Central Branch Office in securing and equipping Disaster Application Centers.  
Develop procedures for notifying key officials and activating the Emergency Alerting System.

Set priorities on available resources and implement resource controls.

Serve as the lead agency for coordination of search activities for lost persons.

4. Public Information Officer (County Manager Or County Manager's Designee)

Prepare procedures for the conduct of public information services during disasters to include the use of the Emergency Alerting System and verification/authentication of all received sources of information.

- b. Establish and maintain current inventories and agreements for public information resources and keep a working relationship with the media.
- c. Coordinate all media releases pertaining to emergency planning and operations and clear all information with appropriate agencies.
- d. Provide for public rumor control and establish a phone bank for providing emergency information on contacts for missing relatives, restricted areas and continued emergency services.
- e. Develop media advisories for the public and assist in the preparation and review of emergency public information materials for hazards affecting the county.

- f. Provide emergency public information materials for the special populations including non-English speaking groups and visually impaired.

5. Sheriff

- a. Plan for conducting traffic control/movement of evacuees to shelter and other law enforcement operations throughout the County during disasters.
- b. Develop and maintain mutual aid agreements with surrounding law enforcement agencies.
- c. When requested, provide security for the EOC, reception centers, shelters, and equipment during the disaster period.
- d. Serve as the lead agency for direction and control during civil disturbance and other law enforcement activities coordinating with City/Town law enforcement agencies as appropriate.
- e. Provide security and control access/re-entry to the damaged area(s) and vital facilities.
- f. Develop and maintain procedures for the relocation and housing of prisoners.
- g. Provide as available transportation resources for the movement of critical personnel and equipment.
- h. Assist in warning and notifying affected populations of existing or impending emergencies.
- i. Provide county emergency communications systems (primary and backup) through the communications director.
- j. Provide a representative to the EOC to assist with decision-making and law enforcement coordination.

6. City/Town Law Enforcement Agencies

- a. Plan for conducting traffic control/movement of evacuees to shelter and other law enforcement operations throughout the Municipality during disasters.

- b. Develop and maintain mutual aid agreements with surrounding law enforcement agencies.
- c. Provide security and control access/re-entry to the damaged area(s) and vital facilities.
- d. Assist in warning and notifying affected populations of existing or impending emergencies.
- e. Coordinate municipal law enforcement activities with other city, county, and state agencies.

7. Fire Marshal

- a. Analyze fire potential and plan for coordination of structural fire fighting operations throughout the County.
- b. Develop mutual aid agreements with county fire departments.
- c. Prepare inventories of fire equipment and personnel and provide, within the capabilities of the County, protective equipment, instruments and clothing to perform assigned tasks in a hazardous material incident.
- d. Provide personnel to assist with staffing EOC operations.
- e. Provide coordination of county fire department operations and mutual aid from surrounding counties or municipalities.
- f. Serve as a technological advisor to county agencies and decision makers for potential hazards associated with hazardous materials and fire.
- g. Provide hazardous materials decontamination and monitoring support, including documenting exposures of personnel and the public.\
- h. Coordinate support personnel to assist in traffic control and damage assessment operations.

- i. Conduct fire inspections, to include shelter operations, during the recovery period.
  - j. In conjunction with law enforcement, fire service agencies, and the transportation coordinator, establish staging areas for incoming resources from outside the county.
  - k. Coordinate local fire departments to provide equipment for possible decontamination, as needed.
8. County Emergency Medical Services Director
- a. Plan and develop procedures for dispatch and coordination of emergency medical activities, using an incident command system, throughout the County during disasters and mass casualty incidents.
  - b. Develop mutual aid agreements to supplement emergency medical services.
  - c. Coordinate with the hospital disaster coordinator on use of other medical facilities within the County for mass casualty incidents and expansion of the emergency medical system.
  - d. Provide for the initial decontamination and treatment of patients contaminated by hazardous materials.
  - e. Maintain liaison with American Red Cross and other volunteer agencies to support first aid and to supplement emergency medical resources.
  - f. During a disaster report to the EOC and establish a system, along with the Health Department and Department of Social Services, to check on residents with special medical needs.
  - g. Provide for the transport of medical supplies, oxygen, etc. to medical facilities and special needs patients.
  - h. Activate the Critical Incident Stress Debriefing (CISD) Team for assistance with emergency workers and victims of the disaster.

- i. Provide a support role to Red Cross or Department of Social Services for shelter operations and to the County Medical Examiner during a mass fatality incident.

9. Fire Departments

- a. Assist in warning and notifying the affected population of an existing or impending emergency.
- b. Deploy fire personnel and equipment during emergencies.
- c. Designate staging areas for mutual aid and volunteer forces responding from other areas.
- d. Support rescue operations to include confined space and structural collapse rescue.
- e. Provide hazardous material decontamination support.
- f. Maintain fire security in evacuated areas.
- g. Assist in debris clearance for emergency access in the disaster area.
- h. Provide First Responder Medical Support, in the departments that provide this service, to the community.
- i. Nash County Fire Commission will provide a liaison to the Emergency Operation Center when it is activated.
- j. Develop and maintain Standard Operating Procedures and Resource Manuals

10. Rescue Squads

- a. Rescue of injured and entrapped victims during emergency operations to include high and low level, trench, and confined space rescues.
- b. Provide for and support water rescue and victim recovery operations.
- c. Provide a support role for emergency operations as needed for public warning and traffic control.

- d. Deploy rescue personnel and equipment in an emergency.
- e. Support the evacuation of special institutions and handicapped/disabled individuals.
- f. Support search and rescue services for lost individuals and for individuals unable to evacuate due to injury.
- g. The Chief of the Nash County Rescue Squad and the Blowing Rock Rescue Squad or their liaison reports to the Emergency Operations Center to assist in coordination of rescue operations.
- h. Provide emergency back-up services to the county emergency medical services to include off-road vehicles to reach isolated areas.
- i. Support shelter operations by providing medical and transportation resources.

11. Social Services Director

- a. Plan for coordination of social services operations during disaster.
- b. Coordinate with medical/health care facilities (e.g. nursing homes, rest homes, etc.) to insure development of emergency/evacuation procedures in conjunction with the Fire Marshal and Emergency Services Director.
- c. Develop agreements with other agencies for supplemental support of DSS activities.
- d. Coordinate emergency activities during response and recovery with American Red Cross, Aging, and other volunteer organizations to include sheltering, mass care, and clothing.
- e. Provide trained personnel for the staffing operation or support of DSS or Red Cross Shelters.

- f. Provide for the operation of Special Needs Shelters.
- g. Report to the Emergency Operations Center upon activation to provide coordination and decision making support for DSS services.
- h. Provide emergency benefits within the resources of the Department of Social Services.
- i. Coordinate with the Health Department to provide support personnel and services during disasters.

12. County Communications Director

- a. Plan and develop procedures for direction of communications and warning systems, including two-way radio systems throughout the County, developing methods of communicating between EOC, field forces, shelter facilities, adjacent jurisdictions and Area/State EOC.
- b. Receive and disseminate warning information and insure information related to emergency/disaster situations is provided to emergency workers, key officials, and special locations such as schools, hospitals, nursing homes etc. and the Emergency Operations Center.
- c. Provide for primary and back-up communications capability.
- d. Develop procedures for obtaining and restoring telephone and 911 services during emergencies.
- e. Develop agreements for radio repair and maintenance under emergency conditions.
- f. Coordinate communications net with surrounding counties and State agencies.

13. Nash County Maintenance

- a. Plan for emergency repair of vital county facilities and utilities to include providing emergency power, water, and sanitation during disasters.

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- b. Assist Red Cross and DSS with shelter marking and upgrading.
- c. Assist with debris clearance and removal at county facilities and shelters.
- d. Develop mutual aid agreements with the municipalities.
- e. Provide county maintenance resources to assist with emergency incidents in the county.
- f. Provide representation to the EOC for coordination of public works activities and assistance with damage assessment.

14. City/Town Public Works

- a. Provide for debris removal within City/Town jurisdictions.
- b. Provide for confined space rescue support to the rescue and fire services.
- c. Provide City/Town resources to support emergencies outside incorporated jurisdictions within the scope of mutual aid agreements.
- d. Develop standard operating procedures and mutual aid agreements.
- e. Plan for emergency repair of water, sewer, and road systems within the jurisdiction.

15. Health Director

- a. Develop procedures for emergency public health operations including agreements with surrounding counties for assistance.
- b. Plan for inspection of food, water, and sanitation in shelters and public eating areas during disasters.
- c. Provide nursing staff capabilities within public and special needs shelter to assist with medical and medication needs.

- d. Implement emergency health awareness and public information programs through the County Public Information Officer.
- e. Report to the EOC for coordination of health department activities to evaluate, detect, prevent and control communicable disease, waste disposal and vector/vermin control.
- f. To assist with evaluation of potential contamination by using the State lab and the Rocky Mount **Water Plant**.
- g. Assist with recommendations for determining hazardous material exposure levels for emergency workers and the public, providing for exposure inhibiting or mitigating drugs and vaccines.
- h. Coordinate with mental health agencies to provide for identified needs.
- i. Provide health department facilities for use as mobile and fixed emergency care centers.
- j. Provide information and personnel, upon request, to assist state agencies with monitoring and the gathering of samples from food handlers and processors during a hazardous materials incident.

16. Medical Examiner

- a. Respond to notifications of fatalities from local authorities, identify needed resource equipment and establish an adequate morgue system for mass fatalities.
- b. Supervise the relocation and transportation of the remains of the deceased.
- c. Develop procedures for the recovery, registration, identification and cause of death of the deceased utilizing the State Medical Examiners Office as a support agency when needed.
- d. Issue death certificate, notify next-of-kin and release the remains and personal effects to proper representatives.

- e. Issue press releases in conjunction with the Public Information Officer.
- f. Coordinate with funeral directors, pathologist, American Red Cross, dentist, X-Ray technicians and law enforcement agencies for assistance.

17. Superintendent of Schools

- a. Support transportation operations during evacuations of return of evacuees.
- b. Provide support personnel (school counselors, bus drivers, cafeteria staff) to support disaster operations.
- c. Coordinate letters of agreement to provide school facilities to be used as shelters for mass care and feeding, temporary medical facilities, and Disaster Application Centers.
- d. Provide school system fuel, vehicles, and facilities to support emergency operations.
- e. Assist with the coordination of transportation operations and keep EOC advised of status.
- f. Direct and plan for the evacuation of school populations in high hazard areas.

18. Finance Officer (County/City/Town)

- a. Plan for assisting in the acquisition of available resources for emergency purposes.
- b. Develop financial accounting record procedures for county/city/town agencies to report their emergency expenses.
- c. Develop procedures for the procurement and delivery of essential resources and supplies.
- d. Serve as back up in the absence of the County/City/Town Manager.

- e. Insure that response agencies initiate documentation of all cost incurred subsequent to the disaster.

19. Damage Assessment Officer (County Tax Office)

- a. Assist the Emergency Services Director with developing, training, and equipping personnel for the purpose of conducting damage assessment within appropriate jurisdictions.
- b. Report to the Emergency Operations Center to organize and deploy damage assessment teams and provide for a system to collect data and prepare damage assessment reports for County and State Officials.
- c. Along with the Emergency Services Director develop, review, and annually update procedures for damage assessment reporting and accounting.
- d. As damage assessment reports are compiled, identify, maintain and distribute to the appropriate agencies a list of vital facilities requiring priority repairs.

20. American Red Cross

- a. Serve as lead agency for providing shelter/mass care operations coordinating with the Department of Social Services and the Health Department for staff support.
- b. Coordinate damage assessment activities with the county damage assessment officer.
- c. Provide shelter managers and supplies for shelter operations.
- d. Provide for training of managers and staff for shelter operations.

21. Agricultural Extension Agent

- a. Coordinate public information distribution with the Health Department and the County Public Information Officer.

- b. Assist the EOC in identifying and coordinating assistance for agricultural needs within the county.
- c. Coordinate agricultural damage assessment teams with the county damage assessment officer.

22. Animal Control

- a. During shelter operations provide for the use of Animal Control facilities and equipment to be used to assist persons evacuating with domestic animals.
- b. Provide vehicles and staff to assist with transportation of vital personnel and equipment during emergency operations.

23. Airport Manager

- a. Develop and maintain standard operating guidelines for air operations during emergency situations.
- b. Coordinate aircraft operations during and following disaster events.
- c. Provide for the priority clearance of runways at the Area Airport/Airstrips.
- d. Determine capabilities and limitations of the Airport/Airstrip facility to support aviation operations during emergencies.
- e. Coordinate with the FAA regarding the need to restrict air space over the disaster areas.
- f. Provide liaison with the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.

- g. Coordinate with military officials in support of disaster related military flight operations at the airport.

24. Amateur Radio Operator

- a. Develop standard operating guidelines in support of County Emergency Operations Plan for operations during emergency/disaster situations.
- b. Develop and maintain a list of resources that may be used during emergency/disaster.
- c. Provide a liaison to the Nash County Emergency Operations Center during emergency/disaster activations.
- d. Transmit and receive emergency traffic as necessary during emergency/disaster events.
- e. Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.
- f. Maintain a message log for all emergency traffic.
- g. Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.
- h. Provide emergency communications at shelter sites as needed.

25. Salvation Army

The Salvation Army will provide services and manpower as requested by the Emergency Services Director.

26. City Public Works Director

- a. Develop and maintain standard operating guidelines for public works operations during emergency/disaster situations.
- b. Direct and control activities regarding debris clearance.
- c. Coordinate for the procurement of fuel for emergency vehicles during disaster situations.
- d. Coordinate with County Agencies for restoration of public water system and maintain the capability to monitor and react to sewage waste disposal systems.

27. Transportation Director

- a. Develop and maintain standard operating guidelines for transportation operations during emergencies.
- b. Coordinate request for vehicles and drivers needed for evacuation.
- c. Coordinate staging areas with law enforcement and other agencies.
- d. Obtain additional resources as needed from adjacent jurisdictions.
- e. Store and provide fuel for emergency vehicles.

28. Department of Transportation

- a. Develop and maintain standard operating guidelines for DOT operations during emergency/disaster situations.
- b. Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.

- c. Advise the Emergency Services Director of roadway conditions and support removal of disabled vehicles or other blocks to evacuation.
- d. Maintain a resource list to identify public and private transportation resources.
- e. Obtain additional transportation resources, as needed from adjacent jurisdictions, the State and private resources.
- f. Direct and control activities regarding debris clearance operations.

29. Radiological Officer

- a. Develop and maintain standard operating guidelines in support of the County Emergency Operations Plan.
- b. Assess and confine the affected areas, obtain radiological exposure rates, and provide this data to the EOC.
- c. Establish a radiological protection-reporting network.
- d. Implement protective measures based on protective action guides with the recommendation of EPA, DHEW, FHA, etc.
- e. Obtain and maintain monitoring equipment for radiation.

30. Management of Information Services Director

- a. Develop and maintain standard operating guidelines for the management of county data processing during emergency/disaster situations.
- b. Provide support personnel for technical assistance with computer equipment, telephone and

Information System during emergency/disaster activations.

- c. Provide for the protection of computerized vital records during emergency/disaster events.
- d. Assist the Emergency Services Director in the collection, review and update of hazardous materials facility information available for emergency response.

31. Local Emergency Planning Committee (LEPC)

- a. Ensure compliance with the provisions of Title III, Superfund Amendments and Reauthorization Act of 1986.
- b. Ensure an ongoing program for plan implementation, maintenance, training and exercising.

## **DIRECTION AND CONTROL**

The EOC acts as the base of operations for emergency management activities for the county when activated. Otherwise, emergency activities are coordinated through the Fire Departments or a Unified Command (UC) post.

When the county declares a State of Emergency, emergency operations are structured along task-oriented, or functional, branches rather than day-to-day departmental structure.

When agencies appoint representatives to lead the functional branches or to support EOC operations, ***it is critical that those representatives have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations.***

The organizational structure of the EOC is NIMS compliant and consistent with the way the state plan is aligned.

During a declared emergency, primary emergency operation responsibilities are delegated according to the following positions: *(These positions are supported by agency representatives according to their response functions and capabilities and range from volunteers, local responders from within Nash County as-well-as neighboring jurisdictions, state and federal entities. This list is not comprehensive and does not cover all agencies and when deemed necessary others are approved per the disaster by the Emergency Management Coordinator).*

County Commissioners

County Manager/EOC Director

EOC Manager

Operations and Logistics Chief

Information and Planning Chief

Finance/Administration Chief

PIO

Emergency Support Personnel

- Fire/Rescue
- Public Health
- Search & Rescue
- HazMat
- EMS
- Law Enforcement
- Transportation
- Resource Support
- Mass Care
- Donations and Volunteer Management

**Table 5: EOC Lines of Succession**

Position	Lines of Succession
EOC Manager	<ol style="list-style-type: none"> <li>1. EMC (Primary)</li> <li>2. Senior Directors (EM, Sheriff, Health)</li> <li>3. Department Heads (Planning &amp; Finance)</li> </ol>
Operations Chief	<ol style="list-style-type: none"> <li>1. Fire Marshal</li> <li>2. Senior Directors</li> </ol>

	3. Department Heads (Sheriff, Health)
Logistics Chief	1. Deputy EMC 2. Health Director 3. Sheriff
Information and Planning Chief	1. Director of Planning 2. GIS/Senior Planner 3. EMC
Finance Chief	1. Finance Director 2. Asst. Finance Director 3. Accounts Payable Specialist
Landfill Department	1. Director of Landfill 2. Facility Manager 3. Landfill Supervisor
Sheriff Department	1. Sheriff 2. Major 3. Lieutenant
Fire Marshal	1. Fire Marshal 2. Asst. Fire Marshal 3. Deputy Fire Marshal
EMS	1. EMS Director 2. EMS Program Manager 3. EMS Supervisor

**General**

Emergency operations should include activities that are directed toward the preservation of life and property, mitigation of the hazard or threat, establishing situation control, and recovery and restoration of critical services.

The EOC will be activated/deactivated and staffed in accordance with the nature and severity of the incident or threat and the agencies involved.

NCEMA will augment local emergency resources upon request by the county.

The primary responsibility for direction and control of emergency operations and response efforts rests with the County Manager and the EMC.

The County Manager, EMC, or designee, will notify the County Commissioners when it is deemed advisable to activate the EOC.

Upon activation NCEMA EMA should be notified.

The County Manager or designee can authorize EOC activation. When the EOC is operational, the County Manager functions as EOC Director and liaison between emergency operations and elected officials. He or she provides recommendations to the County Commissioners and the Emergency Operations Manager and Section Chiefs, as appropriate.

Upon activation of the EOC, the County Manager serves as the **EOC Director** and appoints a representative to serve as the EOC Manager. The EOC Director serves as the link between the Commissioners, Emergency Operations, and operational assets provided by the county, state, or Federal government operating in Nash County.

During an actual or impending emergency, the Chairman of the County Commissioners is responsible for issuing a disaster declaration to ensure the availability of state and federal aid. In county-declared emergencies, the Chairman of the County Commissioners determines whether Nash County should be included in the declaration. Additionally, the Chairman of the County Commissioners receives and processes requests for emergency legislation and works with the County Commissioners to ensure proper consideration and action.

The EOC Manager is responsible for ensuring day-to-day operations and determining the level of staffing needed in the EOC. He or she is also responsible for direct coordination with the county/town liaisons sent to the county EOC, and other agencies sending liaisons to the EOC.

#### **The EOC Manager:**

- Evaluates incoming information and directs response efforts;

- Keeps the county EOC and the municipal EOCs staff updated;

- Prioritizes emergency efforts taking place across the county when limited resources are available:

- Liaisons with agencies participating in response and recovery efforts; and

- Coordinated the development of the Incident Action Plan for desired operational periods.

The EOC Manager should request assistance from neighboring jurisdictions or the state in large-scale disasters to provide support personnel to assist with the coordination of Federal, state,

county, and local assets. Nash County has limited personnel resources, and this should be factored into EOC staffing in continuous operations.

### **Information and Planning Chief:**

During a declared emergency or if requested by the EOC Manager, the County Manager or designee serves as the Information and Planning Chief (IPC) for the event.

The IPC is responsible for coordinating information needs and for identifying and planning for upcoming emergency activities. This includes providing maps, and developing briefings and situation updates. The IPC is also responsible for establishing procedures leading to the restoration of essential services.

The following functional areas report to the IPC:

Situation and Documentation

Energy

### **Finance Chief:**

The Finance Chief is responsible for the initiation and maintenance of accounting records for the response, procurement, and delivery of essential resources and supplies in the event of an emergency. This includes invoicing, projecting disaster-related costs; documenting costs and expenditures (including man-hours and overtime); tracking expenses related to volunteers assisting in response and recovery (e.g., tax deductions for donations); and tracking expenditures made by the county that may be reimbursable by the state or Federal government.

When operational, the Finance/Budget Manager will assume the role of Finance Chief. Duties include the following:

- Report to the EOC upon notification and assist in the direction and control of resource management operations;
- Maintain a current notification roster of Finance Chief and employees and how to contact them during off-duty hours;

- Assist Planning and Information with damage assessment tracking and documentation protocols;
- Provide for the development, recall, and monitoring of essential resources equipment within a department;
- Develop and implement procedures for initiation and maintenance of financial accounting records for town departments during emergencies; and
- Develop and implement procedures for expedient procurement, delivery, and replenishment of essential resources and supplies.

**Public Information Officer:**

The PIO serves as PIO during a declared disaster or EOC activation. The PIO will coordinate and provide information to the County Commissioners as directed by the County Manager. Duties include the following:

Developing outreach messages and warning messages;

Recommending which information is appropriate for release to the public;

Determining the best way to release information updates;

Arranging meetings between the media and town decision-makers;

Preparing briefings for the media to be delivered by the County Manager;

Establishing procedures for rumor control and emergency instructions;

Working with other media representatives through a Joint Information Center (JIC); and staffing the county emergency hotline.

The PIO has templates set up for press releases and a current media distribution contacts list.

The county and EOC have lines available for hotlines or other public calls. The county has its own phone system and can create a call center as needed.

**Operations Chief:**

When an emergency is declared or the EOC is activated, the on-call Fire Marshal assumes the role of Operations Chief in the EOC.

The Operations Chief oversees community services and first responder organizations. He or she is responsible for providing the equipment and resources needed to conduct field operations and for coordinating these activities among participating agencies and jurisdictions. This position can also be designated by the EOC Manager, based on the type of hazard and which organization is best suited to guide the efforts of field personnel.

The following functional areas report to the Operations\Section Chief:

- Fire/Rescue

- Public Health

- SAR

- HazMat

- EMS

- Law Enforcement

- Mass Care

#### **Logistic Chief:**

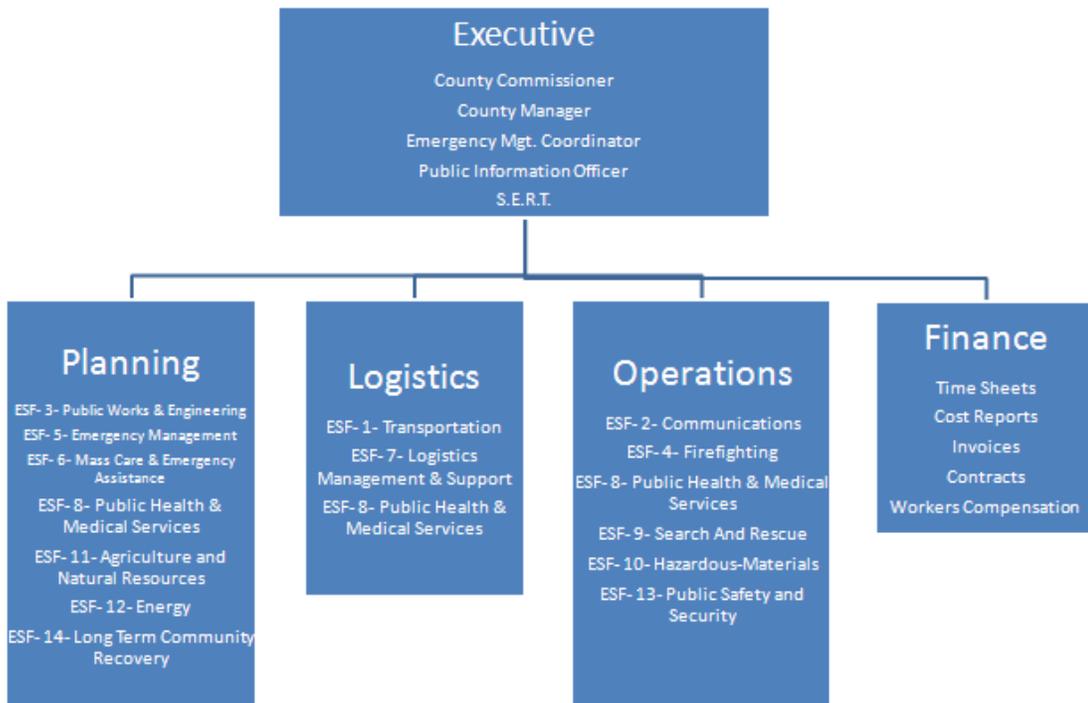
The Logistics Chief is responsible for establishing receiving point(s), supporting staging areas, supporting Points of Distribution sites for commodities, supporting the Public Health Department when Points of Dispensing sites are established, coordinate the transportation of commodities between CRDP and PODs and the transportation of SNS supplies/ pharmaceuticals for Public Health, providing facilities, and moving resources to aid in emergency response and disaster recovery. The nature of logistical support requires close coordination with the other sections, most notably Operations and Information and Planning, to ensure that resources are placed where they are most needed and will not interfere with field operations, and that information is provided to the public and volunteer organizations in a timely manner. Additionally, Logistics works closely with Finance to ensure that purchases for the town are properly made.

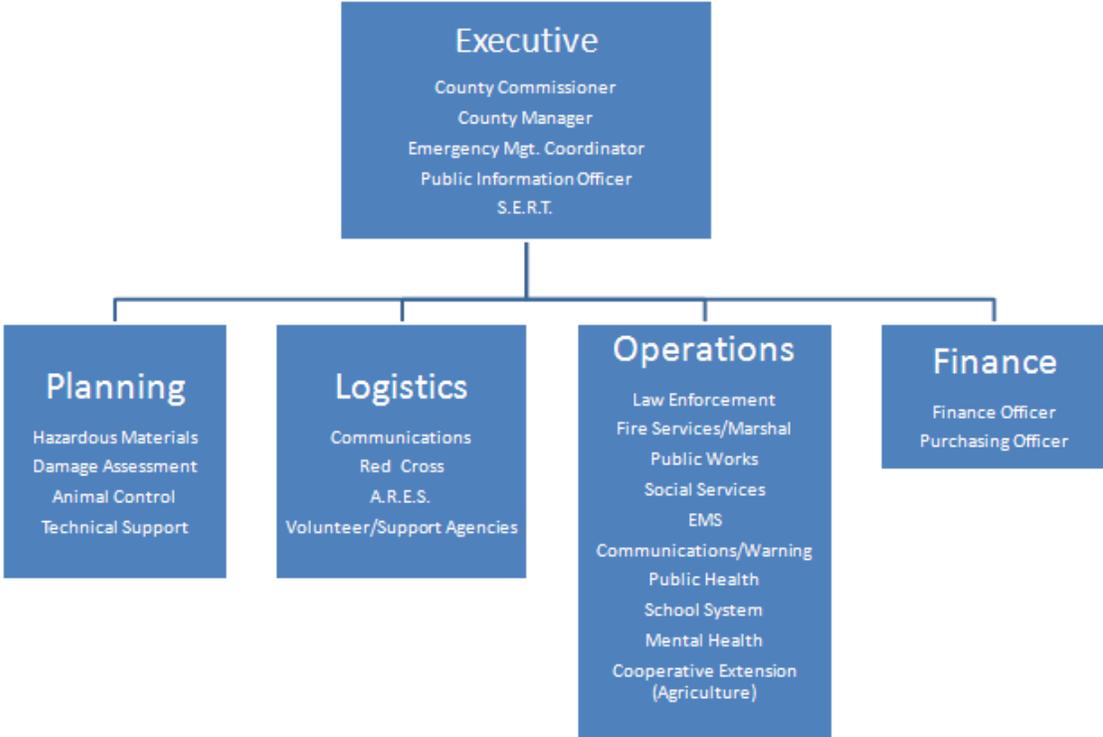
The following functional areas report to the Logistics Chief:

Donations and Volunteer Management

Resource Support

Transportation





## **CONTINUITY OF GOVERNMENT**

### General

The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available.

### Line of Succession

The line of succession of the County Board of Commissioners proceeds from the chairman to the members of the board in accordance with County policy.

Lines of succession for the Emergency Services Director and department/agency heads with emergency responsibilities are shown in the appropriate annexes.

### Preservation of Vital Records

It is the responsibility of the elected officials to insure 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.

Each department/agency is responsible for the preservation of essential records to ensure continued operational capabilities.

### Relocation of Government

The County provides for the relocation of the governing body to the EOC during times of emergency if necessary.

If the primary EOC is determined inoperable, the governing body will relocate to the alternate EOC facility as needed.

## **ADMINISTRATION AND LOGISTICS**

### General

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The emergency services dispatching operations center operates continuously 24 hours per day and is administered by the Nash County Emergency Services.

The operational readiness of the EOC is the responsibility of the Emergency Services Director.

3. The operational readiness of the EOC is the responsibility of the EMC. Specific responsibilities prior to activation include:
  - Developing and maintaining a primary EOC and an alternate EOC;
  - Developing and maintaining EOC SOPs and staffing rosters with primary and alternate personnel for each key position in the EOC;
  - Maintaining an Emergency Management computer system to manage information and resources required for emergency operations and dissemination of information to other levels of government, the public, and the private sector; and
  - Coordinating termination of EOC operations and close-out activities to include:
    - EOC staff critique and debriefing and
    - Creation of necessary after-action reports.
  
4. The primary and alternate EOC facilities are provided by the county. This includes furnishings, supplies, equipment, and communications equipment necessary to sustain operations and to support operations personnel. Expendable supplies and displays will be provided and maintained through the County of Nash.

The mechanics of EOC notification, activation, staffing, and internal operations are contained in the EOC SOPs.

## 5. Communications

The following is a summary of the County of Nash communications capabilities:

Notifications:

- Alpha-numeric pagers
- VHF pagers
- Handheld radios

- Alltel and Nextel cell phones
- Nash County Emergency Services operates on the State 800 Mhz VIPER System
- Nash County Emergency Services operates on the UHF and VHF Systems

## Records and Reports

County/City/Town Governments must maintain records of expenditures and obligations during emergency operations.

Narratives and operational journals of response actions will be kept by each agency with an assigned function during the disaster period.

## Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.

## Non-Discrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.

2. This policy applies equally to all levels of government, contractors, and labor unions.

## Agreements and Understandings

Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.

Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the local Emergency Services Director to the State Emergency Management Central Branch Office, Regional

Coordination Center. From there, such requests are forwarded to the State EOC.

Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

## **PLAN DEVELOPMENT AND MAINTENANCE**

The County Manager will insure development and annual review of this plan is conducted by all officials involved and will coordinate necessary revision efforts through the Emergency Services Director. This shall include review of those portions of the plan actually implemented in an emergency.

This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four-year exercise plan to insure a readiness posture for those who have an emergency responsibility.

- C. Operational plans and supporting SOPs will be developed in conjunction with department heads, other emergency services representatives, and various supporting organizations. SOPs should originate from the activities identified in this plan and are the responsibility of each of the lead agencies.
- D. Periodic revisions to this plan will be identified by appropriate signatures and approval dates. The county's EMC is responsible for performing periodic reviews of plans and SOPs with appropriate agencies and departments. The revision process will include incorporation of necessary changes based upon periodic tests, drills and exercises, or actual events.
- E. Nash County EMC in cooperation with emergency services agencies, will schedule and conduct required training activities to ensure emergency response capabilities, certification, and recertification's are maintained. Training calendars will be provided periodically to inform personnel of scheduled training.

## **AUTHORITIES AND REFERENCES**

***Summary of County Emergency Management Authorities***

In order to enact and enforce the emergency powers and duties under Statute 166A and Chapter 14, Article 36A, the County Commissioners must first declare an emergency for the County of Nash. A declaration allows the county to enact emergency ordinances such as limiting the movement of people, restricting the operation of businesses, or other activities that are “reasonably necessary to maintain order and protect lives or property during the state of emergency.”

As the coordinating agency for Emergency Management Authorities within the County, Nash County Office of Emergency Management personnel should be present or consulted/apprised to ensure that authorities are appropriately exercised under a declaration.

In a county-declared emergency, the county may request that a town be included in its request for a declaration. In county-declared emergencies, the county may request that un-incorporated areas adjacent to a town be included in the town’s declaration.

The County Commissioners may only enact emergency ordinances under their direct control (e.g., curfews, limiting the sale of items). Unincorporated areas are the responsibility of the county unless a request is made to include those areas in a town declaration.

### ***Reference Laws, Statutes, and Planning Guidance***

The following listed authorities and references were consulted to support this plan.

### **Laws, Statutes, and Planning Guidance**

- Public Law 93-288.
- N.C. General Statutes, Chapter 166A.
- N.C. Executive Order 72.
- N.C. General Statutes 115C-242 (6).
- N.C. General Statutes Article 36A of Chapter 14
- Nash County Emergency Management Ordinance.
- Nash County Hazard and Vulnerability Assessment
- Homeland Security Presidential Directive No. 5 (HSPD-5)
- HSPD-8

- State and Local Guide (SLG-101)
- Universal Task List (UTL)
- Joint Task List (JTL)
- National Response Framework (NRF)
- National Preparedness Goal
- National Incident Management System (NIMS)

## **Acronyms & Abbreviations**

ARC	American Red Cross
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCF	Congregate Care Facilities
COG	Continuity of Government
COOP	Continuity of Operations
DAC	Disaster Application Center
DHS	Department of Homeland Security
EAS	Emergency Alert System
EMA	Emergency Management Agency
EMC	Emergency Management Coordinator
EMS	Emergency Management Service(s)
EOC	Emergency Operations Center
EOP	Emergency Operation Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FPAAA	Fire Protection Automatic Aid Agreement
FY	Fiscal Year
GIS	Geographic Information System
GSA	General Services Administration
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Command
ICS	Incident Command System
IPC	Information and Planning Chief

JIC	Joint Information Center
MAA	Mutual Aid Agreement
MHz	Megahertz
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
OCP	On-scene Command Posts
OEM	Office of Emergency Management
OIC	Officer in Charge
PIO	Public Information Officer
SAR	Search and Rescue
SLG	State and Local Guide
SOP	Standard Operating Procedure
UAC	Unified Area Command
UC	Unified Command
UTL	Universal Task List
VHF	Very High Frequency
VIPER	Voice Interoperability Plan for Emergency Responder



**Annex 2**

**NASH COUNTY  
LIST OF TELEPHONE NUMBERS ASSIGNED TO NASH COUNTY E.O.C.**

\* Numbers that are changed will be posted at EOC activation by EMC/Operations

<b>Public Information Officer/Rumor Control</b>	
<b>Director of Public Health</b>	
<b>Hazardous Materials Safety Officer</b>	
<b>Utilities</b>	
<b>Fire</b>	
<b>Law Enforcement</b>	
<b>Superintendent of Schools</b>	
<b>Congregate Care/Red Cross</b>	
<b>Department of Social Services</b>	
<b>Communications Center</b>	
<b>Message Control</b>	
<b>E.M. Coordinator/Operations</b>	
<b>EMS/Rescue</b>	
<b>Cooperative Extension</b>	
<b>Chairman of Commissioners</b>	
<b>Public Works</b>	
<b>County Manager</b>	
<b>Fax</b>	
<b>Fax</b>	
<b>Fax (alternate emergency use only)</b>	

# NASH COUNTY EMERGENCY OPERATIONS PLAN DIRECTION AND CONTROL

## I PURPOSE

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources that will be utilized in the coordinated response activities.

### I. II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Many hazards exist within or threaten the County that have the potential to cause disasters of great magnitude and warrant centralization of the direction and control function in order to conduct effective and efficient emergency operations.
2. Traditionally, municipalities do not open and operate municipal EOC's during a county wide or regional emergency. Consequently municipalities depend on Direction and Control from the County during times of disaster.
3. The County Emergency Operations Center serves as the central direction and control point for county-wide emergency response activities.
4. The County Emergency Operations Center (EOC) is located in the Nash County Administration Building at 120 W. Washington Street, Nashville, NC.
5. Nash County utilizes Nash Community College as the alternate EOC.
6. Municipalities may utilize facilities within their jurisdictions as Emergency Operations Centers and the County may provide staff as the situation dictates.
7. The EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to their EOC in a timely fashion.

B. Assumptions

1. All municipalities will not likely send a representative to the County EOC.
2. It can be assumed that municipalities will maintain communications with the County EOC via telephone, radio, or fax.
3. Towns will act in unison with the County on such issues as proclamations, security, and public information.

**III. CONCEPT OF OPERATIONS**

A. General

1. Direction and control of normal day-to-day an emergency of single agency response is performed by the senior officer on-scene (i.e. law enforcement, fire, rescue, EMS) Multi-agency responses are done in accordance with local ordinances, policies and procedures. Response forces in Nash County will utilize the Incident Command System (ICS).
2. Municipalities within the County may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the County Emergency Operation Center, and resources secured through existing mutual aid agreements with other municipalities. Prior to activation of the Emergency Operations Center requests for state or federal assistance will be directed to the County Emergency Management Director.
3. Centralized county-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
  - a. There exists an imminent threat to the safety or health of the public;
  - b. Extensive multi-agency or jurisdiction response and coordination are necessary to resolve or recover from an emergency situation;

- c. Local resources are inadequate or depleted and significant mutual aid resources must be utilized to resolve the emergency situation;
  - d. The disaster affects multiple political jurisdictions within the county that are relying on the same resources to resolve the emergency/disaster situation;
  - e. Local emergency ordinances are implemented to control the emergency situation.
4. The type and magnitude of any emergency event occurring in Nash County or a municipality within the county will dictate the need to activate the EOC.
  5. The Nash County EOC may be activated by the Chairman of the Board of County Commissioners, or the County Manager or his designee, or the Emergency Management Director.
  6. Municipality activation may be done by the Mayor or the City Manager or his designee or the Emergency Management Director.
  7. Emergency operations and coordination at all levels of government will be carried out according to supporting standard operating guidelines.
  8. Notification of EOC personnel is the responsibility of the Emergency Management Director.
  9. Operational readiness of the County EOC is the responsibility of the Emergency Management Director. He/she will ensure that back-up electrical power is operational and will serve as operations officer.
  10. Administrative decisions regarding food supplies and other incidental needs for the County EOC during activations is the responsibility of the Emergency Management Director. Administrative decisions regarding individual municipalities is the responsibility of the mayor or Chief elected official.
  11. Whenever the EOC is activated or activation appears to be imminent, the Emergency Management Director will in turn notify the Division of Emergency Management, Central Branch Office.

12. Frequent staff reviews/briefings will be conducted.

B. Staffing

1. Personnel reporting to an EOC will operate in one of two functional sections as assigned by the Operations Officer.

a. The **Policy/Administration Group**, under the direction of the Chairperson of the jurisdiction or his designee, consists of the decision makers of the jurisdiction and others as decided by the chairperson. This group is responsible for:

- (1) The approval of policies and strategies pertinent to the emergency/disaster operation.
- (2) Providing leadership and decision making for implementation by the Support Group.
- (3) In coordination with the County Manager, preparing statements for release to the general public.
- (4) Utilizing communications equipment available to the Policy/ Administration Group, the members will maintain a line of communication with their respective administrators and County/Municipal elected officials.
- (5) Upon activation, maintain a presence in the EOC to carry out the direction and control function.
- (6) In cooperation with the Support Group and the Operations Officer, maintain an awareness of actions being taken in response to the emergency situation.

b. The **Support Group**, under the direction of the Policy/Administration Group is responsible for on-scene operations, including the allocation of resources. The Support Group may consist of the following sub groups (Emergency Support Functions):

- (1) Information: Emergency Management Director and County Manager/City Manager. Group leader: County Manager/City Manager.
- (2) Communications/Notification and Warning: Nash County Emergency Communications, Amateur Radio and the Sheriff's Department. Group Leader: Communications Supervisor.
- (3) Traffic Control/Law Enforcement/ Emergency Transportation: Sheriff's Department, N.C. Highway Patrol, Municipal Police Departments and the N.C. Department of Transportation. Group Leader: Police Department.
- (4) Fire/Search and Rescue: Fire Association President, Rescue Association President, Sheriff's Department: Group Leader: Emergency Services Director.
- (5) Shelter/Mass Care: Department of Social Services, Health Department, Emergency Medical Service, Superintendent of Schools, and American Red Cross. Group Leader: American Red Cross.
- (6) Medical Emergency/Mass Casualty: Health Department, Emergency Medical Service, and Sheriff's Department. Group Leader: Health Department.
- (7) Utilities: EOC Operations Officer, Public Utilities, Carolina Power and Light, Rural Electric Association (REA), and Carolina Telephone. Group Leader: Operations Officer.
- (8) Damage Assessment/Recovery: EOC Operations Officer, Tax Officer, Inspections Department, Finance Officer, Red Cross. Group Leader: Tax Officer.
- (9) Haz Mat: Fire Service Representative, Sheriff's Department, Emergency Management Director. Group Leader: Emergency Management Director.

(10) Donated Goods/Unmet Needs: Department of Social Services, American Red Cross, and Volunteers. Group Leader: Director of American Red Cross.

(11) Animal Control: Health Department (Environmental Health), Group Leader: Animal Control Officer.

(12) Volunteers: Volunteer Committee, Operations Officer, Forest Ranger, Fire Association President, and Rescue Association President. Group Leader: Forest Ranger.

**EMERGENCY OPERATIONS CENTER  
NASH COUNTY EMERGENCY PLAN  
Updated: April 2, 2008**

<u>GENERAL</u>	<u>ACTIVATION</u>	<u>ORGANIZATIONAL GROUPS</u>	<u>OPERATIONAL PROCEDURES Roles and Responsibilities</u>	<u>ADMINISTRATION</u>	<u>ANNEXES</u>
A. <u>Purpose</u>	A. <u>Warnings / Alerts</u>	A. <u>Executive</u>	A. <u>Executive</u>	A. <u>Registration</u>	1. <u>Key Personnel List</u>
B. <u>Scope</u>	B. <u>Alerting</u>	B. <u>Operations</u>	B. <u>Operations</u>	B. <u>Manpower</u>	2. <u>EOC Telephone #s</u>
C. <u>Facility</u>	C. <u>Activation of EOC</u>	C. <u>Technical / Plans</u>	C. <u>Technical / Plans</u>	C. <u>Staff Support</u>	
D. <u>Function</u>		D. <u>Logistics</u>	D. <u>Logistics</u>	D. <u>Housekeeping</u>	
E. <u>Manning</u>		E. <u>Finance</u>	E. <u>Finance</u>	E. <u>Office Supplies</u>	
			F. <u>Message Control</u>	F. <u>Transportation</u>	
				G. <u>Status Information</u>	
				H. <u>Maps</u>	
				I. <u>Security</u>	
				J. <u>Alerting Staff</u>	

**I. GENERAL**

**A. Purpose**

The purpose of this annex is to establish standard procedures for the activation and operation of the Nash County Emergency Operations Center (EOC). Also see Direction and Control for continuity of government and lines of succession in overall operations, including the Emergency Operations Center.

**B. Scope**

1. This annex includes organizational and functional procedures necessary to activate and operate the EOC quickly and efficiently.
2. This annex will apply except when modified as needed to meet specific conditions and situations. The Emergency Management Coordinator or his/her designee will carry out modifications.

**C. Facility**

The EOC is located 120 W. Washington St. Nashville, North Carolina. Day-to-day operational readiness of the Emergency Operations Center is the responsibility of the Emergency Management Coordinator.

#### D. **Function**

The Emergency Operations Center provides necessary space and facilities for the centralized direction and control of the following functions:

1. Direction of emergency operations.
2. Communications and warning.
3. Damage assessment and reporting.
4. Containment and/or control of hazardous material incidents/emergencies.
5. Dissemination of severe weather watches and warnings.
6. Actions to protect the health and safety of the general public, to include:
  - a. Public Information, instructions, and directions
  - b. Evacuation and/or sheltering

#### E. **Manning**

The Nash County EOC will be manned by representatives of county and city governments involved in emergency operations and volunteers from civic organizations as appropriate.

## II. **ACTIVATION OF EOC**

#### A. **Warning/Alerts**

##### 1. *Source and Means of Receipt*

Warnings/alerts may be received from any source and by any means. The more likely sources and means are shown below. Warnings or directed messages will be verified according to developed procedures to preclude unnecessary reaction to possible prank notification.

- a. On-the-scene personnel
- b. Weather Service
- c. State Highway Patrol
- d. Division of Criminal Information (DCI)
- e. EM Coordinator, CBO
- f. News Media
- g. Hazardous materials fixed facilities in city / county

##### 2. *Persons to Receive Messages*

- a. Warning may be received by Nash County Communications Center.
- b. Nash County Emergency Management Coordinator or their representative may also receive Warning/alerts.

#### B. **Alerting Procedures**

Upon receipt of a warning message, the Emergency Management Coordinator will:

1. Consult with the appropriate county and/or city officials and make recommendations for the activation of the EOC.
2. Initiate alerting/notification procedures to extent directed in the manner prescribed in this annex.
3. Officials alerted by the action prescribed above will alert those individuals and/or departments for which they are responsible.

#### C. **Activation**

1. The EOC will be considered activated when sufficient personnel for operational activities are physically present.
2. Reporting - All personnel reporting for duty in the EOC will make their presence known to the Emergency Management Coordinator or their section leaders.
3. When the EOC is activated, space will be utilized as suits the operation and designated by the Emergency Management Coordinator.
4. The Emergency Management Coordinator will provide the initial situation briefing when the EOC is activated. Subsequent briefings will be held as needed.

### **III. ORGANIZATION**

#### **A. Staffing**

1. Full Activation
2. Limited (Partial) Activation - Sections will be represented as directed by the Emergency Management Coordinator.

#### **B. Operations groups will be composed of the following:**

##### **1. Executive**

- a. Chief executives (i.e., County Commission, County Manager)
- b. Emergency Management Coordinator
- c. Public Information Officer
- d. S.E.R.T. (State Emergency Response Team) Representative

##### **2. Operations**

- a. Operations Director / Manager
- b. Law Enforcement
- c. Fire Services / Fire Marshal
- d. Public Works / Maintenance
- e. Social Services
- f. Emergency Medical Services and Rescue
- g. Communications and Warning
- h. Public Health
- i. School System
- j. Mental Health
- k. Cooperative Extension (Agriculture)

##### **3. Technical / Plans /Special Services**

- a. Hazardous Materials safety\* As required
- b. Damage Assessment \* As required
- c. Animal Control \* As required
- d. Other technical support services

##### **4. Logistics**

- a. Communications
- b. Red Cross
- c. A.R.E.S.

- d. Other volunteer or support agencies

5. Finance

- a. Finance Officer
- b. Purchasing

**IV. OPERATIONAL PROCEDURES**

**A. General Duties and Responsibilities**

1. *Executive*

- a. Chief Executives

The Chief Executives are responsible for the formulating of policy and operational guidelines for the conduct of emergency operations. They are also responsible for the overall management of survival and recovery efforts.

- b. Emergency Management Coordinator

The County Emergency Management Coordinator is charged with planning, organizing, directing and supervising emergency operations conducted within the County and will:

- (1) Assign and where necessary, train personnel to accomplish required tasks in the operation of the EOC.
- (2) Ensure that the EOC annex and appropriate Annexes are periodically updated.
- (3) Maintain sufficient supplies and equipment to ensure the operational capability of the EOC.
- (4) Supervise and coordinate the functions during operations.
- (5) Provide briefings as needed.
- (6) Such other tasks as may be required to safeguard property and protect the people of Nash County in emergencies.
- (7) Locate and coordinate resources and resource requests.

- c. Public Information Officer (PIO)

The Public Information Officer is responsible for overall coordination of public information activities and will:

- (1) Establish procedures for the dissemination of information.
- (2) Provide the public with educational-type information for their safety and protection.
- (3) Disseminate public instruction and direction.
- (4) Act as the government's point-of-contact with the news media.
- (5) Serve under the direction of the County Manger or designee.

- d. S.E.R.T. (State Emergency Response Team)

The SERT representative is responsible for over all coordination of state and federal response resources and obtaining such resources from appropriate state and/or federal agencies and will:

- (1) Forward requests for assistance and/or resources to the appropriate state agencies.
- (2) Keep local officials briefed on the activities of the state.
- (3) Carry out other duties assigned by the state.

## 2. Operations

### a. Operations Director/Manager

The Operations Director controls the activity of those agencies making a direct response in the containment and reduction of the emergency and will:

- (1) Be the recipient of all incoming information concerning the emergency situation.
- (2) Have available the most current status of resources (i.e., manpower, equipment and supplies), in and out of government.
- (3) Establish a priority of effort based on the two preceding items of information.
- (4) Be supported within the EOC by the Administrative Department of county government which will:
  - (a) Maintain a complete record of activities in chronological order.
  - (b) Provide personnel for secretarial and clerical activities as needed within the EOC.
  - (c) Provide personnel for posting the operational status and activities on EOC display boards, charts, maps, etc.

### b. Law Enforcement

The County Sheriff or their representative heads the Law Enforcement Group. The Sheriff is supported as needed by the Chiefs of the Police Departments and the auxiliary forces of those departments, and the North Carolina Highway Patrol. In addition to normal law enforcement activities, the Sheriff is charged in Emergency Operations with providing assistance in warning and evacuation, EOC Security, escorts for school buses, traffic control, and security for evacuated areas.

### c. Fire Service/Fire Marshal

Fire Service within the County is represented in the EOC by the Nash County Fire Marshal and (as necessary) the Chiefs of various city Fire Departments, as appropriate. Additional duties assigned to the Fire Service are many and varied. These duties are contained in current plans, particularly those involving hazardous material incidents/emergencies including radioactive material.

### d. Public Works

Public Works for the County will be made up of the personnel and equipment from the County Maintenance Department City/Town Public Works. It will be under the direction and control of the County Maintenance Director. This group will provide such emergency service as debris clearance, soil removal, refuse collection and other similar services as needed for the safety and protection of the population.

### e. Social Services

In addition to the services provided by these organizations on a routine basis, they are tasked in emergencies with support operations of Congregate Care Centers if required. Facilities (schools) to be used as Congregate Care Centers are identified in appropriate plans. Supporting Congregate Care includes the entire spectrum of mass care from registering through feeding, bedding, physical hygiene, care of sick, aged, infirm and children, to returning the facility to its pre-shelter condition. The Health Department and Social Services are responsible for coordinating Congregate Care to the Special Needs population.

### f. Emergency Medical Service and Rescue

The Director of Emergency Medical Service represents the Emergency Medical Service in the EOC. Resources for the service are those of the Health Department,

Rescue Squads, and the Emergency Medical Service. In addition to services which would be required of this group in emergencies, they will support the medical and health requirements of Congregate Care.

g. Communications and Warning

- (1) Communications within the County are under the operational control of the Emergency Services Director. All emergency service agencies utilized within the County are terminated in the center station located at the Emergency Services Office. Additional communications, which could be placed in service, are identified in the Resource Manual or [Resource database](#).
- (2) Warning within the County is provided by [EAS](#) with Cable Television interrupt on all channels and is supplemented by public address systems mounted in emergency service vehicles. Warning is an assigned responsibility of the County Warning Point (EOC) and supplemented by the various emergency service agencies. The direction and control of the warning system is by the Emergency Management Coordinator. Warning will also be made using the "Code Red Alert" system.

h. Public Health

The Health Director represents public health in the EOC. He/she is supported, as needed by members of their staff as required, based upon the nature of the incident. In addition to normal duties, the Health Director will be responsible for directing their staff to assist in issues dealing with public health concerns with a specific focus on radiation contamination. The Health Director will also address specific issues concerning food products, sanitation and population exposure to diseases that may manifest themselves in times of disaster.

i. School System

The Nash Rocky Mount Public School is represented in the EOC by the Superintendent and/or their respective appointed representative who has the authority to act on behalf of the schools. The primary function of this person is to coordinate school related issues such as student evacuations, transportation and the use of school facilities as shelters by the American Red Cross. This person works closely with Red Cross and the Department of Social Services to ensure facilities are adequate and that the needs of both the public and the schools are met in times of disaster. This person serves as the primary liaison between the County and the School system.

j. Mental Health

Mental Health is represented in the EOC as required or requested by the EOC staff and/or the Emergency Management Coordinator. Mental Health will be represented by the local director or the chief of a mental health agency should a public agency not be available. The primary function of this person will be to provide assistance in the way of personnel to shelters when it is determined that mental health personnel are needed. They will support the Health Department, Social Services and the Red Cross. The mental health position is also responsible for arranging and coordinating CISD (critical incident stress debriefing) teams for emergency services personnel.

k. Cooperative Extension

Agriculture is represented by the Cooperative Extension Service director and is responsible for all issues concerning agriculture including assessing crop, livestock and their product damages that may result from the loss suffered in a disaster. This person will keep the EOC advised regarding agriculture losses or the potential of such losses. This person is also responsible for the coordination of the removal of

dead farm animals and/or the decontamination of such animals. This person will be responsible for issuing proper authority to farmers to reenter stricken areas in coordination with the Sheriff and/or appropriate law enforcement agency. Also this person coordinates assistance to the public by means of public information concerning the consumption of food products or the preparation of same. This activity is conducted in a coordinated manner with the Health Department and the Public Information Officer.

I. Damage Assessment

Damage Assessment is represented by the Tax Supervisor and is responsible for the coordination of all damage assessment teams. He/she is also responsible to ensure that the teams are equipped and dispatched to the appropriate areas to conduct damage surveys. Collections of these surveys and compiling the information for accurate reporting to the Emergency Management Coordinator. Additional duties are found in the plan Annex dealing with [damage assessment](#).

3. *Technical /Plans / Special Services*

a. Hazardous Materials Response Coordinator (Fire Marshal)

The HMC has been appointed and will serve as the Hazardous Materials Safety Section Chief. They are responsible for the receipt evaluation and reporting of hazardous materials data. The HMC is also responsible for working with the Health Director in making recommendations for Emergency Workers. The head of Environmental Health Division of the Nash County Health Department shall assist the HMC.

b. Damage Assessment

The Damage Assessment Section will be manned by the Emergency Management Coordinator who will serve as the Director of Damage Assessment supported by members of the Tax Department, Cooperative Extension Service, and the Inspections Department. Rapid and accurate means of developing this information is essential as it forms the basis for requesting assistance at the State and National level. American Red Cross will provide assistance, if appropriate or requested, and/or local fire service personnel. Additional functions may be found in the plan Annex, [Damage Assessment](#).

c. Animal Control

The Director of Animal Control and/or their appointed representative will man the Animal Control Section. Animal Control will coordinate all issues dealing with domestic companion animals including sheltering and assist Cooperative Extension as much as possible with livestock issues. These include issues of companion animals at shelters. The Animal Control Section may draw upon whatever resources are necessary and available to assist them.

d. Other Technical Support Services

Other technical support services may be necessary such as representatives of utilities, chemical manufactures, radiation specialists, or other specialists. These persons serve as technical advisors and liaisons within the scope of their expertise.

4. *Logistics*

The Assistant Emergency Management Coordinator heads the Logistics Group. This group is responsible for maintaining a display within the EOC of the current status of available government resources. Additionally, they must be knowledgeable of those

resources available within the County but not under government control. This information will be assembled and frequently updated in a resource manual by the Department of Emergency Management. The Logistics group may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation. Logistics also is responsible for mass care and feeding and shelter operations.

a. Communications

Responsible for operation of two-way radio equipment as required, as well as computers and other communications support equipment.

b. Red Cross

In addition to the services provided by these organizations on a routine basis, they are tasked in emergencies with operations of Congregate Care Centers (see [shelters](#) annex) if required. Facilities (schools) to be used as Congregate Care Centers (see [shelters](#) database) are identified in appropriate plans. Congregate Care includes the entire spectrum of mass care from registering through feeding, bedding, physical hygiene, to returning the facility to its pre-shelter condition. The Health Department and Social Services are responsible for coordinating Congregate Care to the Special Needs population.

c. A.R.E.S.

A.R.E.S. or the Amateur Radio Emergency Service is represented by a volunteer, licensed Amateur radio operator and part of the amateur radio emergency service network. A liaison is assigned by Nash ARES to the EOC. This liaison is responsible for all ARES operations and staffing regardless of the location of ARES operators. The primary function is to perform back up communications via radio with shelters and messaging from the EOC to outlying emergency operations and serve as the link between shelter operations and the Red Cross liaison at the EOC. This person also ensures that all amateur radio equipment used is functional and within the standards of the service and that all amateur radio personnel are licensed and members of ARES. ARES is also responsible for updating weather information in a timely manner, using whatever tools are available and maintaining contact with NWS and keeping the EOC advised accordingly.

5. *Finance*

This group is under the direction of the County Finance Officer. This group may be established to:

- a. compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;
- b. perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

**B. Message Control**

1. Radio communications received in the EOC will be via the County Communications Center. All traffic through the center is recorded on digital format and in the Computer Aided Dispatch System.
2. Incoming information will be passed to the Operations Group Chief for information and disposition as deemed appropriate.
3. Actions taken as a result of incoming information will be made as an entry in the computer.

4. Outgoing Messages: Copies of messages directing the commitment of resources or personnel will be made available to the Operations Officer and the information passed on to the Emergency Management Coordinator by the agency directing the action and documented on the "Message Form".

#### **IV. ADMINISTRATION**

##### **A. Registration**

Emergency Management will maintain a register for all personnel engaged in operational activities in the EOC. Name, title, agency, and time in and out will be required for record purposes. This will be recorded as set forth in the operations manual.

##### **B. Manpower**

EOC Group Chiefs or their designated representatives will be responsible for notifying members of their staff and providing alternates as required.

##### **C. Staff Support**

Administrative and logistical support of staff members within the EOC will be provided by the County Administration Department.

##### **D. Housekeeping**

1. Bedding is available within the EOC and will be provided as needed during prolonged operations by the staff of Emergency Management or Red Cross.
2. Meals
  - a. With exception of special diets which are the responsibility of the individuals, meals will be provided within the EOC when circumstances dictate or outside travel is restricted or curtailed.
  - b. The procurement of food supplies will be the responsibility of the Emergency Management Coordinator or Red Cross.
  - c. Preparation of meals within the EOC will be accomplished by either EOC Personnel or the Cooperative Extension Service Homemakers (as available). Austere meals (soup, sandwich and beverage) will be provided in other than prolonged operations.
3. Personal Items

Each individual reporting to the EOC for duty will make provisions for their own personal hygiene requirements, clothing, and any special dietary needs or prescription drugs.

##### **E. Office Supplies**

The Department of Emergency Management will furnish an initial supply of essential items. Subsequent supplies will be made available from county or retail stocks.

##### **F. Transportation**

Transportation to and from the EOC is the responsibility of the individual. Should inclement weather or other conditions preclude vehicle movement, the Emergency Management Coordinator should be notified for whatever assistance he can provide.

##### **G. Status Information**

The Operations Section will maintain the following status information up-to-date in the EOC in an appropriate manner.

1. Operation Log

2. Shelters (capacity, name)
3. Weather Information
4. Emergency Action Classification (nuclear emergencies)
5. Decontamination stations
6. Traffic Control points/road blocks
7. Warning and notification routes

**H. Maps**

Maps that depict the area of the emergency will be posted and maintained. Such maps should depict demographic features and threats to the safety of people and property.

**I. EOC Security**

Nash County Sheriff's Department will provide security. Security will carry out the following:

1. Ensure picture IDs are worn or carried at all times and only those persons with proper identification are admitted to the EOC during operational hours.
2. Ensure an accurate log is kept of all persons entering or exiting the EOC.
3. Ensure authorized visitors are escorted at all times in the EOC.
4. Perform perimeter security checks and ensure appropriate doors are locked or otherwise secured.
5. Perform other security functions as directed by the Sheriff, ranking law enforcement officer or the Emergency Management Coordinator.

**VI. METHOD USED TO ALERT E.O.C. STAFF**

- The staff of the Department of Emergency Management and the County Manager's Office, following receipt of alert from the Nash County Communications Department, will alert the Emergency Operations staff.
- As each employee arrives, they will be provided an alert list and be directed to alert certain persons remaining to be called.

# **NASH COUNTY EMERGENCY OPERATIONS PLAN ANIMAL CONTROL AND PROTECTION**

## **I. PURPOSE**

To control, protect and ensure the humane care and treatment of animals (domesticated) during an emergency situation that could cause animal suffering.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Any disaster that threatens humans, threatens animals as well and it will be necessary to provide water, shelter, food and first aid.
2. Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
3. Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
3. Livestock left in evacuated areas will need to be cared for and provisions will need to be made for reentry to facilitate this need.

### **B. Assumptions**

1. Nash County will request outside assistance from the State and private sector.
2. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
3. Personnel with proper training and protective equipment will be available to reenter evacuated areas for the purpose of rescue or care of livestock or domestic animals.

## **III. CONCEPT OF OPERATIONS**

- A. The sheltering and protection of companion animals and livestock is the responsibility of their owners. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan.
- B. The Nash County Health Department (Animal Control) will be the lead agency for situation assessment and determination of resource needs. As needed, Nash County will protect animals affected by any disaster to include rescue, shelter, control, feeding and preventive immunization of animals left homeless, lost or strayed as a result of the disaster. Nash County Humane Society or other similar organizations will be asked to assist in this effort.
- C. 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 Nash County Emergency Operations Center.
- D. Wild animals out of their natural habitats that are in danger either to themselves or humans will be handled by the Nash County Health Department (Animal Control Officer) with assistance from the North Carolina Wildlife Resources Commission personnel, if the animals are not thought to be rabid.
- E. Shelters that have been established for disaster victims will 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 given proper care.

[Back to TOC](#)

# NASH 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. Nash County operates a Communications Center, located in the Nashville. This center also serves as the 911 Center and County Warning point.
2. Day to day operations require four dispatch positions, and one back up position. 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. Nash 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 Nash 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.

### III. CONCEPT OF OPERATION

A. General

1. The County Warning Point will initiate notification and warning of appropriate personnel. Telephone, radio communications or

paggers 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 Nash 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

#### **IV. DIRECTION AND CONTROL**

A. The Nash 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. Assistant Emergency Services Director – Communications Director

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# Continuity of Operations Disaster Readiness Plan

Prepared for

**Nash County, North Carolina**



01/08/2004  
Revised 07/18/2011

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Prepared by



3296 Cahaba Heights Road  
Birmingham, Alabama 35243

[www.excelliant.com](http://www.excelliant.com)

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Date	Version	Description	Author
1/08/2004	1.0	Create Initial COOP/Disaster Readiness Plan	Gary Cantrell
7/18/2011	2.0	Revised COOP/Disaster Readiness Plan	Scott Rogers

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## • Disaster Readiness Plan

### Forward

Nash County, North Carolina is accountable for providing a variety of critical services to their citizens and businesses. Any disruption to the delivery of those services will have a major negative impact on those citizens and businesses. Thus, should a major disruption occur, it is imperative that county departments have a disaster readiness plan (DRP) and organization that can be mobilized **immediately** to minimize the impact of this disruption on the delivery of those services.

This Continuity of Operations (COOP)/Continuity of Government (COG) Disaster Readiness Plan will assist Nash County, North Carolina in ensuring the continuity of its governmental services to its citizens. This plan does not apply to the tasks associated with disaster and emergency management activities but rather focuses on the continuity of the governmental operations of the county itself. The operational concepts reflected in this plan focus on potential larger-scale disasters that can cause a disruption to the delivery of critical county services by an entire department or group of departments. This COOP along with the established disaster/ emergency management plans for Nash County make up an integrated program for the county to deal with disasters of all types.

The intent of the plan is to assist Nash County with insuring the continued functioning of governmental operations deemed critical to the county by developing operational capabilities that mitigate, prepare for, respond to, and recover from an emergency or disaster. Mitigation refers to activities that actually eliminate or reduce the chance of occurrence or the effects of a disaster. Preparedness is planning how to respond in case an emergency or disaster occurs, and working to increase resources available to respond effectively. Response involves activities and programs designed to address the immediate and short-term effects of an emergency or disaster. Recovery is the phase that involves restoring operations to normal, which can be both short and long-term. In addition, this DRP will also address the maintenance of this plan through training, testing and exercises.

This plan should be considered a preparedness document, intended to be read and understood **before** an emergency occurs. It is critical that a high level of preparedness be achieved and maintained by Nash County personnel designated as Disaster Readiness Team members.

**NOTE:** This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective disaster mitigation, preparation, response and recovery. At the same time, freedom of initiative cannot be used as an excuse for failure to take necessary coordinated action to successfully accomplish objectives.

This Disaster Readiness Plan is broken into two main sections:

**Section 1 – Basic Information:** Describes the purpose and scope of the DRP along with the situations and assumptions for this plan. In addition, basis section provides operational concepts relating to the various emergencies, identifies composition of the Disaster Readiness Team (DRT), and describes the overall responsibilities of the DRT organization for responding to the scenario of an unscheduled operations disrupting event.

**Section 2 – Continuity of Operations:** This section defines the elements of this Continuity of Operations Plan for both the overall county government leadership processes as well as for each county department covered by this plan. Each of these entities is in turn composed of six sections:

1. Succession of Leadership
2. Identified Employee Backups
3. Alternate operations sites
4. Guidelines for the preservation of vital records
5. Operations recovery checklists for the response to, stabilization of and recovery from a major disruption to county operations.
6. Call lists, both internal and external.

### **Plan Development and Maintenance**

- ✓ The contents of this plan must be known and understood by those people responsible for its implementation. The Director of the DRT is responsible for briefing staff members concerning their role in disaster readiness, continuity of operations, and the contents of this plan.
- ✓ Nash County department heads and management team members are responsible for the development and maintenance of their respective segments of this plan.
- ✓ The DRT will ensure all staff members involved in its execution, at a minimum, conduct an annual review of this plan. The Director of the DRT will coordinate this review and any plan revision and distribution found necessary.
- ✓ This plan will be tested at least once a year in the form of a tabletop exercise or plan walkthrough in order to provide practical, controlled experience to those functions tasked within the plan.
- ✓ The Director of the DRT will ensure that this Disaster Readiness Plan integrates with the overall County Emergency Management Program. The County Emergency Management Program describes:
  - The vision, mission, goals and objectives of the overall program

- The relevant program policies and procedures that govern the program
- The source of funding and setting of budget levels to ensure program continuity and viability

- **Basic Information**

## **Purpose & Scope**

Government at all levels has the responsibility to plan and respond to disasters resulting from hazards that are known to threaten the jurisdiction. In view of this fact, the local government needs to establish a program to provide for the overall planning and coordination of emergencies. Disasters might require the county government to operate in a manner different from normal day-to-day routines and might seriously overextend local government resources. This program plan should provide specific guidance to local government departments during disasters. This plan should also serve as an indicator of local government capability; if the local government is unable to provide adequate coverage for a particular resource or potential hazard, alternate sources or contingency plans should be developed within political and budgetary constraints.

This Disaster Readiness Plan should work within the broader context of the overall County Emergency Management program and will provide Nash County with a framework in which the organization can respond to and begin the recovery process during and immediately after any event that denies access to or destroys a primary operations facility. This plan provides operational concepts relating to the various emergencies, identifies composition of the DRT, and describes the overall responsibilities of the DRT organization for responding to any event that may disrupt normal business operations. This plan will mitigate the effects of hazards, prepare for measures to be taken which may minimize damage and enhance the ability of Nash County to respond during an emergency. This plan also establishes a recovery framework to continue critical business operations and return the organization to a normal or improved state of affairs.

Finally, this plan notes sources of outside support that could be called upon to assist during an emergency, e.g., private, local, state and federal agencies. Despite the use throughout this plan of the terms "shall," "will," "must," or similar terms, such terms shall not imply the imposition of any mandatory duty; all duties to be performed pursuant to the plan by Nash County, its employees, management, and/or agents, shall be deemed to be discretionary duties unless such duties are specifically mandated by statute or ordinance.

## **Assumptions**

1. Nash County will continue to be exposed to the hazards or risks identified during this engagement as well as others that may develop in the future.
2. Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this continuity of government plan in a timely manner when confronted with real or threatened disasters.
3. In the event of disaster, Nash County may need to rely on services of adjacent jurisdictions for recovery. Alternatively, in turn, neighboring jurisdictions may need to request services of Nash County. Thus, this Plan can serve as a basis for future development of a multi-jurisdiction plan that could incorporate mutual-aid agreements, alternate work locations, inter-jurisdiction communications plans, etc., to ensure a coordinated response in the event of a disaster.
4. If properly implemented, this plan will reduce or prevent disaster-related losses.
5. This plan is a part of a broader Disaster & Emergency Management Program for the County. The program management structure for that Program will also apply to this COOP and DRP. This particularly applies to:
  - a. The enabling authority
  - b. Vision and mission statement, goals, objectives and milestones
  - c. Management policies and procedures
  - d. Applicable legislation, regulations and industry codes of practice
  - e. Program budget and management schedules

## **Concept of Operations**

### **General**

Operational concepts presented in this section are applicable at all times. In some instances, emergencies may be preceded by some sort of warning period. If this warning is recognized in time, there can be sufficient time to warn the staff and implement mitigation measures designed to reduce the impact of the emergency. However, often an emergency occurs with little or no warning, requiring immediate activation of this plan and commitment of resources. The following general operations are to be held evident:

1. It is the responsibility of the Nash County management officials and DRT to undertake comprehensive management of emergencies to protect

property and business operations from the effects of a catastrophic event that causes a disruption to the delivery of critical county services by an entire department or group of departments. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency, will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

2. The County Manager, in such situations, has ultimate decision-making authority and receives staff support and advice from the members of the DRT and their staff in the establishment and administration of the Disaster Readiness organizational structure.
3. The County's management team and DRT will have the primary responsibility for the activities described in this DRP. When the emergency exceeds the County's capability to respond, assistance should be requested from the state or federal government as well from neighboring governments. Mutual aid agreements should be routinely maintained and updated to ensure that an adequate level of emergency support is available for the county.
4. Day-to-day functions that do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the organization managing the use of those resources.
5. A comprehensive disaster readiness plan is concerned with all types of hazards that may disrupt the delivery of critical county services. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.

### **Phases of Management**

In light of the continuum of disaster possibilities, this plan will be implemented, to the extent possible, in the following periods and phases:

#### ***Normal Operations Period***

During times of normal operations, i.e. those periods without a declared state of emergency or the period directly following, the following phases are to be executed on a regular basis.

#### ***Mitigation***

Mitigation activities are those that eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions that lessen the undesirable effects of unavoidable hazards. Particular attention needs to be paid to the Risk List Findings, Facility Risk Overview Findings and Risk Mitigation recommendations for each department. These documents should help guide and prioritize mitigation activities that the organization and county need to undertake.

### Preparedness

Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase. Feedback from these activities should be focused on improving and maintaining the information in the following documents:

- Departmental Critical Lists (Processes, Equipment, Software, Documents/Records and Vendors)
- Departmental Risk Lists noted above
- General DRP and Departmental DRP documents.

It is highly recommended that each Department and the County as a whole thoroughly exercise and test their DRP at least annually. As the business processes and resource needs for departments are constantly changing, it is likely that this DRP will become ineffective without this level of commitment to the testing and exercising of this plan.

### ***State of Emergency Period***

Once a declared state of emergency or a major disruption to business processes exists, the following phases are to be invoked.

### Response

Typically, this phase covers the first few hours after the declaration of a disaster. This phase is initiated by the formal declaration of a disaster. Response is the actual providing of emergency services during a crisis. These actions should help to reduce casualties, damage, and speed recovery of critical functions. Critical functions should be those that were rated high on the Critical Processes List for the organization and are those processes that will have the greatest business impact should a disruption occur. Response phase activities include warning, evacuation, rescue, and similar activities. If necessary, the activation of the organization's alternate site activities would also occur during this phase.

### Stabilization

Activities and operations for this phase are focused upon restoring an organization's critical functions and providing the critical needs of the clients. This phase is initiated by the declaration of an "all clear" condition. The "all clear" condition indicates that the disaster situation has ended and that all facilities within the scope of this plan have been secured or that the organization is ready to provide critical functions from an alternate site.

### Recovery

Recovery focuses on restoring the business operations to its normal, or improved, state of affairs. This phase is initiated by a meeting called by the

leader of the affected organization once a determination has been made that all vital operational services have been restored. Examples of recovery actions include restoration of non-vital services and reconstruction activity in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

## **Organization and Responsibilities**

### **General**

Most of the departments within Nash County have disaster readiness functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own disaster readiness procedures to fulfill these responsibilities.

### **Organization**

1. The County's Emergency Management Director will serve as the Director of the Disaster Readiness Team (DRT). The DRT Director:
  - a. Carries out the program for disaster readiness and coordinates the efforts during the mitigation of, preparation for, response to, and recovery from a disaster;
  - b. Takes the appropriate steps to seek outside assistance, if necessary;
  - c. Notifies the members of the Disaster Readiness Team of the disaster status and requests their presence at a predetermined response site, if necessary;
  - d. Develops and executes plans for utilization of resources before, during and after an emergency/disaster;
  - e. Ensures the plan is maintained through training and exercises
  - f. Ensures the DRP and DRT are governed and funded through the broader County Emergency Management Program.
2. The membership of the DRT is detailed in Attachment A of this document. The DRT shall perform the following duties:
  - a. Each member shall serve as a liaison for their respective functions or areas of responsibility in order to coordinate and ensure continuity of operations planning, mitigation, response and recovery activities;
  - b. Each member shall report to a designated site when requested by the DRT Director in order to coordinate response activities;
  - c. Each member will create a disaster readiness organization within their functional area to guide the employees during a disaster and communicate a clear understanding of the disaster readiness/continuity of operations plan and its principles;

- d. Each member shall guide the disaster readiness organization of his/her functional area in developing and maintaining department level disaster readiness plans and procedures, including evacuation exercises.

## • Continuity of Operations

### Introduction

The leadership team in Nash County is responsible for the planning and response to disasters resulting from hazards that are known to threaten the County.

Every business, public or private, in the world has its good days. The days when everything goes according to plan, the days when all the operations are running smoothly and the business is operating as usual.

Nevertheless, what happens when things go wrong? We are urged to think positively and not to consider failure. However, this urge does not include the ignorance of risk management practices. To ignore the possibility of a disaster occurring could one day lead to a disaster in itself.

This Disaster Readiness/Continuity of Operations Plan is a cornerstone to good business practice, embracing risk, security, and insurance, legal, operational and safety issues. A solid plan recognizes the risk of disasters and insures that critical operational processes are restored quickly and accurately following a disruption to county operations.

The key to recovery is, of course, time. Following a disaster, recovery must take place in the shortest possible time to mitigate losses to an optimum level. Without a solid, updated plan, it would take days, weeks or even months to recover from an event.

### Purpose

Continuity of Operations is an essential function of disaster readiness and is vital during an emergency/disaster situation. Continuity of Operations is the preservation, maintenance, or reconstitution of the organization's ability to deliver the services from its critical processes to its citizens, employees and other stakeholders.

Within the context of this plan, the concept of Continuity of Operations is comprised of six elements – Succession of Leadership, Backup Personnel, Emergency or Alternate Operations Site, Preservation of Vital Records, Operations Recovery Checklist and Emergency Call Lists. The major goals of these six elements are to answer the questions during an emergency:

- ✓ "Who's in charge and making sure that necessary jobs are getting done?"
- ✓ "Who does an employee's job if that person would not be available to perform it"
- ✓ If access is denied to an organization's primary workplace, "Where will my organization resume operations?"
- ✓ "What vital data and information needs to be recovered?"
- ✓ "How will the organization respond to, stabilize and recover from a major disruption to its services?"
- ✓ "Who, both internally and externally, needs to be contacted about the emergency and alternate operations?"

The following six sections of this document provide additional general information relative to six elements of the Continuity of Operation Plan. Appendices **B** through

Many are the developed plan for the specific departments in Nash County that have developed Continuity of Operations Plans.

### **Succession of Leadership**

The first question that needs to be answered during an emergency is “Who is in charge?” It is critical that every organization has a clearly defined succession of leadership plan to ensure continuity of operations. The successors designated in this plan should be fully qualified to assume their position as well as aware of their emergency responsibilities.

### **Backup of Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of its daily responsibilities.

### **Alternate or Emergency Sites**

When designating a facility to serve as an alternate site for an organization, consideration should be given to the following criteria:

- Should be some distance away from the primary site. Distance should be such that known hazards and threats should not affect both the primary and alternative facilities. However, an alternate site must also be relatively accessible to the clients and employees of the organization.
- Availability of telephone and high-speed Internet access.
- Availability of essential utilities, either installed or able to be installed rapidly, including sanitation.
- Adequate roadway access
- Capability to execute the organization’s critical processes by being able to accommodate their critical resources (equipment, software, documents/ records and employees).
- Not in the immediate proximity of facilities using or storing reportable quantities of acutely hazardous materials/extremely hazardous materials, nor with an anticipated threat from hazardous materials.
- Not in a known flood plain, landslide, liquefaction or dam inundation zone
- Not in an area with a known imminent threat to life or health from natural, technological or civil unrest sources

These general criteria for an alternate site will apply to the site selected for all county departments covered by this plan. Should there be no suitable alternate site that can be identified by an organization that meets these criteria within the county, then that organization or the DRT should attempt to negotiate some type of mutual aid or emergency agreement with another county, state agency or private business for the use of their facility in the event of an emergency. These types of mutual aid or emergency agreements should be noted or even recorded in the organization's DRP.

### **Preservation of Records, Files and Documents**

In order to resume normal business operations following a disaster, critical records must be able to be recovered quickly and easily. In addition, it is the duty and often the regulated requirement that an organization protects and is able to produce valuable records. For example, regulations such as HIPAA and the Foreign Corrupt Practices Act require the protection of many types of documents. Each department has developed and should maintain a list of critical records/documents.

The principal cause of damage to records is fire, water, vandalism and, for electronic records, failures of electronic storage medium. Therefore, record centers that store vital records should be located well away from potential danger zones and housed in facilities designed to withstand blast, fire, water and other destructive forces.

Suitable offsite record storage facilities may include sites provided by suppliers of offsite storage, bank vaults, secured fireproof vaults and the like. The choice of offsite location for a particular department will depend on a variety of factors, but whatever choice is made, that choice should be documented in the DRP section pertaining to that organization.

In addition, each organization should have a backup and recovery methodology that is documented and understood by their employees. Often, a county will have an MIS Department that will define that methodology for the organization.

A final key factor in the preservation of records is the ability to recover and use the backup copies of these records. Record backup lists should be reviewed on a scheduled basis for completeness as well as for any obsolete data. Periodically, data restoration exercises should be performed to ensure that records could be restored, efficiently and effectively.

### **Operations Recovery Checklists**

There are three Operations Recovery Checklists that are provided for each department. These three checklists correspond to the phases of the recovery process associated with a catastrophic event that would deny access to the primary operations facilities:

- Response Checklist
- Stabilization Checklist
- Recovery Checklist

It has been shown that the most effective way to implement emergency response procedures is with the use of specific checklists of 'Things to do'. These “checklists” must be concise, complete, and readily available. As mentioned in the Basic Information section, this document is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective disaster mitigation, preparation, response and recovery. At the same time, freedom of initiative cannot be used as an excuse for failure to take necessary coordinated action to successfully accomplish objectives.

The **Response** checklist presents the organization's strategy for disaster response. Typically, this phase covers the first few hours after the declaration of a disaster. Response is the actual providing of emergency services and communications during a crisis. These actions should help to reduce injury, damage, and speed recovery of critical functions. Critical functions should be those that were rated high on the Critical Processes List for the organization. Response phase activities include warning, evacuation, communication, and similar operations. If necessary, the activation of the organization’s alternate site activities would also occur during this phase.

The **Stabilization** section outlines the rapid and orderly start of the rehabilitation and restoration of vital operational functions affected by the disaster. These activities and operations are focused upon restoring an organization’s critical functions and providing the critical needs of the clients. This phase is initiated by the declaration of an “all clear” condition. The “all clear” condition indicates that the disaster situation has ended and that all facilities within the scope of this plan have been secured or that the organization is ready to provide critical functions from an alternate site.

The **Recovery** section provides for restoring operations to its normal, or improved, state of affairs. This phase is initiated by a meeting called by the executive leader once a determination has been made that all critical processes have been restored. Examples of recovery actions include restoration of non-critical functions and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

### **Emergency Call Lists**

There are two types of Emergency Call Lists – Internal and External. Both of these call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will

obviously be ones in the affected department but should also be key personnel in other departments that need to be notified. External contacts are those critical vendors that supply equipment, software or services to the organization.

• **Appendix A – County Disaster Readiness Team (DRT)**

<b>NAME</b>	<b>TITLE</b>	<b>PHONE #</b>	<b>EMAIL ADDRESS</b>
Brian Brantley	Emergency Services Director	252-459-9814	Brian.Brantley@nashcountync.gov
Scott Rogers	DR Team Director	252-459-1214	Scott.rogers@ nashcountync.gov
Bruce Harper	Information Services	252-459-1235	Bruce.harper@nashcountync.gov
Wayne Moore	Building Maintenance	252-459-9804	Wayne.moore@ nashcountync.gov
Lynne Hobbs	Finance	252-459-9802	Lynne.hobbs@ nashcountync.gov
Richard Jenkins	Sheriff	252-459-1556	Richard.jenkins@ nashcountync.gov
Robert Murphy	County Manager	252-459-9800	Robert.Murphy@ nashcountync.gov
Brian Brantley	EM Director	252-459-9814	Brian.Brantley@ nashcountync.gov
William Hill	Public Health Director	252-459-1303	William.hill@ nashcountync.gov
Melvia Batts	DSS Director	252-459-9876	Melvia.batts@ nashcountync.gov
Brian Brantley	911 Director	252-459-9814	Brian.Brantley@ nashcountync.gov

- **Appendix B – Emergency Services Department Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** Brian Brantley  
**Alternate 1:** Scott Rogers  
**Alternate 2:**

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The department backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Admin Building  
**Alternate 1:** Agriculture Center  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Emergency Services Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Emergency Services Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Emergency Services Department's office. A suggested site could potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

### **Operations Recovery Checklists**

## **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

## **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

## **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix C – Board of Elections Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** John Kearney  
**Alternate 1:** Susan Carrington  
**Alternate 2:** Gina Brown

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Agricultural Center  
**Alternate 1:** Braswell Library  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Board of Elections Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Board of Elections Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Board of Elections Department's office. A suggested site could potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix D – County Manager’s Office Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** Robert M. Murphy  
**Alternate 1:** Wayne Moore  
**Alternate 2:**

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Administration Building  
**Alternate 1:** Agriculture Center  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the County Manager’s Office by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the County Manager’s Office to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the County Manager’s Office. A suggested site could potentially be at a

bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix E – Finance Department Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** Lynne Hobbs  
**Alternate 1:** Melanie Eason  
**Alternate 2:** Lisa Stone

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Administration Building  
**Alternate 1:** Agriculture Center  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Finance Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Finance Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Finance Department's office. A suggested site could potentially be at

a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix F – Public & Environmental Health Department Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** William Hill  
**Alternate 1:** Robert Hunt  
**Alternate 2:** Matthew Richardson

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** 214 S. Barnes Street (Health Dept.)  
**Alternate 1:** 322 S. Franklin Street (Health Dept.)  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Public & Environmental Health Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Public & Environmental Health Department to regularly, at least quarterly, review with the County Management Information System group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Public & Environmental Health Department's office. A suggested site

could potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix G – Management Information Systems  
Department Disaster Readiness Plan**

**Succession of Leadership**

**Leader:** Bruce Harper  
**Alternate 1:** Sandi Vick  
**Alternate 2:** Katina Phillips

**Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

**Alternate Site(s)**

**Primary Site:** Administration Building  
**Alternate 1:** TBD  
**Alternate 2:**

**Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files for County departments should be stored on servers managed by the County Management Information Systems group. The County Management Information Systems Group will then ensure that these electronic files are backed up at least nightly with weekly backups taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the County Management Information Systems Group to regularly, at least quarterly, review with the County departments the list of files being backed up for completeness and for any obsolete files. In addition, the County Management Information Systems Group should maintain a set of standards relative to the preservation of records for the County departments. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be

denied to the Management Information Systems Department's office. A suggested site could potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the "all clear" condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.



- **Appendix H – Planning & Development Department  
Disaster Readiness Plan**

**Succession of Leadership**

**Leader:** Rosemary Dorsey  
**Alternate 1:** Adam Tyson  
**Alternate 2:** Nancy Nixon

**Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

**Alternate Site(s)**

**Primary Site:** Nash County Office Building  
**Alternate 1:** Agriculture Center  
**Alternate 2:**

**Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Planning & Development Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Planning & Development Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Planning & Development Department's office. A suggested site could

potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix I – Services on Aging Department Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** Stacie Nelson  
**Alternate 1:** Christy Southall  
**Alternate 2:**

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Senior Center Building  
**Alternate 1:** Braswell Library  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Services on Aging Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Services on Aging Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Services on Aging Department's office. A suggested site could

potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix J – Sheriff’s Office Disaster Readiness Plan**

**Succession of Leadership**

**Leader:** Sheriff Richard Jenkins  
**Alternate 1:** Major Jack Smith  
**Alternate 2:** Captain Pat Joyner

**Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

**Alternate Site(s)**

**Primary Site:** Behind the County Courthouse  
**Alternate 1:** Administration Building  
**Alternate 2:**

**Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Sheriff’s Office by the County Management Information Systems group. The County Management Information System group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Sheriff’s Office to regularly, at least quarterly, review with the County Management Information System group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Sheriff’s Office. A suggested site could potentially be at a bank vault

in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix K – Public Utilities Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** Derek Hawkes  
**Alternate 1:** Scott Farmer  
**Alternate 2:** Sammy Pridgen

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Utilities Building, NC 58  
**Alternate 1:** Administration Building  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Public Utilities Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Public Utilities Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Public Utilities Department's office. A suggested site could potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix L – Tax Administration Department Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** Jim Wrenn  
**Alternate 1:** Bert Boone  
**Alternate 2:** Doris Sumner

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Administration Building  
**Alternate 1:** Agriculture Center  
**Alternate 2:**

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Tax Administration Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Tax Administration Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Tax Administration Department's office. A suggested site could

potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

- **Appendix M – Dept. of Social Services Disaster Readiness Plan**

### **Succession of Leadership**

**Leader:** Melvia Batts  
**Alternate 1:** Donna Boone  
**Alternate 2:**

### **Departmental Backup Personnel**

Trained personnel should be prepared to backup and perform the position that another employee is unavailable to do within a department. These employees designated as department backup personnel, should have adequate documentation and first hand experience performing this function within their department. Departments should initiate a solid cross training program as part of their daily responsibilities. The departmental backup list is attached to this appendix.

### **Alternate Site(s)**

**Primary Site:** Nash County Office Bldg  
**Alternate 1:** Cooley Library  
**Alternate 2:** Braswell Memorial Library

### **Preservation of Records**

A designated department employee will maintain a list of critical documents/ records that will need to be recovered in an emergency/ alternate site situation. These documents will include both hardcopy (paper) and electronic type files.

All critical electronic files should be maintained on the server designated for the Social Services Department by the County Management Information Systems group. The County Management Information Systems group will then ensure that these electronic files are backed up nightly with weekly backups being taken offsite to a secure location. Any critical electronic files that are maintained on office desktop and laptop computers should also be backed up and stored offsite on the same schedule as that imposed for server backups. It will also be the responsibility of the Social Services Department to regularly, at least quarterly, review with the County Management Information Systems group the list of files being backed up for completeness and for any obsolete files. Finally, exercises should be done at least annually to restore files that have been backed up to ensure that these files can be restored correctly and in an efficient period.

Critical hardcopy records should also be scanned and backed up offsite. It is also an excellent practice that vital documents be stored offsite should access be denied to the Social Services Department's office. A suggested site could

potentially be at a bank vault in town or other secure County facility not located in the proximity of this department.

## **Operations Recovery Checklists**

### **Response/Critical Lists**

The following document contains activities or responsibilities that should be considered during the initial hours of declaring a state of disaster that denies access to the primary operation center.

Along with the Response document will be the Critical Lists that have been formulated during this process.

### **Stabilization**

Following the Response document, the Stabilization document contains activities or responsibilities that should be considered once the “all clear” condition has been declared. These activities include items that provide for the rapid and orderly start of the rehabilitation and restoration of operational functions affected by the disaster.

### **Recovery**

The final document contains activities or responsibilities for restoring the operations to its normal, or improved, state of affairs. The recovery period not only rebuilds the long-term operations of the workshop, but will also include risk mitigation measures, particularly those related to the recent disaster.

## **Emergency Call Lists**

### **Internal Call List:**

The internal call lists should contain the names and contact information for persons that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. The internal call list is for employees in the county that need to be notified. These county employees will obviously be ones in the affected department but should also be key personnel in other departments that need to be notified.

### **External Call List:**

The external call lists should contain the names and contact information for persons and outside vendors that will need to be contacted should the organization experience a disaster situation that would cause a major disruption to their services and where the organization may have to resume operations in an alternate location. External contacts are those critical vendors that supply equipment, software or services to the organization.

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# NASH COUNTY EMERGENCY OPERATIONS PLAN

## DAMAGE ASSESSMENT / RECOVERY

### I. PURPOSE

This annex presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Most hazardous events, which may affect the County have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. An initial damage assessment will determine the severity and magnitude of the disaster, and identify what type supplemental assistance is necessary to recover from its effects.
3. If a disaster occurs of such magnitude that it could result in a Presidential Declaration of "major disaster" or "emergency", a countywide initial damage assessment of public and private property is required. This information will provide a basis for the determination of actions and resources needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required to restore the affected area to pre-disaster condition.

#### B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. Implementing damage assessment procedures will expedite relief and assistance for those adversely affected.

### III. CONCEPT OF OPERATIONS

#### A. General

Initial responsibility for damage assessment and recovery operations lies with county and municipal government.

#### B. Specific

1. Emergency and recovery operations will initially be coordinated from the Nash County Emergency Operating Center or city/town emergency

operations center. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.

2. Damage assessment/recovery personnel will be assigned to the Emergency Operations Center organization. The municipalities will coordinate their damage assessment with the county emergency operations center and request assistance as needed to conduct damage assessment in their jurisdiction.
3. As appropriate, the Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. Damage assessment personnel will be comprised of representatives from the Building Inspections Department, Tax Department, Emergency Management Department, Red Cross, Nash County Maintenance Department, Nash County Parks and Recreation, and Nash County Agricultural Office. These personnel will report to the affected areas to conduct the Individual Damage Assessment as teams to prevent double reporting.
4. The Damage Assessment Officer (DAO) will organize, equip, and assign teams to the affected areas to conduct the initial damage assessment. (see damage assessment for [residential](#), [business](#) and [public and non-profit](#) entities)
5. The DAO will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator, and plot damaged areas on local maps.
6. The Emergency Management Coordinator (EMC) 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.
7. The Emergency Management Coordinator will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management (NCEM), Central Branch Office by the quickest means available. The Director of the North Carolina division of Emergency Management may be authorized to commit any state resources to assist with the emergency/recovery efforts.
8. Based upon the local damage assessment reports, the North Carolina Emergency Management Director will determine what recovery capabilities are available to meet the anticipated requirements. If the capabilities of state/local/private resources appear to be insufficient, he may request a joint federal/state/local Preliminary Damage Assessment (PDA) be conducted.
9. The Governor may request a Presidential Declaration of a “major disaster”, “major emergency”, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.
10. The President, under a “major emergency” declaration may authorize the utilization of any federal equipment, personnel and other resources.
11. The President, under a “major disaster” declaration may authorize two basic types of disaster relief assistance:

a. Individual Assistance (IA)

- temporary housing;
- individual and family grants (IFG);
- 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;
- social security assistance;
- veteran's assistance
- casualty loss tax assistance.

b. Public Assistance (PA)

- 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.

12. In the event a major disaster or emergency is declared:

A Federal Coordinating Officer (FCO) will be appointed by the President to  
a. coordinate the federal efforts.

A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the  
b. 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  
c. be administered.

For Individual Assistance only, Disaster Application Centers (DACs) will be  
d. established central to the affected areas where individuals may apply for assistance.

If the area is declared eligible for Public Assistance programs, an Applicant's Briefing will be conducted for officials of counties, cities, Indian tribes, and private nonprofit (PNP) organizations to explain eligibility  
e. criteria. The Emergency Management Coordinator will be requested to assist with identifying and notifying eligible applicants.

At the applicant's briefing, each eligible entity will submit a Request for  
f. Public Assistance ([RPA](#)) (formerly Notice of Interest (NOI)).

Each PA applicant (including local government entities) will appoint a "Applicant's Agent" to coordinate the collection of documentation and  
g. submission of information to the Disaster Field Office (DFO).

#### **IV. DIRECTION AND CONTROL**

- A. The local officials, in conjunction with the Emergency Management Coordinator, will direct and control recovery activities from the EOC
- B. The Damage Assessment Officer is a member of the EOC staff and is responsible for the coordinator of damage assessment activities.
- C. All County departments will provide personnel and resources to support the damage assessment/recovery effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer.

#### **V. CONTINUITY OF GOVERNMENT**

- A. The line of succession is:
  - 1. Tax Office Director
  - 2. Planning & Inspections Director
  - 3. Building Inspectors
- B. Lines of succession for agencies supporting damage assessment are in accordance with the agency's established procedure.

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# NASH COUNTY EMERGENCY OPERATIONS PLAN

## DEBRIS MANAGEMENT

### I. 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 Nash 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.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Natural disasters such as hurricanes, tornadoes and flooding precipitate a variety of debris that include, but are not limited to, such things as trees and other vegetative organic matter, building/construction material, appliances, personal property, mud and sediment.
2. 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.
3. 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.
4. 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**

1. A major natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
2. The amount of debris resulting from a major natural disaster probably will exceed Nash County removal and disposal capabilities.
3. Nash County will contract for additional resources to assist in the debris removal, reduction and disposal process.
4. The Governor will declare a State of Emergency that will authorize State resources to assist in removal and disposal of debris.
5. The Governor will request a Presidential Disaster Declaration, if the disaster exceeds both local and State resources.

## **III. CONCEPT OF OPERATIONS**

### **A. General**

#### Organization

1. The County will be divided into 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

- a. 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 Nash County. All Nash County municipalities are encouraged to participate in the existing agreement for sharing resources among themselves as a first priority.
- b. The Emergency Management Coordinator is responsible for daily operational control and overall management of the Emergency Operations Center and its staff. The Emergency Management Coordinator 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.

- c. 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 Nash County Administration and Emergency Management Coordinator briefed on the status of the debris clearing, removal and disposal operations.
  - Assure that Nash County is represented at all meetings with other government and private agencies involved with the debris cleanup operation.
  - Coordinate with affected municipalities within Nash County on all debris clearance, removal and disposal issues through conference calls.
  - Convene emergency debris coordinating meetings at the EOC or other location as appropriate.
  - 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 Management Coordinator 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 Information Officer (IO).
- d. Information Officer (IO)
- The IO 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 nonburnable debris, segregating household hazardous waste, placing

disaster debris at the curbside, keeping debris piles 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 Emergency Information hotline.

- e. County Finance Officer  
The Nash 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 Management Consultant and Debris Manager. 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 Management Consultant, will ensure that the identified contractors meet the contract requirements.
- f. 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.
- g. 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.
- h. Solid Waste Manager
  1. The County Solid Waste Manager shall be responsible for the coordination with franchise waste haulers to reestablish 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.
  2. 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 Management Coordinator will be provided with regular status reports.

i. Hazardous Waste Services

The contractor(s) in accordance with established state and federal disposal regulations should separate household Hazardous Waste (HHW). 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.

j. Debris Management Consultant(s)

Nash 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 County Emergency Management Coordinator will conduct 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 Management Coordinator 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 Nash 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. Available volunteers from National Guard, Fire Departments and the NC Forest Service may supplement these services.

Nash 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:

1. Extricate people
2. Major flood drainage arteries
3. Egress for fire, police and Emergency Operations Center
4. Fire, Police and Municipal Buildings
5. Ingress to hospitals, jail, and special care unit
6. Major traffic routes
7. Egress for fleet, traffic, road and bridge, and designated remote locations
8. Supply distribution points and mutual aid assembly areas
9. Government facilities
10. Public Safety communications towers
11. Nash Red Cross shelters
12. Secondary roads to neighbor collection points
13. Access for utility restoration
14. Neighborhood streets
15. Private property adversely affecting public welfare

*Phase II:*

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 Nash 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 pickup 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 Nash County Officials.

Nash 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 Nash County. Municipalities will be allowed to use these sites upon approval of the Nash 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 does 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 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. The County will process contractor invoices 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:

- Is the Contractor using the site properly with respect to layout and environmental considerations?
- Has the Contractor established lined temporary storage areas for ash, household hazardous wastes and other materials that can contaminate soils and groundwater?
- Has the Contractor established environmental controls in equipment staging areas, fueling and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
- Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
- Has the Contractor established appropriate rodent control measures?
  - Are burn sites constructed and operating according to Environmental checklist for Air Curtain Pit Burners?
  - Has the Contractor establish procedure 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*: Does 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 Nash County Building Code Enforcement Department properly identifies structures.

The Debris Manager will coordinate with the Building 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 Nash 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 remedied. 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:*

1. Contractor is responsible for removing all debris from the site.
2. Contractor conducts an environmental assessment with County and landowner.
3. Contractor develops a remediation plan.
4. Remediation plan reviewed by County, landowner and appropriate environmental agency.
5. Remediation plan approved by the appropriate environmental agency.
6. Contractor executes the plan.
7. Contractor obtains acceptance from County, appropriate environmental agency and the landowner.

#### 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 (CDAT) 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.

#### Debris Management Site Baseline Data Checklist

Before activities begin:

1. Take ground or aerial video/photographs.
2. Note important features, such as structures, fences, culverts and landscaping.
3. Take random soil samples.
4. Take random groundwater samples.
5. Take water samples from existing wells.
6. Check the site for volatile organic compounds.

After activities begin:

1. Establish groundwater-monitoring wells.
2. Take groundwater samples.
3. Take spot soil samples at household hazardous waste, ash and fuel storage areas.

Progressive updates:

1. Update videos/photographs.
2. Update maps/sketches of site layout.
3. Update quality assurance reports, fuel spill reports, etc.

Site number and location:

1. Date closure complete.
2. Household hazardous waste removed.
3. Contractor equipment and temporary structures removed.
4. Contractor petroleum spills remediated.
5. Ash piles removed.
6. Comparison of baseline information to conditions after the contractor has vacated the temporary site.

Appendices:

- Closure documents.
- Contracting status reports.
- Contract.
- Testing results.
- Correspondence.
- Narrative responses.
- Determine separate protocols for ash, soil and water testing.
- Develop decision criteria for certifying satisfactory closure based on limited baseline information.
- Develop administrative procedures and contractual arrangements for closure phase.
- Inform local and State environmental agencies regarding acceptability of program and established requirements.
- Designate approving authority to review and evaluate Contractor closure activities and progress.
- Retain staff during closure phase to develop site specific remediation for sites, as needed, based on information obtained from the closure checklist shown below.

SAMPLE DEBRIS LOAD TICKET

<p>NASH COUNTY Load Ticket</p>	
Ticket Number: 000001	
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:	
	Burnable Clean Wood Debris
	Non-Burnable Treated Lumber, Metals, C&D
	Mixed Burnable and Non-Burnable
	Other (Define)
Printed Name of Nash County Loading Site Monitor:	
Signature:	
Debris Disposal Site Location:	
Time:	
Estimated Quantity of Debris on	
Truck:	
Cubic Yards:	
Printed Name of Nash County Disposal Site Monitor:	
Signature:	
Remarks:	

## ENVIRONMENTAL CHECKLIST FOR AIR CURTAIN PIT BURNERS

### **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.

Nash County  
Debris Management Plan

**Right of Entry Agreement**

I/We \_\_\_\_\_, the owner(s) of the property commonly identified  
as,

\_\_\_\_\_ State of  
\_\_\_\_\_  
(Street)

\_\_\_\_\_  
\_\_\_\_\_  
(City/Town) (County)

do hereby grant and give freely and without coercion, the right of access and entry to said property in the County of \_\_\_\_\_, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property. It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the County of \_\_\_\_\_, State of

\_\_\_\_\_, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines and other utility lines located on the described property.

I/We (have, have not) (will, will not) received any compensation for debris removal from any other source including SBA, ASCS, private insurance, individual and family grant program or any other public assistance program. I will report for this property any insurance settlements to me or my family for debris removal that has been performed at government expense.

For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

Witness \_\_\_\_\_

Owner/Telephone Number/Address  
\_\_\_\_\_  
\_\_\_\_\_

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:

1. 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.
2. 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.
3. 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 off site residential dwellings, commercial or public structures, and potable water supply wells, whichever is greater.
4. 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.
5. 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.
6. 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.

7. 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.
8. 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.
9. 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 after hours emergency.
10. Final written approval is required from the County Emergency Management Coordinator 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*

### *General*

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.

The following guidelines are presented in locating a site for "chipping/grinding" and are considered "minimum standards" for selecting a site for use:

1. 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.
2. 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.
3. 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.
4. 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.

5. 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 on going at the site.
6. 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.
7. 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.
8. 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.
9. 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.
10. Grinding of clean wood waste such as pallets and segregated nonpainted/nontreated dimensional lumber is allowed.
11. 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 reevaluate 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:

1. 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 fire fighting 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.

2. 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.
3. 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.
4. 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.
5. Storage areas for incoming debris shall be located at least 100 feet from property boundaries and on site buildings/structures.
6. Air Curtain Burners in use should be located at least 200 feet from on site storage areas for incoming debris, on site dwellings and other structures, potable water supply wells and septic tanks and leaching fields.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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*

1. Whenever possible, soil test data and waste analysis of the ash should be available to determine appropriate application rate.
2. 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.
3. Ash should be land applied in a similar manner as agricultural limestone.
4. Ash should not be land applied during periods of high wind to avoid the ash blowing off the application sites.
5. 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.
6. Records should be maintained to indicate where ash is applied and the approximate quantities of ash applied.
7. As an option to land application, ash may be managed at a permitted municipal solid waste landfill after cooled to prevent possible fire.
8. 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*

1. 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.
2. 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 windrows can be maintained 5 feet to 6 feet high and 8 feet to 10 feet wide, volatile gases have a better chance of escaping the piles and the possibility of spontaneous combustion will be reduced.
3. 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.
4. 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 reapproval 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*

1. All processed and unprocessed vegetative material and inert debris shall be removed to a properly approved solid waste management site.
2. Tires must be disposed of at a scrap tire collection/processing facility; white goods and other metal scrap should be separated for recycling.
3. Burn residues shall be removed to a properly approved solid waste management site or land applied in accordance with the guidelines at Attachment 2.
4. 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 reapproval for long term storage, continuing reduction processing, 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.

[Back to TOC](#)

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## DONATED GOODS MANAGEMENT

### I. PURPOSE

This section describes the management of goods donated as disaster relief to the people of Nash County, as well as the collection and shipment of goods donated by the people of Nash County to victims in other areas.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donations will result in chaos.
3. The timely release of information to the public regarding needs and points of contact is essential to management of donated goods.
4. Donated goods are essential to recovery in most cases.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.
7. Historically, churches, fire stations, the Department of Social Services, and volunteer agencies in Nash County have served as collection points for donated goods.
8. Monetary donations, staple goods, and those items specifically requested best serve the needs of victims.
9. The distribution of donated goods must be coordinated with the identification of unmet needs.

## B. Assumptions

1. Suitable space and equipment will be available to receive, sort, and store the influx of donated goods.
2. Adequate personnel for donated goods operations will be available.
3. Local distribution sites will be convenient to the affected populations.
4. A regional reception and distribution site for donated goods will be established by the State.
5. Unsolicited donations of goods can be expected.
6. Donations of non-useful and unwanted goods can be expected; these include loose, unsorted clothing, extremely perishable items and worn-out items.
7. People unaffected by the disaster will seek to receive donated goods.
8. Some donors will seek to bypass the distribution system established by the County.
9. An aggressive public information effort will expedite the distribution of goods as well as limit an influx of unwanted goods.
10. Citizens and businesses of Nash County will elect to donate money and goods to disaster victims elsewhere; they will need and seek guidance on methods of participation.
11. Transportation will be available to ship donated goods from the County to other destinations.
12. It is inevitable that there will be a surplus of some donated goods that will require disposal.

## III. CONCEPT OF OPERATIONS

### A. Receipt of Donated Goods for Nash County

1. The Twin Rivers Chapter of American Red Cross will serve as the lead agency for the reception and distribution of donated goods.

2. The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods.
3. Ideally, a central reception and sorting center for donated goods should be established, and separate locations convenient to the affected areas of Nash County should be utilized as distribution centers.
4. The Director of the Twin Rivers Chapter of the American Red Cross will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of effort.
5. Public information regarding distribution sites, needed goods, volunteers, and other pertinent matters will be coordinated by the Red Cross Office.
6. Requests for needed goods and resupply of needed goods will be channeled through the State Division of Emergency Management.
7. Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
8. When identifiable, unwanted goods should be refused.
9. Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent.
10. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.

B. Collection and Shipment of Donated Goods to Other Counties/States/Localities.

1. An attempt will be made to identify the needs of the intended destination prior to collection of goods.
2. A systematic method will be established for collection of the donated goods to be shipped.
3. Goods will be sorted and packaged in an appropriate manner prior to shipment to accomplish the following:
  - Timely and undamaged arrival at the destination

- Proper identification of contents
  - Minimal need for repackaging/sorting
  - Ease of loading and unloading
  - Elimination of inappropriate/unwanted goods
4. Shipments of donated goods will be coordinated with the receiving destination prior to departure from the County.
  5. Suitable means of transport will be arranged for delivery of the shipment in a timely manner.
  6. When appropriate, shipments of donated goods should be coordinated with the Central Branch Office of the Division of Emergency Management

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## EVACUATION / REENTRY

### I. PURPOSE

This section provides for a coordinated evacuation and reentry of the County population if necessary during emergencies.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. A hazard analysis and a vulnerability assessment has been completed which identifies the types of threats and the areas and population in the County that are most vulnerable to these threats.
2. Efforts are being made to identify special evacuation problems.
3. There are several highway routes allowing evacuation from various parts of the County. These include I-95, US 301, US 64, US 264, NC 4, NC 33, NC 43, NC 97, NC 231 and NC 581.
4. There is one commercial transportation service serving Nash County; Greyhound Bus.

#### B. Assumptions

1. 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 for nuclear power plant incidents or other catastrophic events.
2. Sufficient warning time will normally be available to evacuate the threatened population.
3. Traffic control resources must be in place prior to the public release of an evacuation order.
4. Evacuation and reentry information will be made available to the public by all available means.

5. If there is significant potential threat, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.
9. Debris or damage to the roadway could hamper reentry.
10. Effective evacuation should be completed during daylight hours.
11. A delayed evacuation order could endanger lives and result in civil disorder.
12. Evacuation from Nash County will impact adjacent counties.
13. Stranded motorists could present significant problems during an evacuation situation.

### **III. CONCEPT OF OPERATIONS FOR EVACUATION AND REENTRY**

#### **A. General**

1. The ultimate responsibility for ordering a countywide evacuation or reentry rests with the Policy/ Administration Group. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation or reentry involves more than one jurisdiction, or an area outside of a municipality, the order will be issued on a County level by the Chairman of the County Commissioners, or his/her designated representative.
2. Public information concerning the Policy/ Administration Group's evacuation or reentry orders will be released through all available media.
3. The incident commander at the scene of an emergency in Nash County has the authority to order an evacuation.
4. Regional coordination of traffic control, shelter / mass care and public information will enhance the total evacuation and reentry process. The State Division of Emergency Management will coordinate regional evacuation activities.

5. Law Enforcement will implement traffic control for evacuation and for re-entry.

B. Specific

1. Movement Control and Guidance
  - a. Traffic control points to support a countywide evacuation have been predetermined by law enforcement personnel.
  - b. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
2. Staging Areas and Pick-up Points and Routes
  - a. Identified stranded motorists will be assisted by law enforcement officers in reaching a pre-determined rally point for mass transportation to a location for best available shelter. The Operations Officer will determine the location of best available shelter.
  - b. The County has pre-designated staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the County.
3. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)
  - a. Institutions within the County must develop procedures for evacuation.
  - b. Schools will develop evacuation procedures. Predesignated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
4. Re-entry
  - a. The decision to allow reentry to Nash County will be made by the Policy Administration Group, based on considerations of public safety.

- b. The Policy Administration Group may establish a priority re-entry system for the public.
- c. Staging areas will be established; personnel reporting to Nash County will be routed to one of those.
- d. Sections of Nash County may remain isolated or closed to the public even after reentry begins.
- e. Re-entry to the affected area will be coordinated with the Nash County Policy Administration Group.
- f. Shelter / mass care operations may need to be implemented depending upon the degree of destruction in Nash County.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## FIRE / RESCUE

### I. PURPOSE

This section provides for the coordination of fire, rescue, and emergency medical activities to ensure the safety of life and property within Nash County during emergency situations.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Nash County is served by sixteen fire departments; nine departments are located in the municipalities and six serve unincorporated areas.
2. The City of Rocky Mount has a paid department and the Town of Nashville has some paid firefighters; mostly volunteers operate all county departments.
3. The Nash County Fire / Rescue Association, composed of all fire departments, serves as an advocacy group for firefighters. The Nash County Fire Marshal acts as the county's liaison to the Nash County Fire Rescue Association.
4. The N. C. Division of Forest Resources is the lead agency for forest fire control in Nash County. Nash County is in the Division's Rocky Mount District. The county headquarters is located on HWY 64 Alt. near Momeyer.
5. Most fire departments rely on the Nash County 9-1-1 communications system for primary dispatching and communications.
6. There is no formal hazardous materials response team in Nash County. Local firefighters are the primary responders to any hazardous materials event, although capabilities are generally limited to basic defensive actions.
7. Mutual aid agreements exist among fire departments within Nash County; some agreements exist with departments in neighboring counties.
8. All fire departments also operate First Responder units.

## B. Assumptions

1. Existing fire and rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.
2. When additional or specialized support is required, assistance can be obtained from state and federal agencies.
3. Fire departments will be called upon to assist with rescue and extrication of trapped persons, as well as search, debris removal on primary roadways, evacuations, reconnaissance, traffic control, and security.
4. People seeking basic necessities and information may congregate at fire stations following a catastrophic disaster.

## III. CONCEPT OF OPERATIONS

- A. Incident Command will be implemented on an appropriate scale at the scene of every fire/rescue event in Nash County. If fire or threat of fire is involved, the fire chief of the district or his designated representative is the incident commander.
- B. Under the North Carolina Hazardous Materials Right-to-Know Law and the Emergency Planning and Community Right-to-Know Act (EPCRA), the Fire Chief will survey facilities within his jurisdiction to identify types and volume of hazardous materials located within Nash County. He should consider this information when developing response plans for hazardous materials accidents within his district. Coordination of facility emergency response plans with the Nash County Emergency Operations Plan will be included in fire service planning.
- C. Fire Stations will become a community focal point and source of public information when normal communications are disrupted by disaster.
- D. During the critical phases of an emergency/disaster, fire stations may be opened and continuously manned, as conditions warrant and permit. Firefighters will report to the station for duty. Communications will be established with the Communications Center / EOC.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## II. HAZARDOUS MATERIALS

### I. PURPOSE

This section provides information for a Nash County response to hazardous material emergencies, and assists the Local Emergency Planning Committee in meeting its requirements under the Emergency Planning/Community Right to Know Act - SARA Title III.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population.
2. Hazardous materials emergencies could occur from any one of several sources including shipping, roadway and rail transportation, aircraft accidents, or fixed facility accidents.
3. Evacuation or sheltering in place may be required to protect portions of the population of Nash County.
4. Certain hazardous material incidents will require response capabilities that are not currently available in Nash County. For example: Chlorine leak requiring uses of Level A equipment, significant fuel spill, etc.
5. Victims of a hazardous materials incident may require unique or special medical care not typically available in Nash County.
6. 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.
7. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.
8. 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.

9. The N.C. Division of Emergency Management has trained and equipped agencies to respond to and resolve any hazardous material emergencies. In our jurisdiction it is Regional Response Team 1 in Williamston, NC.

B. Assumptions

1. Planning and training prior to an incident will significantly reduce the risk to personnel.
2. A facility involved in a hazardous material incident will provide all information required by SARA, Title III, section 304 on a timely basis.
3. Emergency response personnel are knowledgeable in the use of available resources.
4. The US Department of Transportation Emergency Response Guidebook, alone or in combination with other information sources is used as a guide for initial protective action at incidents involving hazardous materials.
5. Response time for resources requested from outside Nash County may be two hours or more.
6. Incidents in which the military can be identified as the responsible party will generally be resolved by federal resources.
7. 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 clean-up costs.

### III. CONCEPT OF OPERATIONS

- A. There are several types of incidents involving hazardous materials: (1) incidents at fixed facilities, (2) Shipping incidents, (3) Roadway or Rail transportation incidents, and (4) unknown materials on the waterways, railroads, roadways, or private or public property.

- B. The level of response required for an incident is determined by:
1. The quantity, quality and the toxic effects of the material involved in the release;
  2. The population and/or property threatened;
  3. The type and availability of protective equipment required for the released material, and;
  4. The probable consequences should no immediate action be taken.
- C. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in place sheltering, evacuation, and/or isolation of the contaminated environment.
- D. Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.
- E. This plan recognizes that a hazardous materials incident can change with time, and necessitate escalating the response, or downgrading the response as the situation dictates.
- F. The Local Emergency Planning Committee has been established at the County level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. SARA, Title III, section 302 will identify a point of contact, The Facility Coordinator, at each covered facility as defined.
- G. Specific hazardous materials facility information has been gathered and is available to the response community through the Nash County Emergency Management Office.
- H. Coordination between jurisdictions will be achieved through regional coordination with the Central Branch Office or through direct contact with towns and other counties.
- I. Training programs for emergency responders in the County will be through individual agency in-service training, community college courses, and other offerings of related training. Exercise schedules for this plan are developed and maintained by the Emergency Management Office.
- J. Nash County has limited response capability for handling incidents involving radioactive materials. Our response will be limited to evacuation, 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 Division of Emergency Management or State EOC.

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**NASH COUNTY**  
**Host Plan for Coastal Regional Evacuation and Sheltering**  
**(CRES)**  
**Standard Operating Guideline**

**I. PURPOSE**

- A. The **Nash 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 Nash 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. Nash County will assist the State of North Carolina in opening a **Host Shelter** 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. Nash County will coordinate with State EM and the "Risk" county on what "Risk County" personnel will accompany evacuees to Nash County and to include animals.
- E. Nash 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 ARC with support help from Social Services, Public Health, Animal Control, EMS, and Law Enforcement.
- F. Nash County will track all county resources for reimbursement using the mission number, for the CRES Shelter, from Web EOC.
- G. Nash County's Shelter list include the following as primary shelters and have had an inspection conducted by the American Red Cross:
- Englewood Baptist Church – primary CRES and transfer switch installed.
  - Nash Central High - co-located
  - Southern Nash High
  - Southern Nash Middle

### **III. DIRECTION & CONTROL**

- A. The Host Shelter will be operated and managed under the direction of the Host Shelter Management Team.
- B. Support agencies requested by and assigned to support Nash County will work at the direction and control of the county.

### **IV. ROLES AND RESPONSIBILITIES**

- A. Nash 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. Nash 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. Nash County Social Services will provide two workers, one per shift, to provide for registration and social issues at the Host Shelter.
- D. Nash County Animal Control or Rocky Mount 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. Nash 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. Nash Health Care will be updated of the potential evacuees arriving

that may have medical needs.

- I. American Red Cross will manage the Host Shelter. They will provide bed space, food, and water.
- J. ARES will provide communications in the event we lose communications capabilities.
- K. Volunteers will serve in assigned roles by the Host Shelter Team Leader.
- L. 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 Nash Rocky Mount School System.
- 5. Monitor Web EOC.
- 6. Continue to participate in CRES 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 I shelters.
- 2. Provide situational awareness to Host Shelter Team.
- 3. Continue monitoring Web-EOC.
- 4. Continue to participate in CRES Conference Calls.

5. Ensure Nash 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 representatives on standby.

#### **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 Nash 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 Nash Rocky Mount 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, Winstead Avenue, and Old Carriage Rd.)
  - a. Paul Marak
    - i. 252-205-1155
    - ii. 252-296-3543

#### **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 I shelter or to begin to look at a Tier II Shelter.

#### **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.

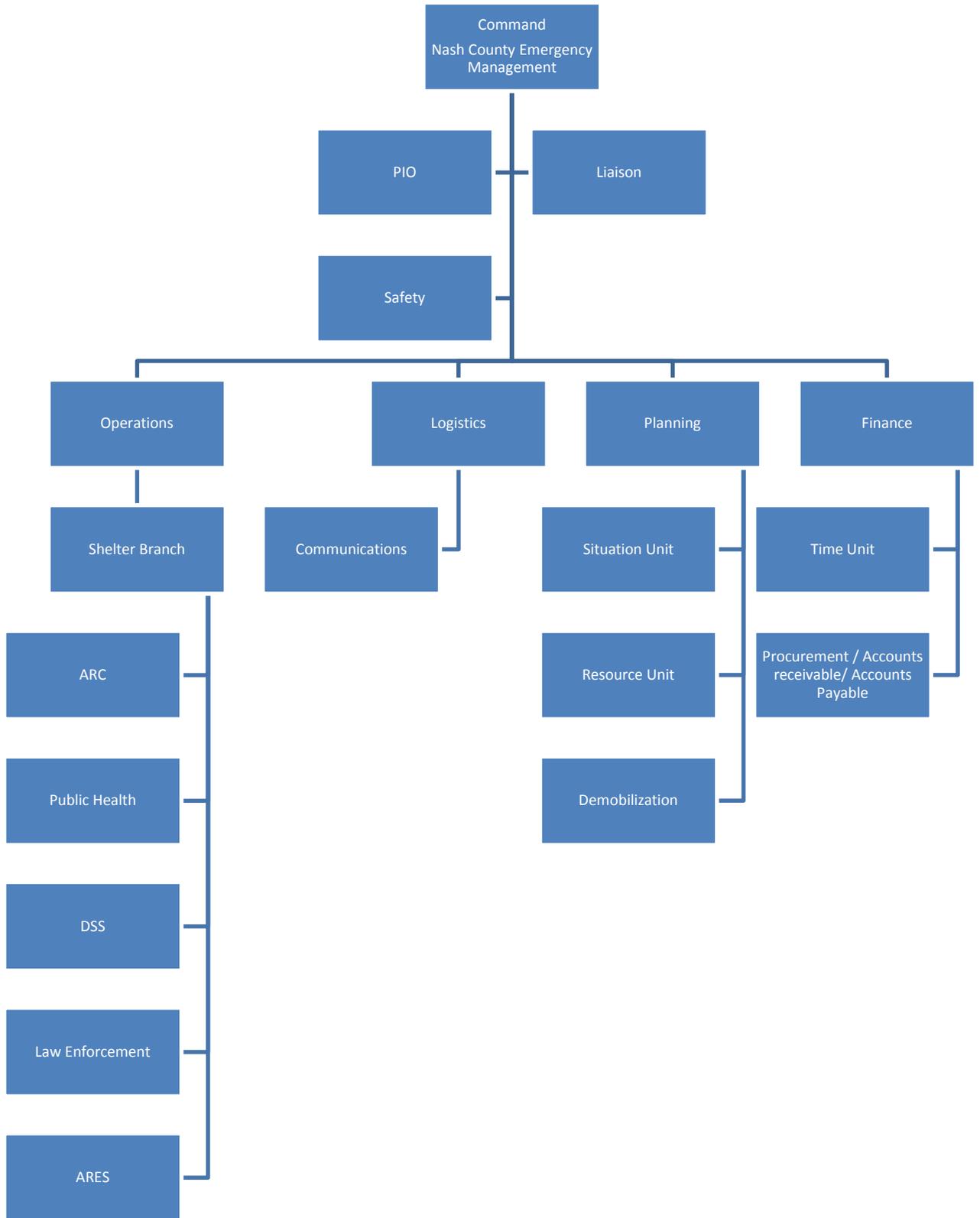
4. Continue to participate in CRES Conference Calls.
5. Establish Public Information/JIC for Post Event Public Information.

**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.

**Day + 48 hours**

1. Demobilization begins.
2. Ensure documentation of expenses is recorded.
3. Continue to participate in CRES Conference Calls.
4. Provide documentation to State Emergency Management for reimbursement through State Declaration.





CRES HOST SHELTER  
CHECKLIST

Time	Complete	Description
120-96 hours		Begin Work on IAP and develop Organization Chart  Schedule briefing with Host Shelter Team. (see briefing outline) NGO/Nash Rocky Mount School System Public Health Social Services 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 Nash County.
		Local State of Emergency prepared and Chairman of Board of Commissioners notified.
		Place shelter on Standby
72 – 48 hours		Nash County Health Department accesses Special Needs sheltering availability.
		Continue briefing with Host Shelter Team and handle any last minute issues with NGO/Nash Rocky Mount 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 sing 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.

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 Operational 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  
NGO/Nash Rocky Mount School  
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

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# NASH COUNTY EMERGENCY OPERATIONS PLAN

## LAW ENFORCEMENT

### I. PURPOSE

This section provides for security, maintenance of law and order and traffic control.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Law enforcement in Nash County is provided by the Nash County Sheriff's Department, and the Local Police Departments.
2. State law enforcement agencies that regularly operate within Nash County's borders are the N. C. Highway Patrol, N. C. Wildlife Commission, and State Bureau of Investigation.
3. A spirit of cooperation exists between the local, state and federal law enforcement agencies that operate within the County, and federal and state agencies routinely cooperate with local law enforcement officers during emergency events.
4. When N. C. Highway Patrol personnel are requested to support Nash County traffic control, a ranking officer from the Patrol may be present in the County EOC to coordinate N. C. Highway Patrol operations.
5. Predetermined traffic control points have been identified by the Highway Patrol, County Sheriff's Department, and Local Police Departments to facilitate management of traffic flow when evacuation is required.

#### B. Assumptions

1. 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 law enforcement agencies.
2. An evacuation from a large area of the county could significantly impact Nash County law enforcement/traffic control operations.

3. During evacuations, accidents or mechanical failure could significantly impede the evacuating traffic flow.
4. The number of law enforcement personnel available in the County area during an emergency event may not be adequate to provide for security until supplemented.
5. Following an emergency event, it may be necessary to supplement local law enforcement personnel with officers from other jurisdictions to provide security and traffic control.

### **III. CONCEPT OF OPERATIONS**

- A. Emergency law enforcement operations will interrupt routine functions and responsibilities. Expanded emergency responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. The Nash County Sheriff's Department will be the coordinating agency for law enforcement operations in Nash County during multi-jurisdictional emergency events.
- C. Law enforcement officers in Nash County will assist with the dissemination of emergency information to isolated populations and to motorists.
- D. 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.
- E. Law enforcement agencies will have primary responsibility for traffic control and security in and near an evacuated area and in other areas of emergency operations. They may be called upon to assist with warning the public.
- F. Law enforcement officers in the field will observe and report emergency activity to the Nash County EOC.
- H. Law enforcement officers will enforce the provisions outlined in the Proclamation of a State of Emergency.

# **NASH COUNTY EMERGENCY OPERATIONS PLAN**

## **I. MASS FATALITIES**

### **I. PURPOSE**

This section 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 local medical examiner's office.

### **II. ORGANIZATION**

By law, the Nash County Medical Examiner is responsible for the dead. The mass fatalities team and other local funeral service personnel, when activated, will be available to assist under the direction of the county medical examiner.

### **III. SITUATION AND ASSUMPTIONS**

Any major disaster may result in extensive property damage and possibly a large number of deaths that may require extraordinary procedures.

### **IV. CONCEPT OF OPERATIONS**

- A. 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 aid in the necessary acts of evacuation, identification (sanitation and preservation such as preparation or embalming as authorized), 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.

- B. When disaster conditions permit, and an estimate can be made of the dead, temporary morgue sites will be selected and activated. Remains will be recovered and evacuated to the temporary morgues for identification purposes and safeguarding of personal effects found on the dead. Necessary information about each victim will be compiled and processed for the medical examiner. When authorized by officials and the family, a mass fatalities team shall prepare, process and release the remains for final disposition.
- C. As an assistance group to the medical examiner, the local funeral directors will provide needed supplies, equipment, vehicles and personnel as available. The state funeral director's association may also assist in identifying other necessary resources.
- D. 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.

## **V. DIRECTION AND CONTROL**

- A. Operations will be coordinated by the medical examiner working with the Health Director, and where designated, the mortuary response team's coordinator.
- B. When a disaster occurs, the county medical examiner should immediately contact the state funeral directors association through its offices or through staff members. They, in turn, will notify the appropriate members of the mortuary response team.

## **VI. TEMPORARY MORGUE SITE**

- A. 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.
  
- B. The temporary morgue should be located as near as possible to areas with heavy death toll and 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. It 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, records maintenance, interviewing, etc. The functions carried out at each morgue site will be determined by the circumstances.

## **VII. MASS BURIAL GUIDELINES**

- A. 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.
  
- B. Any decision to begin mass burial must be made at the highest levels of state government. Their direction will be essential before such an effort can be initiated for the public health, safety and welfare.
  
- C. 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. Plans should include the probability of exhumation at a later time.

## **VIII. CREMATIONS**

- A. 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 affect this decision.

## **IX. REMAINS NOT RECOVERED**

- A. 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 should be given the opportunity to select the locale of the non-denominational service if so desired.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## MITIGATION

### I. PURPOSE

This annex outlines the mitigation procedures that Nash County engages through its various departments in an effort to protect its citizens from the effects of natural and made disasters.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Day to day mitigation efforts are performed by the various departments and divisions of Nash County Government in accordance with county ordinances, state code, as well as through state and federal laws and regulations.
2. The county is susceptible to many hazards, which have the potential to cause disasters and/or major damage to both citizens and/or property.
3. In response to these hazards, Nash County engages in daily efforts to mitigate the effects of such hazards through regulation and enforcement in the interest of public safety and health and well being of its citizens..

#### B. Assumptions

Current mitigation programs enforced by the county through its various departments play a significant role during a local emergency and/or disasters in the protection of its citizens from hazards wrought by both natural and technological hazards.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### 1. A. General

Planning & Inspections Department

- Subdivision Ordinance
- Erosion Control Ordinance
- Federal Flood Insurance Program

- Building Code Enforcement
- Watershed Protection Ordinance
- Ridge Law/Building Height

#### Environmental Health

- Sanitation
- Water and Septic Tank
- Solid Waste Ordinance
- Hazardous Waste Management

#### Emergency Services

- Civil Emergencies
- State Fire Code
- Hazardous Materials Ordinance
- Blasting

#### Sheriff's Department

- Civil Disorder
- Terrorism
- Mass Gatherings

## **B. CONCEPT OF OPERATIONS**

1. On-going evaluation and assessment of the programs and program needs will be conducted by all agencies to increase awareness of potential hazards and the necessary responses that may be made on behalf of the county to further enhance mitigation efforts.
2. Following an emergency/disaster an evaluation of the county's mitigation programs and their effectiveness should be made relative to the impact of the damages incurred to the citizens of the county.
3. Identified areas in which hazards mitigation could be improved, so as to lessen the impact of a future disaster, shall be recommended by the county department head in the form of a written synopsis and forwarded to the County Manager.
4. Hazard assessment relative to mitigation functions is necessary and vital as a federally declared disaster occurring in any portion of the state makes all counties eligible to apply for hazard mitigation grants.

#### **IV. ADMINISTRATION AND LOGISTICS**

2. The post disaster review is to be performed for the purpose of identification of needed mitigation staging for Nash County. Recommendations for such review should be made in the following succession

- A. Departments Heads to County Manager

#### **V. VULNERABILITY ASSESSMENT**

Nash County is vulnerable to the broad range of threats to include but not limited to the following:

- Flooding
- Winter/Ice Storm
- Tornadoes/Severe Storms
- Earthquakes
- Dam Failure
- Civil Disorder/Terrorism
- Lost Persons
- Hazardous Materials Incidents

As such, mitigation of these threats, which would lessen their effect on the citizens and their effects on the citizens and their property in Nash County, will be of primary concern and purpose of this annex.

#### **VI. PLAN DEVELOPMENT AND MAINTENANCE**

The Office of Emergency Services will review and amend this annex on an annual basis.

#### **VII. AUTHORITIES AND REFERENCES**

- A. NCGS 166-A
- B. County Ordinance

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**NASH COUNTY**  
**SEARCH MANAGEMENT OVERHEAD TEAM**



**STANDARD OPERATING GUIDELINE**

February 27, 2012



## ABSTRACT

Nash County is known for frequent disasters such as hurricanes, floods, tornados, drought, and wildfires. The county also has Emergencies that are handled on a daily basis. Emergency Management: *Principles and Practice for Local Government* defines Emergencies as “routine” adverse events that do not have a communitywide impact or do not require extraordinary use of resources or procedures to bring the conditions back to normal (ICMA, 1991). The Fire-Rescue/Emergency Management Division of Emergency Services is responsible to coordinate Search and Rescue activities in the county under the control of Law Enforcement having jurisdiction. The fire service in Nash County is comprised of 15 fire departments, with three of these departments providing technical rescue service for the county and one stand alone department providing only technical rescue service.

The Fire-Rescue/Emergency Management Division is tasked with operating or supporting management activities in the county. This Standard Operating Guideline is established to provide guidance for the Incident Management Team when coordinating and managing Search Operations of Lost Persons.

## SCOPE

This Standard Operating Guideline will address the following areas for search management activities:

Overhead Team Members	I
Training Requirements.	II
Notification of the Overhead Team Members.	III
Overhead Team Responsibilities	IV
Assignments and Responsibilities	V
ICS and Operational Periods	VI
Equipment for Overhead Team	VII
Briefing Overhead and Field Teams	VIII
Debriefing Overhead and Field Teams	IX
Criteria for Mission Suspension and Demobilization	X

## **I. Overhead Team Members**

The Overhead Team will be mainly comprised of Fire-Rescue/Emergency Management Division personnel. Additional members from other agencies may assist with team activities. In addition, the Nash County IDT (Incident Dispatch Team) would incorporate into this team concept for communication activities, as needed.

The Team will consist of Command and General Staff positions with some unit leader positions, when needed. This team concept would be limited to approximately 5-6 members with some sharing of duties.

## **II. Training Requirements**

All members will be required to complete the NIMS/ICS courses to include IS 800, IS 700, and ICS 100-400. In addition, Position Specific courses for Command and General Staff shall be completed. Additional Search and Rescue level courses should be taken and are listed below:

- Managing the Search Operation
- Fundamentals of Search and Rescue
- Advanced Search and Rescue
- Managing the Lost Person Incident
- Fundamentals of Man-tracking
- Project Lifesaver

## **III. Notification of the Overhead Team**

All team members will be notified by the most expedient means necessary. This could include: telephone, radio or Code Red. The Overhead Team will be summons when the on-call representative from the Fire-Rescue/Emergency Management Division is dispatched to a Search and Rescue Incident, as a request from Law Enforcement, and evaluates the need for the team. Team members will respond with the Mobile Communications Unit and communications assets.

#### **IV. Overhead Team Responsibilities**

The overall responsibility of the Overhead Team is to ensure that the Command and General Staff positions are staffed, coordinating missions, documentation, assist with SAR strategies and tactics, and provide resources. In general, the Incident Commander shall be Law Enforcement and when possible a Unified Command established. A command post location shall be agreed upon by Law Enforcement and the on-call Fire-Rescue/Emergency Management representative. The following items are included as a checklist for the Overhead Team:

1. Establish command post, request overhead team and resources.
2. Request an event channel(s) from North Carolina Emergency Management for SAR Operations (1-800-858-0368).
3. Secure point last scene with law enforcement personnel. Keep personnel at the residence and the point last seen during the search.
4. Establish and designate command staff, implement planning and operations.
5. Identify witness(es) and/or reporting party and complete Lost Person Questionnaire.
6. Commence investigation and secure scent article (use law enforcement and dog team personnel if possible to handle this).
7. Secure maps of area.
8. Establish confinement of search area and set up vehicles for deployments.
9. Designate search perimeter.
10. Gather search data required to commence hasty search, including but not limited to:
  - Name, height, weight, hair color, eye color, clothing, equipment that may be discarded, point last scene, and general plans or direction of travel if known.
11. Deploy and document initial quick response units, hasty and/or dog teams. Prioritize resources.
12. Segment search area. Planning for segments, Advise arriving resources to sign in, assemble, and remain in staging area.
13. If possible retain medical personnel at Command Post.

## V. **Assignments and Responsibilities of Overhead Team**

As the incident begins and progresses, the Operations Section, Planning Section and Logistics Sections shall be staffed as needed. If enough personnel are not available for each position then sharing of positions may take place. The following duties of each position as developed by FEMA and NIMS should be followed.

1. **Incident Commanders-** The I/C will have overall responsibilities of the search mission from start to finish and have the authority to facilitate all functions of the mission to ensure effectiveness and efficiency. They are responsible for media relations, public relations, and family relations. Other responsibilities include assuring agency cooperation and coordination, and the safety of all persons involved with the mission. They have the authority to suspend the mission and keeping the County/City Manager aware of the operational and financial situation at all times.
2. **Command Staff-** Appointed as needed by the I/C. Consists of the Information Officer, Safety Officer, and the Liaison Officer. They will be delegated the authority from the I/C to perform the functions in their areas.
3. **Operations Section-** The I/C may appoint an Operations Section Chief to assure proper search operations, to include land, water, and air operations. Appoints team leaders, maintains security of all clues found, and assures proper briefing of all teams. Assist in operational planning, team's assignments, and debriefing.
4. **Planning Section-** The I/C may appoint a Planning Section Chief to assure the proper planning of the search mission. This section is responsible for supplying up to date situation reports, coordination, and allocation of resources, maintaining all proper documentation, and obtaining any needed specialist. Maintain the incident/segmented map for the operation.
5. **Logistics Section-** The I/C may appoint a Logistics Section Chief to assure proper communication and logistical support to the search mission. This section is responsible for all supplies and equipment needed, transportation functions, ground support, food, and communications for the search mission.
6. **Finance Section-** The I/C may appoint a Finance Section Chief to assure the proper financial support for the search mission. This section is directly responsible for obtaining all finances, signing leases agreements, wage and hour requirements, insurance claims, investigating all accidents and loss of equipment. A total financial report is required for all search missions.

## VI. **ICS and Operational Periods**

1. The Incident Command Post should be established during the first operational period and should be the only location from which all search operations are directed. There is only one command post for a search.
2. The Incident Command System should be used to maintain a span of control.
3. During the first and all subsequent operational periods Incident Command should develop objectives.
4. The communications plan should be implemented by the communications officer.
5. Where possible a Unified Command Structure should be implemented using a responsible individual from each jurisdiction in a multi-jurisdictional situation.
6. The IC should assure protection of the "Point Last Seen" (PLS) if necessary by the use of law enforcement.

## **VII. Equipment for Overhead Team**

1. The following items are included as a list of the minimum equipment required for the operation of the Nash County Overhead Team:
  - a. Maps showing county borders and major roadways
  - b. Search is an Emergency Handbook
  - c. Complete set of the ICS Search & Rescue forms
  - d. Permanent and erasable transparency marker set
  - e. Overlays
  - f. Calculator
  - g. Magnetic compass for map work
  - h. Drafting compass for marking circles on maps
  - i. Resource listings
  - j. Full set of Nash County topographic maps
  - k. Laptop computer with dual power supply

- l. Package of CDs or a supply of Thumb Drives
- m. Copier
- n. Extension cords and power strips

## **VIII. Briefing Overhead and Field Teams**

1. Briefing is one of the most important activities on a search. A poor briefing can result in, among other things, poor search implementation, unsearched segments, misuse or destruction of clues, and ultimately, the failure to find the subject.
2. Briefing should provide:
  - a. Situation status
  - b. Objectives
  - c. Strategy
  - d. Tactical assignments
3. Everyone should be briefed! - Lack of briefing can make or break an operation.
4. Briefings should be oral and written.
  - a. Written briefing statements and task assignments reduce confusion and improve communications.
6. Plans Chief:
  - a. Briefs overhead team.
  - b. Briefs agency liaison personnel.
7. Operations Chief briefs supervisors, group leaders, and team leaders.
8. Team Leaders brief team members.
9. Briefings should take place in:
  - a. A designated area
    - (1) that has plenty of room.
    - (2) is sheltered from the weather.
    - (3) is quiet and free from interruptions.
10. Briefings should take place:
  - a. For team leaders, briefings should take place just prior to the team leaving for their search area.

- b. For others, briefing can be conducted
  - (1) after teams move out to the search area.
  - (2) when there is a lull in activity.
  - (3) when overhead teams change shifts.
- 11. What information should be presented in the briefing?
  - a. Situation status, objectives, strategies and predictions.
  - b. Subject information - All information about the subject that will help the searchers recognize the subject, find clues, or determine the subject's behavior, such as:
    - (1) Complete physical description.
    - (2) Clothing and equipment the subject might have.
    - (3) Physical condition.
    - (4) Mental condition.
    - (5) Behavioral traits.
    - (6) Circumstances causing the search.
    - (7) Recent photo of subject.
  - c. Vital Concerns - Medical / Health Problems - Medicine the subject may be in need of, etc.
  - d. Clue Considerations:
    - (1) Sole pattern of footwear.
    - (2) Items carried by subject that could be dropped or left behind.
    - (3) How to report clues.
    - (4) Instructions on logging clue locations and times found.
    - (5) How to protect clue locations for follow-up.
  - e. Subject's trip plans.
  - f. Terrain, hazards, etc., in assigned search area.
  - g. Current (and predicted) weather in assigned area.
  - h. Communication details – protocols, designator, frequencies, etc.
  - i. Reporting details: When to report in and where.

The following procedures will be used when the lost subject is found:

- A. **Code 100 will** be transmitted to the Command Post if the subject is mobile and little or no medical care is needed;
- B. **Code 200 will** be transmitted to the Command Post if the subject is NOT mobile and a rescue operation or medical attention is needed;
- C. **Code 300 will** be transmitted to the Command Post if the subject is DOA. The immediate area will be secured as a crime scene and a death

- investigation will be initiated.
- j. Transportation details.
  - k. How long will the teams be out?
  - l. Who the relatives or close associates of subject are and where they are located.
  - m. Media procedures - where the media are located, who the media liaison is, instructions if searchers are contacted by media, etc.
  - n. Tactical assignments with explicit searching instructions for team:
    - (1) Specific area, where to start, and how to get there.
    - (2) Configurations, spacing, etc.
    - (3) Marking procedures, clues, flagging, etc.
    - (4) Adjacent teams, etc.
    - (5) Have other teams searched the area? (implications for tracking)
    - (6) When to start, when to stop. What to do if subject is found - alive, injured, dead; instructions on protecting the scene
  - o. Safety instructions - helicopter, terrain hazards, snakes, etc.
  - p. Procedures if team member is injured.
  - q. All teams will be debriefed upon completion of assignment.

## **IX. Debriefing Overhead and Field Teams**

- 1. Debriefings should be used to gather, through interviews and interrogation of the team members, all information necessary for a complete, accurate understanding of the team's field activities. This information should be used to help plan future search strategy and tactics.
- 2. To ensure consistency - one person or a small cadre should debrief all teams.
- 3. Who should be debriefed?
  - a. Depending on factors such as team size and type of operation, either the entire team or just the team leader should be debriefed. If debriefing is to be limited to team leaders - the team leader should first debrief team members.
  - b. Oncoming shift personnel should debrief current personnel.
- 4. Debriefing should take place
  - a. As soon as the teams come out of the field
  - b. While the information is still fresh in their minds and before they talk

with other teams.

5. The following information should be obtained.
  - a. Extent of coverage and spacing
  - b. Estimation of POD
  - c. Location of any clues-preferably on the map they took with them
  - d. Search difficulties, gaps in coverage, and effectiveness of the search
  - e. Hazards observed
  - f. Problems encountered with communication
  - g. Suggestions, ideas, recommendation or criticism for future use.
6. Debriefing should be done in writing.

**X. Documentation**

1. The Planning Section shall ensure that all documentation is carried out during a deployment to include but not limited to the following:

- Check-in
- Incident Action Plan development
- Developing and updating the incident map, clue map, and other map layers used during the operation.

**XI. Criteria for Mission Suspension and Demobilization**

1. Evaluate by consensus, the following factors prior to the decision to suspend or demobilize the mission:
  - a. Are we searching for a person who is most likely deceased or living?
  - b. Is the subject no longer within the search area boundaries?
  - c. What is the POD of the search area coverage?
  - d. What is the assessment of searcher safety?
  - e. What is the overall family and political climate?
  - f. Have all the segments been searched and researched?
  - g. Depletion of resources?
  - h. Priority of other SAR incidents?
  - i. Cost effectiveness of a continued search?

j. The present and future weather?

k. Major equipment malfunctions?

2. LIMITED CONTINUOUS SEARCH should be organized as follows:

a. Over flights of search area.

b. Posting of signs - At trailheads, camps, etc. to keep public informed of missing person.

c. Inform the public and media, particularly people who may be going into the search area.

**NASH COUNTY  
EMERGENCY SERVICES**



**DIVISION OF  
EMERGENCY MEDICAL SERVICES**

**Infectious Disease/Pandemic Response Plan for  
EMS Providers & Emergency Communications**

**May 2009**

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## LETTER OF AUTHORITY

**These plans have been drafted and approved by the Nash County Emergency Services, Division of Emergency Medical Services.**

**The Nash County Emergency Services Director, EMS Director and Medical Director by their signature, have approved these protocols as recommendations, which will be applicable to patient care procedures and protocols.**

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Emergency Services Director

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EMS Director

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Communications Director

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Medical Director

## **PURPOSE & GOALS**

The EMS Infectious Disease and Pandemic Plan is designed to offer guidance, continuity, and organization to the delivery of emergency medical care during a significant infectious disease or pandemic influenza outbreak.

The “Infectious Disease/Pandemic Response Plan” provides direction on “best practice” activity in the single patient scenario. By incorporating this behavior into daily practice, we establish the basic principles, which will work in a larger pandemic environment.

We acknowledge the military adage that, “No plan survives first contact with the enemy.” Therefore, we offer these plans with the caution that they were designed with limited knowledge and imperfect forecasting. They must remain flexible and subject to revision on short notice.

In managing infectious disease patients, whether a single patient or in an extended pandemic environment, the principles of the National Incident Management System must be applied.

The following points are recognized goals of the infectious disease/pandemic incident:

1. Achieve EMS “culture change” by incorporating “best practices” into daily infectious disease operations.
2. Safe, rapid and adequate response to the incident.
3. Adequate Personal Protective Equipment (PPE) to ensure responder safety.
4. Rapid containment to achieve personal safety and patient accountability and to reduce exposures.
5. Maximize utility of available EMS resources.
6. Provide reasonable patient care in the environment of limited resources.
7. Through continuity of operations, sustain public safety activities during times of prolonged or extended duress.
8. Recover and return to “normal” EMS operations as quickly and safely as possible.

## **BACKGROUND**

International interest in the field of EMS infectious disease was accelerated by the U.S. Anthrax cases in October, 2001, concerns about Smallpox and bio-terrorism, and by the 2003 SARS outbreak in Toronto.

We have resisted the temptation to specifically address the possibility of pandemic “flu” since this may limit the utility of these plans. Any pathogen may achieve pandemic proportions and impact, not just influenza.

During a pandemic, it may be necessary to make painful decisions regarding limited care in the face of increased demand and decreasing resources. These decisions will be difficult, but they must be made. Bluntly, we cannot afford to use time, resources, or personnel to help those who are beyond survival. As in triage at an MCI, the goal of our approach to a pandemic must be to maximize the use of available resources and provide reasonable help to the greatest number of people.

While compassion and caring are always appropriate, it is imperative that we do not allow these natural, human feelings to cloud our judgment in making treatment, transportation, or resource decisions. If resources are limited, the decisions we make in the field have implications beyond that of the individual patient. Subverting these guidelines could potentially threaten the entire medical system.

We feel it important that we give these topics some consideration now so that we will be better prepared – not just operationally, but also emotionally – if the pandemic or any other natural or manmade “disaster” occurs.

## **DEFINITIONS**

**ALS:** Advanced Life Support

**APCO:** Association of Public Safety Communications Officials

**Alternate Care Facilities:** Alternative sites set up to care for patients with pandemic illness e.g. Schools, churches, and public buildings set up through the Public Health authority having jurisdiction, and/or volunteer agencies to care for the sick.

**BLS:** Basic Life Support

**CAD:** Computer Aided Dispatch

**CBD:** Criteria Based Dispatch

**CDC:** Center for Disease Control

**Decon:** Decontamination measures

**DHHS:** Department of Health & Human Services

**DPH:** Department Of Public Health

**EOC:** Emergency Operations Center

**EMS:** Emergency Medical Service

**Epidemic:** A localized outbreak of an infectious disease

**Febrile Respiratory Illness:** Patients presenting with cough, and fever.  
Fever indicates infection. Cough indicates contagious.

**Haz-Mat:** Hazardous Materials

**HEPA:** High Efficiency Particulate Air Filter, mask or filter.

**I.D.:** Infectious Disease

**Isolation:** Sequestration of patients with infectious disease to prevent pathogen spread.

**MCI:** Mass/Multiple Casualty Incident.

**NCEM:** North Carolina Emergency Management

**NENA:** National Emergency Numbers Association

**NIMS:** National Incident Management System, a national incident management system that allows agencies of different disciplines and jurisdictions to work together during times of crisis or disaster.

**N95/N100 Masks:** NIOSH rated particulate masks.

**OEMS:** North Carolina Office of Emergency Medical Services

**Pandemic:** A worldwide outbreak of infectious disease.

**PEP:** Post Exposure Prophylaxis medication.

**Plan P:** Standing orders specific to the EMS response to pandemic patients

**PPE:** Personal Protective Equipment. Fit-tested HEPA masks, gloves, gowns, shields, eye protection.

**PSA:** Public Service Announcements.

**PSAP:** Public Safety Announcing Point (911)

**Quarantine:** Sequestration of individuals who have been exposed to infectious disease, but are not symptomatic, until a determined incubation period has passed.

**SMAT:** State Medical Assistance Teams

**SMRS:** State Medical Response System

**S & S:** Signs and Symptoms.

**WHO:** World Health Organization.

**Pandemic EMS Alert Levels:**

- **Alert Level - 1:** Human pandemic exists somewhere in the world.
  - No cases identified in state
- **Alert Level - 2:** Human pandemic cases identified in state.
  - No significant impact on EMS and medical systems.
- **Alert Level – 3:** Human pandemic has achieved rapid, human-to-human transmission with increased morbidity and mortality.
  - Overwhelming impact on EMS and medical systems.

## **Flu Terms Defined**

**Seasonal** (or common) flu is an annual, recurring respiratory illness that can be transmitted person to person. Most people have some immunity and a vaccine is usually available.

**Avian** (or bird) flu is caused by the H5N1/ or other identified influenza virus that may occur naturally among wild birds. This type of flu virus is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and vaccine may not be available.

**Pandemic** flu is virulent human flu that causes a global outbreak - or “pandemic” - of serious illness. Because there is little natural immunity, the disease can spread easily from person to person, against which humans have little historic immunity.

# **All-Hazards Infectious Disease/Pandemic Plan**

## **Communications/Dispatch**

### **History**

Communications serve an important function in every phase of EMS incident management, including those involving infectious disease pathogens.

Dispatch centers provide a critical “link” in identifying the presence of an “infectious environment”, determining resources required, initiating responses, advising responding units of prevailing conditions, and providing pre-arrival instructions to members of the public. In addition, they may identify specific clusters of illness based on symptoms and geographic locations, which will serve as an important “Epidemiology-link” to Public Health and responder agencies.

### **Operations**

Communications personnel are trained to seek information from callers and transmit that information to responders, which indicates the presence of an infectious disease or a potentially infectious condition. In addition to the usual EMS questions, during a pandemic, callers will be asked questions according to medical protocols (pandemic flu protocol 36) related to patients exhibiting “flu like symptoms”:

Call-Receivers must be alert for information indicating that there are multiple patients with the same symptoms or complaints. Communications center personnel may identify “clusters” of patients, either geographically or within a period of time.

## **EMS Response**

During the response, EMS providers must pay close attention to the dispatch information provided, either verbally or via CAD and pager, for details indicating a possible infectious condition. This may include “Premise History” or other knowledge of known infectious patients or locations where these patients have been identified.

Every member of the responding crews must be informed and Personal Protective Equipment (PPE) readied for use.

Units may consider staging until the scene is secured and PPE donned.

During the response, units may consider the need for, and request, additional resources:

- Command Officers / Supervisors
- Law enforcement ( city/county)
- Additional units ( depending on staffing levels)
- Other infectious disease resources that may exist

## **EMS Arrival & Patient Care**

Consider safe parking and/or staging to permit scene security, access to patient, and transport needs.

Put on Personal Protective Equipment (PPE). All-hazards Infectious Disease PPE may include:

- Splash-protective eyewear – goggles, glasses, face shield
- Fit-tested HEPA mask: N-95/100
- Splash-resistant gown or suit
- Gloves
- Boot covers

Limit the number of individuals exposed, including responders and public. The Incident Commander, if on scene, will ensure scene security, denying exit to those exposed and entry to unnecessary personnel and anyone not wearing approved PPE, including law enforcement and other responders.

Increase ventilation: open doors and windows. Move patient outside, if possible. Do not place a possibly infectious patient in an EMS response vehicle until circumstances are more clearly understood.

Determine or confirm the presence of possible infectious disease based on:

- patient complaint
- symptoms
- signs

- history - including travel and possible exposure.

Place mask (surgical/procedure masks) on patient, as tolerated.

**Cough-producing treatment procedures will increase the spread of respiratory droplet pathogens.** Consider limiting these procedures as outlined by medical guidelines and standing orders. For example, consider placing a surgical/procedure mask over nasal cannulas supplying oxygen to patients. Nebulizer and Metered-Dose inhaler treatments may be contraindicated in patients with respiratory infections.

## **Patient Disposition & Transport**

Individual patient transport destinations will be determined based on:

- The patient's medical needs
- Infectious disease status, suspected or known
- Regional hospital status-(bed availability)
- Pre-designated hospital(s), if any, for known or suspected infectious disease patients
- Availability of transport vehicles
- Alternate care facilities

Communications with the receiving hospital will include the known or suspected infectious disease status of the patient and plans for transferring the patient at the receiving facility.

Transport vehicles will be utilized depending on:

- Medical needs of the patient
- Ability to protect and de-con transport units
- Availability of specialized transport resources

### **[Aero-medical transport units should not be utilized]**

During transport, ventilation within the patient compartment will be increased by opening windows and turning on mechanical ventilation. A positive-pressure environment in the driver's cab will be achieved by turning on mechanical ventilation and leaving windows closed. If possible, any entry or opening between the patient compartment and cab will be closed and sealed.

On arrival at the hospital, PPE will be worn until patient transfer has occurred and the EMS equipment and vehicle have been decontaminated.

Decontamination of vehicle, equipment and all potentially contaminated surfaces will take place following each agency's directions and using solutions, wipes and other materials provided for this purpose. **Remember: for waterless hand cleaning the CDC recommends using soaps and solutions, which contain >60% alcohol.**

Removal and disposal of contaminated PPE will take place in accordance with each Nash County EMS's Infectious Control Plan. Contaminated PPE must be disposed of as any other contaminated, bio-waste.

**Removal of PPE will be followed by hand washing with soap and warm water, if available, otherwise, with waterless, alcohol-based soap.**

PPE items will be replenished and readied before returning to in-service status.

**Depending on type of exposure, no EMS crew members will enter the living quarters of their stations, or return home, without ensuring that every opportunity has been taken to wash, change clothing and otherwise provide personal hygiene and decontamination.**

## **Pandemic Plan**

## **Alert Levels:**

Pandemic Alert Levels will be declared by Nash County EMS, Communications and Health Department.

- **Alert Level -1: Human pandemic exists somewhere in the world.**
  - **No cases identified in state**
  
- **Alert Level-2: Human pandemic cases identified in state**
  - **No significant impact on EMS and medical systems.**
  
- **Alert Level-3: Human pandemic has achieved rapid human-to-human transmission with increased morbidity and mortality.**
  - **Overwhelming impact on EMS and medical systems.**

## **Communications/Dispatch:**

**Pandemic Flu Plan**  
**Emergency Communications Center**

**Level 3: Human pandemic has achieved rapid, human-to-human transmission with increased morbidity and mortality with significant impact on 911 Center functions**

- Implement medical protocols (pandemic flu protocol 36) related to patients exhibiting “flu like symptoms” and seek advice/direction from local medical director to alter dispatch protocols due to overwhelming call volume if needed.
- Monitor daily reports from local department of public health and area hospitals on status of flu cases in the immediate area
- Alter work schedules of 911 employees to maintain adequate staffing levels and contact on/off duty personnel regularly to check their health status

**Level 2: Human pandemic cases identified in state with no significant impact on 911 Center functions**

- Consult with medical control and meet with 911 staff to implement the Severe Respiratory Infection Tool (SRI) and inform responders of relevant information related to patient status. Begin utilizing the CBRN surveillance button & severe respiratory infection (flu-like) symptoms button located in the toolbar in the EMD ProQa Software. This surveillance tool will help to identify patterns, trends and geographic clusters of symptoms.
- Review policies and procedures for implementing Level 3
- Monitor call volume and work load as needed
- Consider screening employees coming to work for signs and symptoms of flu & implement policy to keep the work environment as clean and sanitary as possible

**Level 1: Human pandemic cases identified in the world with no impacts on service**

- Staff to begin reviewing established dispatch protocols (“pandemic flu” protocol 36).
- Begin daily monitoring of calls for service related to flu or flu-like symptoms
- Review policies and procedures for implementing Level 2.

**EMS SYSTEMS:**

## LEVEL 1

- **1 – Human pandemic exists somewhere in the world.**
  - **No cases identified in State**

Continue with any unfinished items from “Planning & Preparations.” [See Appendix 2.0]

Review plan and consider implementation of employee screening for symptoms, temperature and exposure.

Implement mandatory personal protection guidelines when responding to possible pandemic patients:

- Based on current dispatch guidelines.
- Dispatch will alert responding crews.
- Crews also mandated to implement protection if patient displays specific S&S.
- Review plans to manage increased volume of bio-hazard infectious waste.

## LEVEL 2

- **2 - Human pandemic cases identified in State**
  - **No significant impact on EMS and medical systems.**

Review implementation of Level 3 operational changes.

Implement personal protection guidelines on responses.

- Masks, goggles, gloves, gowns, etc.
- Minimize time spent in infectious environment.
- Minimize number of people in close contact with patient.
- Increase efforts at personal hygiene and decontamination.
- Decontaminate EMS equipment

Based on call volume and work loads, consider implementing alternative staffing plan

Consider screening employees coming to work for symptoms, temperature, and exposure to ill patients. Employees who present flu-like signs and/or symptoms will be retired of any patient-care duties.

Continually survey employees’ availability

Ensure availability of needed medical and non-medical items at stations to support sustained operations.

Consider modified response, treatment, and transportation plans as directed by Medical Director.

- No response to minor complaints.
- BLS response to many previous ALS calls.
- Possible pandemic flu patients transported to designated hospital, if identified.

Review and begin to practice agency “facilities plan, “to ensure vehicle equipment and personnel decontamination prior to entering station living quarters.

Station quarters, including offices, “day room” and bunk rooms should be considered “sterile environment”, with adequate decontamination of personnel required before entering. If the haz-mat environment is applied to this concept:

- Scene is considered “hot zone
- Truck bays and de-con areas are “warm zones”
- Living quarters are “cold zones”

Assess volume of bio-hazard, infectious waste for increased vendor pick-ups or storage

### LEVEL 3

- **3 - Human pandemic has achieved rapid, human-to-human transmission with increased morbidity and mortality.**
  - **Overwhelming impact on EMS and medical systems.**

**Activate Level 3 Standing Orders** (See Appendix 3.0) as directed by Medical Director. EMS personnel will respond, treat and transport flu patients according to Level 3 instructions.

Implement “facilities plan” to ensure vehicles, equipment and personnel are decontaminated before personnel enter station living quarters. A single site for decontamination activities might be preferred, which would offer security; vehicle and equipment decon supplies and personal hygiene facilities. Additional storage for accumulations of bio-hazard, infectious waste may need to be designated.

Implement alternative staffing plans:

- Personnel may be called to report to duty for an undefined period of time.
- Stations may serve as living quarters for those on duty for extended shifts, to minimize traveling to and from home.

### MEDICAL DIRECTORS:

#### LEVEL 1

- **1 – Human pandemic flu exists somewhere in the world.**
  - **No cases identified in State.**

Review and revise Level 3 Standing Orders as needed.

Confirm and test “chain-of-communication”.

Complete “Planning and Preparations” activities [See Appendix 2.0].

Provide specific pandemic training and continuing education as required.

### **LEVEL 2**

- **2 - Human pandemic cases identified in State.**
  - **No significant impact on EMS and medical systems.**

Prepare for Level 3.

Coordinate treatment and transportation options.

### **LEVEL 3**

- **3 - Human pandemic has achieved rapid human-to-human transmission with increased morbidity and mortality.**
  - **Overwhelming impact on EMS and medical systems.**

Direct activation of level 3 Standing Orders [See Appendix 3.0]

# Infectious Disease “Pocket Cards”

## I. INFECTIOUS DISEASE PREVENTION

### HANDWASHING

Hand washing is the most effective way to prevent transmission of Infectious Disease.

### III. WASH HANDS

- After patient contact
- Before eating, drinking, smoking or handling food
- Before & after using the bathroom
- After cleaning or checking equipment

### IV. PPE

*Gloves and Eye Protection should be worn for every patient.*

**ULL PPE for possible Infectious contacts**

#### Donning Sequence

- Gloves > Gown or Suit > I Protection

## V. INFECTIOUS DISEASE

### FEBRILE ILLNESS

- Dispatchers will notify units of - Infectious symptoms or locations
- Dispatch info or fever w/ cough or illness or possible infectious disease
- **FULL PPE**
  - Gloves, Eye Protection, HEPA Masks & Gowns or Suit
  - *Mask patient*
  - Limit patient contacts
- **After patient contact**
  - Remove PPE – approved sequence
  - Dispose of PPE as contaminated waste
  - On scene decon - Eye Protection & equipment w/ germicidal cleaner
  - Hospital decon - Eye Protection, equipment and apparatus

### Suspected Influenza (Flu)

**History**

- Two or more of the listed Signs and Symptoms
- Travel to endemic area within the past 7 days
- Exposure to sick contact with influenza symptoms

**Signs and Symptoms**

- Fever and/or chills
- Breathing Problems
  - Cough
  - Runny Nose or Congestion
- Sore Throat
- Body Aches
- Malaise (Feeling of illness or discomfort)
- Nausea and Vomiting
- Diarrhea

**A suspected influenza patient is one of the following:**

- Any patient with 2 or more signs or symptoms of influenza
- Any patient with one symptom and a history of travel to an endemic area or exposure to a sick contact

**Differential**

- Influenza A (Swine H1N1 and Avian)
- Influenza B
- Non Influenza Viral Infections
- Respiratory Bacterial Infections

Dispatch Center Staff

Follow existing EMD Protocols and Guidelines (Implement Priority Dispatch Protocol 36: Pandemic Flu if possible)

Ask the following Question

Listen carefully and tell me if you have any of the following symptoms?

- Fever or Chills
- Upper Respiratory Infection with a runny nose, nasal congestion, or a cough
- Sore Throat
- Vomiting or Diarrhea
- Body Aches or Weakness
- Contact with someone with the Flu
- Travel to an area with a known Flu outbreak

If any symptom is Positive (Yes) Notify Responding EMS Units of Potential Influenza Patient.

Initial EMS Contact of Suspected Influenza Patient

- ✓ Bring Surgical Mask and personal protective equipment with you into the home or patient area.
- ✓ Stay a minimum of 2 meters (6 feet) from the patient until the patient history has been completed and no identified influenza symptoms have been identified.
- ✓ If the patient history is positive for 2 or more symptoms, all EMS personnel should put on a N-95 mask if in the patient treatment area.
- ✓ If the patient history is positive, place a surgical mask on the patient (Use a Non-Rebreathing mask if Oxygen is clinically indicated).
- ✓ Follow strict hand-washing procedures and disposal of all PPE if not transporting the patient. Disposal should be in EMS biohazard waste containers.

Use Normal Treatment Protocols with the following exceptions

No Nebulized Medications should be given.

- Multi-Dose Inhalers (if possible with spacers) or IM Epinephrine should be used instead
- IV epinephrine should be reserved for pre-arrest patients only.
- Only use CPAP devices if they have disposable filters.
- If an Invasive Airway is required, any BIAID (King LT or Combitube) is preferable to endotracheal intubation.

EMS Transport of Suspected Influenza Patient

- ✓ Confirm surgical mask is in place on patient
- ✓ Use PPE including gloves and N-95 mask if in patient compartment. If performing any direct patient care (especially any airway procedure) a gown and eye protection must also be used.
- ✓ Driver must wear surgical mask if drivers cab is open to the patient compartment
- ✓ Create negative pressure in the unit by having an open window
- ✓ Notify the receiving facility early of the patients impending arrival so they may prepare an appropriate room to receive the patient
- ✓ Carefully clean the unit after the call using approved infection control practices

The purpose of this protocol is to provide direction to communication center and EMS professionals on the safe identification, treatment, and transport of any patient with suspected influenza. By identifying any potential influenza patient, EMS professionals can more effectively reduce their exposure risk through the utilization of appropriate personal protection equipment (PPE).

**Pearls**

- Document Primary Symptom and all Associated Symptoms in the Patient Care Report for influenza surveillance.
- Patients with Swine Flu (H1N1) are infectious/contagious for up to 7 days after the onset of symptoms. If symptoms last longer than 7 days, the patient is considered contagious until the symptoms resolve.
- If you develop influenza like symptoms, notify your health care provider, your EMS Agency, and avoid contact with others to limit the spread of the illness.

**Protocol 0** 2009

This protocol has been developed by the North Carolina Office of EMS (Version 5-1-2009)

ed equipment &



## **Appendix 2.0**

### **Pandemic Planning & Preparations**

#### **Pandemic Alert Levels:**

- **Alert Level -1:** Human pandemic exists somewhere in the world.
  - No cases identified in State.
  
- **Alert Level -2:** Human pandemic cases identified in state.
  - No significant impact on EMS and medical systems.
  
- **Alert Level-3:** Human pandemic has achieved rapid human-to-human transmission with increased morbidity and mortality.
  - Overwhelming impact on EMS and medical systems.

## **COMMUNICATIONS/DISPATCH:**

Develop a communications plan to provide surveillance of “trends” related to calls for EMS service for Infectious Disease symptoms. The individual calls need to be identified within the CAD system so that routine queries may be made to track the incidence of infectious disease, including pandemic flu.

Consider implementation of the Severe Respiratory Infection Tool (SRI)  
Consider implementation of medical protocol pandemic flu 36.

Educate dispatch:

- Written information/guidelines on new flu questions
- Level 3 and how it affects dispatch

Develop Employee Protection Plan:

- Update emergency contact info for each employee
- Define mutual expectations (“You take care of us, we’ll take care of you”)
- Determine employee/family needs (letter, survey)
- Masks, gloves, wipe educational information, etc.

Determine communications center facilities plan:

- Security and access to ensure “operations continuity”
- Equipment needs (masks, hand wipes, etc.)
- Non-equipment needs for a pandemic (e.g. food, toiletries, bedding for stations in the event that the dispatch center is as temporary housing for employees)
- Alternate staffing models (for example, consider longer shifts so there will be less travel to and from home)
- Screening for employees coming to work (temperature, symptoms, etc.)
- Establish sick leave policies for employees suspected to be ill or who become ill at work. Employees with suspected pandemic influenza should not remain at work and should return only after their symptoms resolve and they are physically ready to return to work.
- Establish policies and procedures for employee sick leave absences unique to a pandemic environment, which is non-punitive and liberal. Employee absenteeism may result from being sick themselves; caring for ill family members; or exposure to known or suspected ill individuals.

## **EMS SYSTEMS:**

Educate EMS providers:

- Written information about the Pandemic Flu Plan and “Level 3”:
  - Employee responsibility for personal protective equipment
  - Understanding guidelines for wearing PPE
  - Understanding guidelines for personal hygiene and decontamination
  - Medical aspects/employee responsibilities of Level 3

Develop facilities plan:

- Security
- Develop screening for employees coming to work (temperature, s/s, etc)

Develop “Continuity of Operations Plan”:

- Develop alternate staffing models (ex. Consider longer shifts so there will be less travel to and from home, combining all ambulance services within A jurisdiction, to include staff and ambulances into a single model)
- Determine non-equipment needs for a pandemic to support extended Staffing operations (cots, food, etc)

Develop Employee Protection Plan

- Define mutual expectations (“You take care of us, we’ll take care of you.”)
- Determine employee/family needs (letter, survey)
- Update emergency contact info for each employee

Establish sick leave policies for employees suspected to be ill or who become ill at work. Employees with suspected pandemic influenza should not remain at work and should return only after their symptoms resolve and they are physically ready to return to work.

Establish policies and procedures for employee sick leave absences unique to a pandemic environment, which is non-punitive and liberal. Employee absenteeism may result from being sick themselves, caring for ill family members and/or exposure to known or suspected ill individuals.

Purchase cache of necessary work-related personal protective equipment (masks, goggles, gloves, gowns, etc.).

Determine non-equipment needs for a pandemic to support extended periods of staffing and operations.

Develop alternate staffing models (for example, consider longer shifts so there will be less travel to and from home).

## **MEDICAL DIRECTORS:**

Review and approve Dispatch changes

- Surveillance plan
- Additional infectious disease questions
- Short reports to responding units
- CBD guideline changes to reduce EMS responses
- “Reduction of Service” policy,

Provide guidance on PPE and treatment recommendations and changes.

Review and approve Patient Care Guidelines changes.

Develop Pandemic Plan, Standing Orders: Level 3 (“Pandemic”).

Review and approve Medical Support Group plan:

- Staffing schedule
- Communication links

Affirm that when care is rationed, the highest priority will be to health care providers to ensure that health care is available.

## Appendix 3.0

# Pandemic Medical Standing Orders Level 3

### **Rationale:**

In the case of a pandemic, demand for emergency medical services of all types may reach crisis proportions. In this event, significant adjustments may be necessary in the guidelines covering dispatch, response, treatment and transportation. Level 3 provides guidance for the EMS system when and if the crisis point is reached.

*The decision to activate Level 3 will be made jointly by the EMS, Communications and Public Health. In a public health crisis, the situation may evolve rapidly. Depending on the situation, Level 3 in its entirety or any portion, may be activated and adjusted as the crisis warrants.*

Level 3 offers directions, which may be helpful under these circumstances, in the following EMS activities:

### **Communications/Dispatch:**

**Information:** Communications personnel may transfer callers requesting information or reporting infectious disease signs and symptoms to alternate electronic resources. These may include prepared scripts or recorded information lines established by public health or other information resources set up during a pandemic. This information may include reporting a dead body or caring for a dead body until retrieval can be arranged. The required call-processing time limits will be waived, along with response time requirement, ambulance staffing, and ambulance response times.

**Pre-Arrival Instructions** to callers must include instructions to provide scene security, limit number of people exposed and reduce the risk of infection. These instructions will include:

- **Caller to remain on location**
- **Avoid contact/exposure of other people**
- **Move patient(s) outside, if possible, to reduce infection**
- **Increase ventilation: open doors & windows**

**Reduction of Service:** During Pandemic Level-3 operations, communications centers may be directed through the Medical Director to reduce or restrict EMS responses. This will be implemented by a “Reduction of Service Policy” to specific EMS alarm types or Incident Dispatch Codes. The “Reduction of Service Policy” will be terminated upon directions from the Medical Director.

## EMS

**Smart Triage:** Patients will be triaged in the pre-hospital setting using the following criteria:

- **Green:** Patient stable; no treatment or transport required.
- **Yellow:** Patient in need of medical care with reasonable chance of survival.
- **Red:** Patient in need of advanced medical care with reasonable chance of survival. No signs or symptoms of infectious (pandemic) disease.
- **Infectious Card:** Infectious disease patients in need of care and comfort measures, Palliative Care. Seriously ill with little or no chance of survival.
- **Black:** Dead or immediately expected to expire.

**Personal Protective Equipment:** Minimum PPE will be used, consisting of:

Gloves  
Eye protection  
Fit-tested HEPA or other mask  
Gown

**Enhanced PPE** may be directed, to include:

Face shield  
Shoe or boot covers  
Hair cover

### **BLS Therapy Guidelines:**

- Apply surgical or procedure mask to I.D. symptomatic patients over oxygen appliances.
- Patients must be able to maintain their own airway:
  - Oropharyngeal and nasopharyngeal airways will not be placed.
  - Mechanical ventilations will not be attempted.
- Decisions regarding palliative care may be required at the BLS level in consultation with medical control when medical resources and medical destinations are unavailable.

### **ALS Therapy Guidelines:**

- Support and continue BLS palliative care efforts as outlined above. Additional “care & comfort” measures may include: sedative and pain medications and IV hydration.
- Advanced airway maneuvers may not be helpful, including ventilation, intubation and surgical airways, and **will not be performed**.
- Palliative care, for Smart Triage patients, may be pre-authorized or obtained from Medical Control hospitals.
- Permission to continue or cease cardiac arrest resuscitation efforts, in Infectious disease patients, will not require Medical Control consultation.

## **Appendix 4.0**

### **Reduction of Service Policy**

#### **1.0 PURPOSE/REFERENCES:**

To authorize an alternative form of medical instruction for callers during an EMS Level 3 Pandemic in which EMS service may be reduced. This may be due to overwhelming increases in demands for service, decreased or unavailable resources and/or no available regional transport destinations.

#### **2.0 POLICY:**

When an event or conditions impact our ability to manage the calls for service, these procedures shall be implemented to assist the caller during an Level 3 Pandemic.

#### **3.0 PROCEDURE:**

##### **3.1 Implementation:**

In the event that a Level 3 Pandemic has been declared, there would be continued provisions for police services, fire combat, extrication and rescue activity and minimal medical responses. Requests for EMS responses related to patients with Respiratory Febrile Illness (RFI) and associated shortness-of-breath, respiratory distress, and/or “flu-like-symptoms” may not receive an EMS response. When the request for service is denied we will provide resources and/or instructions for the caller to receive any assistance available. These may include alternate resources phone numbers, personal hygiene, scene safety, self-care and patient care directions, or directions to alternate care sites.

##### **3.2 Exclusions:**

Patients or callers reporting signs and symptoms of Respiratory Febrile Illness, flu-like symptoms (acute onset, fever, dry cough, sore throat, head and muscle aches, general malaise), in combination with:

- Shortness of breath
- Respiratory distress
- Decreased level-of-consciousness
- Unknown illness, including “Flu-like symptoms”

##### **3.3 Instructions:**

Depending on available resources there may be outside service options, i.e. Public Health information line through calling 1-800-662-7030, for callers who need instructions on how to deal with the ill, dying or deceased.

## INTERNET RESOURCES ON AVIAN INFLUENZA

**US Government Pandemic Flu Site:** <http://www.pandemicflu.gov/>

**Center for Infections Disease Research and Policy (UMinn):** <http://www.cidrap.umn.edu/>

**“Effect Measure” A Public Health Professionals’ Blog:** <http://effectmeasure.blogspot.com/>

**H5N1** A news collection site, w/ commentary, exhaustive links to a wide variety of resources as well:  
<http://crofsblogs.typepad.com/h5n1/>

**WHO Epidemic Pandemic Site:** <http://www.who.int/csr/en/>

**Influenza Report 2006**-an online medical textbook that is written and published online as information becomes available: <http://www.influenzareport.com/index.htm>

**UN Food and Agriculture Site:** [http://www.fao.org/ag/againfo/subjects/en/health/diseases-cards/special\\_avian.html](http://www.fao.org/ag/againfo/subjects/en/health/diseases-cards/special_avian.html)

**World Organization for Animal Health**-A veterinarian disease reporting site:  
[http://www.oie.int/eng/en\\_index.htm](http://www.oie.int/eng/en_index.htm)

**An MD’s BF Blog:** [http://drbobgleeson.typepad.com/bird\\_flu/](http://drbobgleeson.typepad.com/bird_flu/)

**FluTrackers**-a BF focused site for info and discussion of BF: <http://www.flutrackers.com/forum/>

**Current Events Forum**-see areas devoted to Flu Clinic, Flu Discussion, Flu Preparation:  
<http://www.curevents.com/vb/forumdisplay.php?f=40>

**FluWIKI:** An authoritative information site and discussion forum, currently as read only while addressing technical IT issues, respected source where authorities and lay people discuss BF topics and build a storehouse of information in the wiki: <http://www.fluwikie.com/pmwiki.php?n=Main.HomePage>

**Wall Street Journal: Avian Flu News Tracker:**  
[http://online.wsj.com/public/article/SB112896461663164579-ppo\\_6wfcgN3zajns2WY43LVH7E4\\_20051019.html?mod=blogs/](http://online.wsj.com/public/article/SB112896461663164579-ppo_6wfcgN3zajns2WY43LVH7E4_20051019.html?mod=blogs/)

**NEWS NOW (UK): News tracker service** using 22,500+global news sources:  
<http://www.newsnow.co.uk/newsfeed/?name=Bird+Flu>

## **Appendix 6.0**

### **Points of Contact**

The point of contact for Nash County EMS will be the on duty Shift Supervisor.

Contact Information:

Office: 252-459-1509

Mobile: 252-908-1851

Nash Central Communication: 252-459-7131

All reports made to Nash County Public Health will occur by calling the Bioterrorism Pager at 252-212-0725 or contact Nash County Health Dept at 252-459-9819.

Nash County Emergency Medical Service In the event of possible outbreak the EMS Shift Supervisor will contact the Charge Nurse at receiving facility.

In the event of possible outbreak the EMS Shift Supervisor will contact the Nash County EMS administration

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## Community Alert, Notification and Warnings

Updated 01/05/2012

### 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 Nash 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 Nash County Website or by making contact with the Nash 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 Nash County will notified through the communications center or by the quickest possible method, in the event an incident occurs within Nash County that may cause adverse affects 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. Assistant Emergency Services Director

# APPENDIX 1

## EMERGENCY ALERT SYSTEM

### I. Purpose

This appendix provides specific instructions and procedures for Nash 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 Nash 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 BOUNDARIES.
- 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 Nash 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.

## 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 Nash County Emergency Services Fire Rescue Division 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.

**NASH COUNTY**  
**Points of Distribution (PODS)**  
**Standard Operating Guideline**

**I. PURPOSE**

- M. The **County Points of Distribution (CRDP)** guideline establishes procedures and responsibilities for establishing and operating the Nash County Points of Distribution.
- N. **County Points of Distribution** is defined as centralized locations where the public picks up life sustaining commodities following a disaster or emergency.

**II. ASSUMPTIONS**

- C. Pre-event, the county has identified designated PODs throughout the county to provide for 20% of the county's population.
- D. Resource needs exceed County capabilities.
- E. The county will exhaust local resources by means of mutual aid or contracts before requesting resources from the state.
- F. The county operates under the Incident Command System.

**III. DIRECTION & CONTROL**

- E. A POD Manager will be assigned at each POD, responsible for resource ordering, receiving, tracking, and overall control of the POD.
- F. Support agencies requested by and assigned to support a county will work at the direction and control of the county.
- G. Resources provided by the State will may be shipped direct to the County Points of Distribution or depending on the severity of the event, may ship directly to a POD.
- H. An audit trail will be maintained at all levels.

**IV. ROLES AND RESPONSIBILITIES**

**County**

1. Nash County is responsible for the identifying County Points of Distribution management and operations.
2. Nash County is responsible for ensuring that all County Points of Distribution personnel are trained. Those individuals requiring certification (i.e. forklift operators, etc.), will be either OSHA or military certified. All others should be trained and qualified either through ICS (civilian) or Military Occupation Specialty (MOS, military).
3. Nash County will maintain a MOA with a local trucking firm to handle the distribution of supplies to the POD's or through county resources.
4. Nash County is responsible for providing, to the state, the following information on the County Points of Distribution (include information on alternate sites):
  - Site Location
  - Directions (written and map)
  - Points of Contact (all pertinent contact information for day/night)
  - GPS Coordinates
  - \* *See attachment*

- 5 Nash County will assure there is communications to support agencies operating within the county.
- 6 Nash County will coordinate the demobilization of PODs with the POD Manager and will be responsible for redistribution of resources to County Staging Areas or other PODs. Transportation resources assigned to the county to assist in redistribution will only be used within the county.
- 7 Local resources will staff the County PODs.

#### **State**

1. The state is responsible for the distribution of resources to the County Points of Distribution.
2. After exhausting local resources, and upon request, the state may provide assistance to counties in the staffing of the County Points of Distribution.
3. The state will ensure that any required Receiving and Distribution Point personnel are trained. Those individuals requiring certification (i.e. forklift operators), will be either OSHA or military certified. All others will be trained and qualified either through ICS (civilian) or Military Occupation Specialty (MOS, military).

### **V. SITE REQUIREMENTS**

#### **Equipment**

- Pallet jack
- Hand trucks
- Shrink wrap and stretch wrapper
- Refrigerated trailers (locally procured)
- Sufficient parking
- Telephone, fax/copier, and office supplies
- Tables/chairs
- Port-a-Potty(s)
- Emergency lighting for the site
- Security
- Electricity
- Dumpster
- Traffic Cones
- County 800 MHz Radio

Personnel Requirements: (Per shift)

(**NOTE:** Some positions may be combined)

- Points of Distribution Manager (1)
- Recorder (1)
- Warehouse Workers (3)
- Safety Officer (1)

C. Other site considerations:

- Paved Parking
- Ease of movement
- Generator capability
- Safety considerations (lighting for night operations)

### **VI. POD TYPES**

- A. Type I serves 20,000 people per day
- B. Type II serves 10,000 people per day
- C. Type III serves 5,000 people per day
- D. Un-Type serves 1,600 people per day

**VII. POD ACTIVATION**

- A. Local Emergency Management will determine if there is a need for a POD and the location, timeframe for operation, and what commodities will be provided (Information obtained by Public Safety Officials from the affected areas).
- B. Once the decision is made to open, the POD Manager will be notified.
- C. The POD Manager will notify POD staff for activation.
- D.

**VIII. POD MANAGER RESPONSIBILITIES**

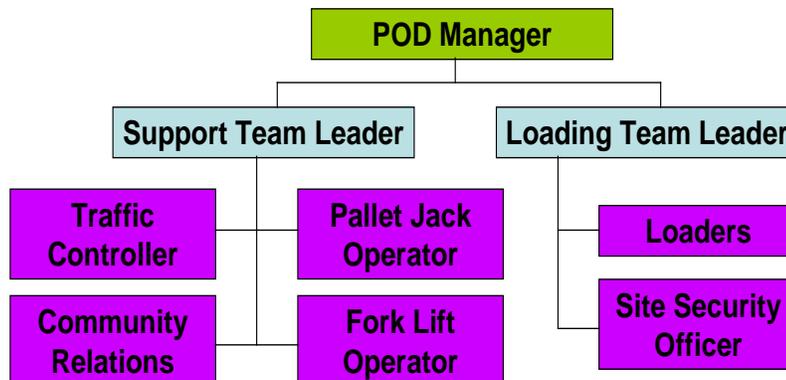
- A. Notifies the POD Team
- B. Conduct a Hazard Assessment at the POD site.
- C. Determines if the site is safe for operations.
  - a. If unsafe, POD Manager will notify Local Emergency Management.
  - b. If safe, prepare for setup.
  - c. Use the POD Setup Checklist form (see attachment)
- D. POD Manager assigns positions according to level of personnel training.
  - a. Team Leader
  - b. Traffic Controller
  - c. Community Relations
  - d. Pallet Jack Operator
  - e. Loaders
  - f. Security

(Some duties may be assigned to more than one person)
- E. POD Manager documents all team members on site with ICS 211 form.
- F. POD Manager accounts for all paperwork related to POD operations.
- G. When site is open and running, contact Local Emergency Management to confirm operations and when POD is closed or shut down.

**VIX. POD STAFF**

- A. The management structure of a POD operates using two teams:

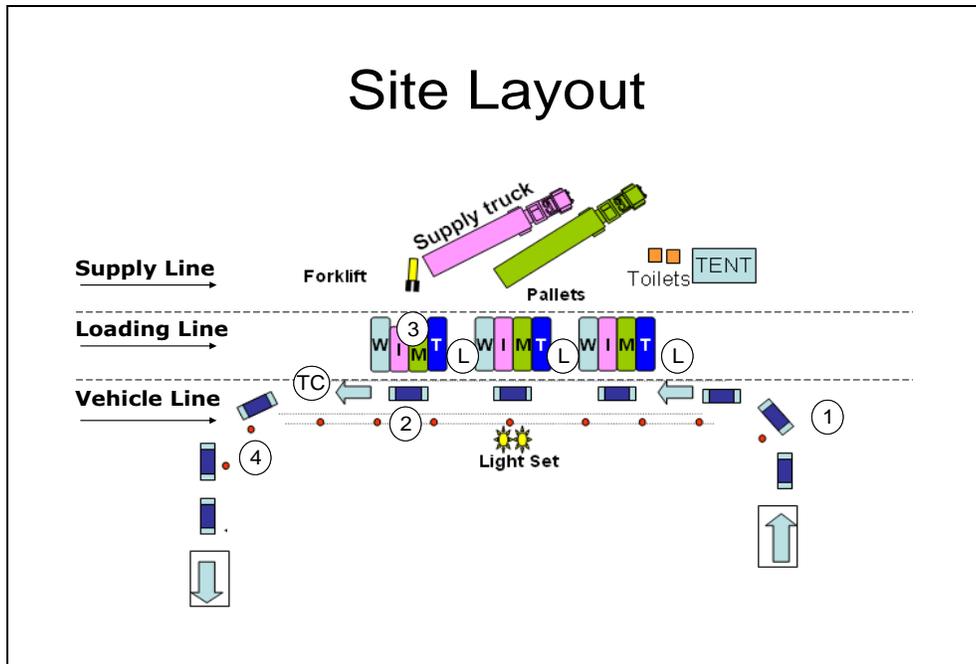
## POD Staff



- a. Support Team
- b. Loading Team
- B. Support team supports the loading line by:
  - a. Resupplying loading points
  - b. Unloading bulk commodities
  - c. Maintaining traffic control
  - d. Providing community relations
- C. Loading Team conducts loading operations and sustainment of staff and supports the loading line by:
  - a. Conducting customer commodity loading.
  - b. Sustaining staff operations including:
    - i. Restrooms
    - ii. Break areas
    - iii. Trash removal
    - iv. Staff feeding
    - v. Establish shift schedules

**X. POD SETUP**

- A. Ensure there adequate entrances and exits.
- B. Be aware of traffic flow around the POD site.
- C. Can large truck maneuver in out of the POD site?
- D. Designate the following lines with these minimum dimensions:
  - a. Vehicle line – 20 feet wide
  - b. Supply line – 50 feet wide
  - c. Loading line - 80 feet by 40 feet each



- E. Traffic cones should create a lane that is 12 feet wide and no more than 20 feet apart.
- F. Signage for PODs
  - a. POD Ahead-provides direction to inbound customers.

- b. Enter-Directs customers to enter at the correct point.
- c. Loading Point-Each loading point should be marked for materials needed by customers.
- d. Exit/Do Not Enter-Marks the vehicle lane exit.

G. Loading Points- (refer to Site Layout)

- a. W = water
- b. I = Ice
- c. M = MREs/Food
- d. T = Tarps/plastic

**XI. POD OPERATIONS**

- A. Vehicle enter POD
- B. Traffic Controller (TC) signals vehicles to stop at Loading Points.
- C. Loaders are signaled to load vehicles.
- D. Once vehicle is loaded, loaders return to loading line away from vehicles.
- E. Traffic Controller (TC) visually verifies that vehicles are clear of loaders and signals for vehicles to exit the POD.

**XII. ORDERING AND RESUPPLY**

- A. Consumption Rates – Are determined by the number of customers through the POD per day. This information is relayed to the EOC.
- B. Ordering – When contacting the EOC with Consumption Rates also include other supplies you may need for POD operations.
- C. Resupply – Should be done at night or after POD has closed and organized in the supply and loading lines for the next operational period.
- D. Resupply Loading Point – Should be restocked at night or when POD is closed from the supply delivery.

**XIII. MAINTAINING EQUIPMENT**

- A. Daily Maintenance – Equipment should be checked daily to ensure proper working condition. Use appropriate checklist for the equipment being inspected. **Use attached form.**
- B. Break Downs – Contact the EOC if you have an equipment issue.
- C. Refueling – Always follow the owner's manual for the equipment being fueled. Fueled equipment should be refueled twice a day.

**XIV. VOLUNTEERS, MEDIA, and the PUBLIC**

- A. Coordinate with Local Emergency Management in the use of volunteers.
- B. Volunteers must follow the same rules as the other POD staff.
- C. Any Media visits shall be coordinated with the Public Information Officer (PIO) at the Emergency Operations Center.
- D. Public Relations staff, under the direction of the PIO, may collect and distribute information to the public during a POD operation.

**X. FORMS**

- A. Forms shall be used to capture necessary information on the operations of all PODS categorized as followed:
  - a. Equipment
  - b. Resources
  - c. Staffing

- B. Equipment – This form is used to track the equipment used at each POD and the point of origin. Use the attached Equipment Form.
- C. Resources – This form is to track the supplies at the POD so the POD Manager can maintain an inventory of what has been received, distributed, and on hand. Use POD Supply Tracking Form.
  - a. The POD Manager shall use the trucker's Bill of Lading or Mission Assignment Form to account for the supplies delivered.
  - b. The POD Manager shall ensure there is an assignment number associated with the shipment that matches the Bill of Lading or Assignment Form that follows the shipment from the State, County CRDP, and POD.
  - c. If a discrepancy is found, the POD Manager shall contact the Point of Origination (vendor or staging area) for resolution.
- D. Staffing – All POD staff, including volunteers, will use several form for staffing documentation.
  - a. Each staff person must sign in and out each day using the ICS 211 form.
  - b. Each staff member shall maintain a Daily Activity Report.
    - i. Record your name
    - ii. Record unit ID or drivers license number
    - iii. Position assigned
    - iv. Time in/time out and total hours.

## **XI. SAFETY**

- A. The POD Manager is responsible for the overall safety of the POD site.
- B. The POD Manager will conduct a Safety Briefing at the beginning of each Operational Period and should include the following:
  - a. Review of the Daily Site Hazard Assessment Form
  - b. Reminder of use and care of PPE.
  - c. Prevention and reporting of injuries.
  - d. Changes of any HAZMAT on site.
  - e. Any additional safety items for discussion.
- C. Each individual is responsible for their own safety.
- D. The POD Manager ensures that the staff is trained for the roles and equipment assigned.
- E. Any injuries shall be documented by the POD Manager on the Injury Form 19 and Notice of Incident and Injury Form and submitted to the Safety Officer at the EOC.

## **XII. DEMOBILIZATION**

- A. The EOC will inform the POD Manager when demobilization of a POD can ensue.
- B. Remove all signage from the POD site.
- C. Use a blank POD Supply Tracking Form to record remaining inventory balances and provide to the truck driver as a Bill of Lading. Be sure to keep a copy for your records.
- D. Load all supplies on truck and clean site.
- E. Notify the EOC of any equipment that needs returning to the Point of Origin.





### POD Site Setup Checklist

POD Manager: \_\_\_\_\_

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

		Yes	No	Remarks
1	Team members arrived			
2	Site hazard assessment complete			
3	Communications established with LEMA			
4	Inspect POD Kit			
5	Determine the location of the Supply, Loading, and Vehicle lines			
6	Establish the port-a-potty location			
7	Establish the dumpster location			
8	Establish the break area location			
9	Set up traffic cones around the vehicle line			
10	Ensure supply trucks can enter and exit			
11	Assign staffing positions			
12	Distribute PPE			
13	Conduct a safety briefing			
14	Determine signage locations			
15	Receive port-a-potties			
16	Receive dumpster			
17	Receive pallet jack			
18	Receive first supply			
19	Notify LEMA that the POD is ready for opening			
20	Put up signage			
21	Open POD			
22	Notify LEMA that the POD is open			

Other Remarks:

POD Manager Initials: \_\_\_\_\_

Date and Time Complete: \_\_\_\_\_

**DAILY SITE HAZARD ASSESSMENT FORM**

<b>Inspected by:</b> _____	<b>Date:</b> _____		
<b>Location:</b> _____	<b>Time:</b> _____		
<b>Training:</b>	Yes	No	Comments
Is each person assigned to a job within their capability?	<input type="checkbox"/>	<input type="checkbox"/>	
Did each person receive a safety brief at shift change?	<input type="checkbox"/>	<input type="checkbox"/>	
Is training on PPE and equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environment:</b>	Yes	No	Comments
Are resources available to deal with very hot or very cold conditions? (drinking water, heated tent, shade)	<input type="checkbox"/>	<input type="checkbox"/>	
Does staff know the symptoms of heat cramps, heat stroke, and hypothermia?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the level of light adequate for safe and comfortable performance of work?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping:</b>	Yes	No	Comments
Is the work area clear of debris and tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are materials properly stacked and spaced?	<input type="checkbox"/>	<input type="checkbox"/>	
Are work areas clear of fluid spills or leakage?	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles and passageways clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
Are walkways clear of holes, loose debris, protruding nails, and loose boards?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the break area kept clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the dumpsters being serviced properly?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the restrooms (portable or fixed) clean, sanitary and restocked?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal Protective Equipment:</b>	Yes	No	Comments
Is required equipment provided, maintained and used?	<input type="checkbox"/>	<input type="checkbox"/>	
Does equipment meet requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Are warning signs prominently displayed in all hazard areas?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Material Handling and Storage:</b>	Yes	No	Comments
Is there safe clearance for all equipment through aisles and doors?	<input type="checkbox"/>	<input type="checkbox"/>	
Is stored material stable and secure?	<input type="checkbox"/>	<input type="checkbox"/>	
Are storage areas free from tipping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are only trained operators allowed to operate forklifts?	<input type="checkbox"/>	<input type="checkbox"/>	
Do personnel use proper lifting techniques?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Vehicle Traffic:</b>	Yes	No	Comments
Are cones placed to direct traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the vehicle line free of pedestrians when vehicles are moving?	<input type="checkbox"/>	<input type="checkbox"/>	
Are pedestrian and vehicular traffic separated?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ADDITIONAL COMMENTS OR CONCERNS</b>			

**NASH COUNTY  
EMERGENCY WORKERS DAILY ACTIVITY REPORT**

County in which mission/incident took place:		Mission/Incident #:	
Mission/Incident Name:		Date From:	Date To:
Unit Name:			
Unit Address:			

Emergency Worker Name	Card No.	Assignment or Team	Date		Date		Date		Total Hours	Round Trip Miles (Driver)
			In	*Out	In	*Out	In	*Out		
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										

\* The time a person could reasonably have expected to reach home without stopping enroute.

Total Personnel:		Total Hours:		Total Mileage:	
------------------	--	--------------	--	----------------	--

THIS FORM MUST BE SIGNED BY LOCAL EMERGENCY MANAGEMENT DIRECTOR/COORDIANATOR

By my signature below, I certify that these persons did participate in this mission/incident:

Print Name and Title

Signature

# EMPLOYER'S REPORT OF EMPLOYEE'S INJURY OR OCCUPATIONAL DISEASE TO THE INDUSTRIAL COMMISSION

**To the Employer:**

A copy of this Form 19 accompanied by a blank Form 18 must be given to the employee. It does not satisfy the employee's obligation to file a claim. The filing of this report is required by law. This form MUST be transmitted to the Industrial Commission through your Insurance Carrier.

**To the Employee:**

This Form 19 is not your claim for workers' compensation benefits. To make a claim, you must complete and sign the enclosed Form 18 and mail it to Claims Administration, N.C. Industrial Commission, 4335 Mail Service Center, Raleigh, NC 27699-4335 within two years of the date of your injury or last payment of medical compensation. For occupational diseases, the claim must be filed within two years of the date of disability or the date your doctor told you that you have a work-related disease, whichever is later.

The use of this form is required under the provisions of the Workers' Compensation Act

IC File # \_\_\_\_\_

\*Emp. Code # \_\_\_\_\_

\*Carrier Code # \_\_\_\_\_

Employer FEIN \_\_\_\_\_

Carrier File # \_\_\_\_\_

**\*Required Information.**

The I.C. File # is the unique identifier for this injury. It will be provided by return later and is to be referenced in all future correspondence.

Employee's Name	Employee's Name	Telephone Number		
Address	Employer's Address	City	State	Zip
City	State	Zip	Insurance Carrier	Policy Number
Home Telephone	Work Telephone	Carrier's Address	City	State Zip
Social Security Number	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	Carrier's Telephone Number	Fax Number

<b>Employer</b>	1. Give nature of employer's business
	2. Location of plant where injury occurred County _____ Department _____ State if employer's premises _____
	3. Date of injury / / 4. Day of week _____ Hour of day : <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
<b>Time And Place</b>	5. Was employee paid for entire day <input type="checkbox"/> 6. Date disability began / / <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
	7. Date you or the supervisor first knew of injury / / 8. Name of supervisor _____
<b>Person Injured</b>	9. Occupation when injured _____
	10. (a) Time employed by you _____ (b) Wages per hour \$ _____
	11. (a) No. hours worked per day _____ (b) Wages per day \$ _____ (c) No. of days worked per week _____
	(d) Avg. weekly wages w/ overtime \$ _____ (e) If board, lodging, fuel or other advantages were furnished in addition to wages, estimated value per day, week or month, \$ _____ per _____
<b>Cause And Nature Of Injury</b>	12. Describe fully how injury occurred and what employee was doing when injured:  (Statement made without prejudice and without vouching for correctness of information)
	13. List all injuries and specify body part involved (e.g. right hand or left hand):
	14. Date & hour returned to work / / at : M. 15. If so, at what wages \$ _____ per _____
	16. At what occupation _____ 17. Employee's salary continued in full? _____
	18. Was employee treated by a physician _____
	<b>Fatal Cases</b> 19. Has injured employee died <input type="checkbox"/> 20. If so, give date of death (Submit Form 29) / / _____
Employer name _____ Signed by _____ Official Title _____ Date Completed / / _____	

**OSHA 301 Information:**

Case Number from Log: _____	Date Hired: / / _____	Time Employee began work on date of incident: : <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	If off-site medical treatment provided, answer entire next line.
Name of facility: _____	Address: Street/City/Zip/Telephone _____		ER visit? <input type="checkbox"/> Yes <input type="checkbox"/> No Overnight stay? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

FOR IC USE ONLY	
RESEARCHER: _____	
CC: _____	
EC: _____	
DATA ENTRY: _____	

**SELF-INSURED EMPLOYER OR CARRIER MAIL TO:**

NCIC - CLAIMS ADMINISTRATION  
4335 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-4335  
MAIN TELEPHONE: (919) 807-2500  
HELPLINE: (800) 688-8349  
WEBSITE: [HTTP://www.ic.nc.gov/](http://www.ic.nc.gov/)

**NASH COUNTY  
NOTICE OF INCIDENT / INJURY**

**SUPERVISOR**

Date of Incident	Time of Incident	Exact Location of Incident		
Employee Name	Social Security #		Employee #	
Home Address	Home Phone		Work Phone	
Home City	M / F	Date of Birth	Marital Status	# of Dependents
Occupation / Job Title		Date of Hire	Department	
				Yes / No
# of hours worked per day/shift	# of days worked per week	Time began work date of incident	Full pay for day of incident	
Time/Date Lost Time Began	Time/Date Returned to Work	Time/Date Supervisor Notified		

\_\_\_\_\_  
List name and phone # of any witnesses to this event.

\_\_\_\_\_  
Nature and extent of Injury

Activity/cause of incident (Describe fully how incident occurred, what you were doing when incident occurred, what equipment was being used, any safety equipment being used and any special circumstances.)

\_\_\_\_\_

\_\_\_\_\_

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Use additional sheets if necessary

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Employee  
Signature

Date

Employee shall submit completed form to supervisor as soon as possible after the incident. Supervisor shall submit copies to Risk Manager within 24 hours of incident.

# **NASH COUNTY EMERGENCY OPERATIONS PLAN**

## **PUBLIC HEALTH SERVICES**

### **I. PURPOSE**

The purpose of this section is to provide for the public health and welfare of the population of Nash County during emergency/disaster situations.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The Nash County Health Department' is located at 214 South Barnes Street, Nashville, NC.
2. A large part of Nash County is dependent upon private wells, private sewage treatment systems and private septic systems. These systems are susceptible to flooding problems when flooding occurs.
3. In cooperation with Social Services and the Department on Aging, the Health Department will maintain a current list of persons having special needs.

#### **B. Assumptions**

1. A large-scale emergency will result in increased demands on public health and medical personnel.
2. Emergency operations for public health personnel will primarily be an extension of normal agency duties.
3. Following an emergency / disaster, the Health Department will 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.
4. A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures, including establishing a temporary morgue.

5. When local resources can no longer meet the demands of the situation, outside resources will be requested through the Emergency Management Director.

### **III. CONCEPT OF OPERATION**

- A. The primary concern of Public Health is disease control. The County Health Department will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
- B. The Health Department will coordinate health care in approved shelters.
- C. Frequent inspections of damaged areas and emergency shelters will be necessary to determine the need for pest control, sanitation, or other protective measures.
- D. The Health Director will establish temporary morgues and coordinate with Medical Examiners in the identification and proper recovery of human remains.
- E. The Health Director will oversee the expeditious testing of emergency water supplies to ensure potability.
- F. The Health Director must coordinate with the County Manager concerning distribution of information to the general public on disaster related health matters.
- G. The Health Director will coordinate the movement of special needs populations for example, the homebound patients normally attended by the Home Health Nurses.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## PUBLIC INFORMATION

### I. PURPOSE

This section describes the process for staffing, operating and maintaining a public information system in the event of an emergency. In addition, this plan provides guidance for the county to provide accurate, timely, appropriate, consistent and coordinated information. The Public Information Plan provides the framework for the media and the public before, during and after an emergency/disaster.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. The broadcast and print media will be relied upon to assist in the dissemination of public information to the general public.
2. The Nash County Manager and Emergency Management Director have the capability to utilize the Emergency Alert System and Nash County's Mass Notification system – Code Red to deliver information to the public.
3. Nash County may receive extensive out of county media coverage during emergency and disaster situations.
4. Scanner radios are used extensively by residents of the county. This provides another avenue for the delivery of emergency public information.

#### B. Assumptions

1. The Public Information Officer (PIO) will be appointed by the County Manager.
2. Demands for information may be very heavy; therefore, sufficient numbers of trained staff will be provided to respond to questions from the public.
3. Special interest groups in the county may disagree with official public information.

4. The public may accept rumors, hearsay and half-truths as valid information that may cause fear and confusion.
5. Local print and broadcast media will cooperate in printing and broadcasting detailed disaster related instructions to the public.
6. Emergencies and disasters that impact the County or its Municipalities may be of interest to media sources beyond the County and the State.

### **III. CONCEPT OF OPERATION**

#### **A. General**

1. Public information for law enforcement emergencies will be handled by the Sheriff or Police Chief, with assistance from the County PIO as necessary.
2. Ongoing public education programs will be conducted to increase public awareness in the following:
  - a. Potential hazards of the County
  - b. Family preparedness
  - c. Shelter locations
  - d. Flood prone areas
  - e. Evacuation routes
  - f. Necessary action to be taken by the public
  - g. Emergency Management functions
3. The County or City Manager or Emergency Management Director must authorize the use of the Emergency Alert System (EAS).
4. The Mass Notification System - Code Red will also be utilized to disseminate information to the public.
4. The National Weather Service will issue weather watches or warnings when conditions warrant.
5. During emergencies/disasters, Policy/ Administration Group decisions and general information advisories are prepared on a timely basis and released to the media.
6. Action will be taken to correct identified errors in information released by the media, or rumors about the emergency situation.

7. Hard copy news releases are disseminated to the media and appropriate County and/or Municipal officials. The Division of Emergency Management Central Branch Office will be copied with news releases as appropriate.
8. Nash County will practice a progressive approach for the dissemination of information to isolated and non-English speaking populations during and following emergency events.
9. The magnitude of the disaster may require innovative means of communications to inform the public.
9. Content of all news releases will be cleared through the County Manager before release to the media and the public.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## II. PUBLIC UTILITIES

### I. PURPOSE

The purpose of this section is to provide for essential public works services during an emergency/disaster, including solid waste disposal, water distribution, Nash maintenance, and buildings and grounds.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Debris is a predictable consequence of disaster. Nash County Health Departments will be the lead agencies for coordinating debris clearance.
2. Damage to utility distribution systems is a predictable consequence of disaster. Nash County Public Utilities Department will be involved in the restoration of the water distribution system, while private sector resources are restoring electric and communications systems.
3. Nash County has identified landfill sites for debris disposal.
4. Nash County has limited public utilities resources.
5. Some municipalities within County have limited public works capabilities. These municipal departments will be responsible to restore services within their service areas.

#### B. Assumptions

1. Nash County will require assistance from state agencies and other localities for significant debris removal and for utility restoration.
2. Municipal forces will require assistance from the state in clearing debris from city streets.

3. The county road system in Nash County is state-owned and maintained; therefore, North Carolina DOT will take a lead role in clearing roads and bridges following a major disaster.

### **III. CONCEPT OF OPERATION**

- A. Priority debris clearance will be given to streets and to primary roadways to allow passage of emergency vehicles.
- B. Operations will request outside resources and manage the assignment of priorities for debris clearance.
- C. The County and the municipalities will keep individual records on debris clearance expenditures.
- E. Priority will be given to restoration of the public water systems damaged during disaster.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## III. RECOVERY OPERATIONS

### I. PURPOSE

This section presents a system for the provision of disaster recovery operations.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Recovery refers to those measures undertaken by a community following a disaster to return all systems to normal or improved levels. Recovery does 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.
2. A properly managed recovery program will allow the prompt restoration of essential services, the reconstruction of damaged property, and the resumption of traditional lifestyles.
3. Recovery from a significant disaster will be managed in two identifiable phases:

#### a. Short Term Recovery Phase

This is the emergency reaction phase that 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

b. Long Term Recovery Phase  
Actions under this phase will include:

- Completion of damage assessment
- Completion of debris removal
- Requests for Disaster Declaration/assistance
- Restoration of essential facilities
- Repair/rebuilding of damaged public and private buildings and facilities
- Repair/rebuilding of roadways and bridges
- Repair/rebuilding of private homes and businesses
- Hazard mitigation projects

4. 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.
5. 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.
6. 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 (SBA)
  - Hazard Mitigation Programs
7. 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 & 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)

8. There exists in the County a United States Department of Agriculture County Emergency Board responsible for providing leadership and coordination for all USDA emergency programs at the county level. The USDA State Emergency Board provides guidance, direction, and assistance on emergency programs.
9. 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 or preeminent responsibility and authority.
10. Close cooperation among the agents of local, state and federal government will be essential in expediting assistance to the county after any Presidential Declaration.
11. 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 Nash County PA applicants.
12. 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.
13. 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.
14. Nash County will automatically become eligible for Federal assistance if a county contiguous to Nash receives a declaration for emergency Federal assistance.

#### B. Assumptions

1. A major disaster will have a significant long-term economic impact on the County.

2. 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 Donated Goods Section).
3. Space will be available for the operation of one or more Disaster Application Centers in the County following a Presidential Declaration of Disaster.
4. 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.
5. The damage assessment process will identify most local individuals with unmet needs.
6. 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 a natural disaster.
7. The State's share of PA funds provided for Public Assistance will be 25%, supplementing the mandated Federal share of 75%.
8. Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. Responsibility for coordination and support of the recovery effort lies with local government.
2. Recovery operations will initially be coordinated from the Emergency Operations Center.

3. Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency/ organization.
4. The President may authorize the utilization of any Federal equipment, personnel or other resources.
5. 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.
6. The ASCS 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 ASCS Area Office
  - USDA State Emergency Board meeting
  - Exchange of information on available programs/actions plus other counties affected
  - State Review of damage assessments reports
  - Decision made by State Board on "concurring" and "not concurring" with information in the damage assessment reports.
  - Forwarding of reports to Farmers Home national headquarters to support a request for designation of a county for FHA Emergency Loans.
7. A Presidential Declaration of Disaster, will initiate the following series of events:
  - a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
  - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the State efforts.
  - c. 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.

- d. Disaster Application Centers (DACs) will be established in the affected areas to accommodate persons needing Individual Assistance (IA).
  - e. An Applicants' Briefing will be held to explain Public Assistance eligibility criteria for officials of the county, municipalities, and private nonprofit organizations. The Emergency Management Director will assist with identification and notification of potential applicants.
  - f. Each eligible entity will submit a Notice of Interest (NOI) within thirty days of the Declaration.
8. A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:
- a. Individual Assistance (IA) - supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. 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 funds)
  - Individual and family grants (IFG) (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
- b. 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.

9. 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.
10. A Public Assistance Damage Survey team will be comprised of the following:
  - a. A Federal representative who will serve as the team leader.
  - b. A State representative
  - c. Local applicant's representative
11. The Emergency Management Director will take the lead in determining mitigation projects needed following a disaster, and coordinate applications for available mitigation grants.
12. 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:
  - a. Mitigation of potential problems through use of Hazard Mitigation Grants
  - b. Plan Revision based on lessons learned
  - c. Unmet Needs status
  - d. Management of Donated Goods
  - e. Interagency cooperation

- f. Damage Survey Report process/documentation
- g. Recovery training needed

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# NASH COUNTY EMERGENCY OPERATIONS PLAN

## I. RESOURCE MANAGEMENT

### I. PURPOSE

This section provides for the identification and management of resources that may be utilized during emergency/disaster situations.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event, and others may be critical for long-term recovery operations.
2. Several categories of resources have been identified in Nash County and its municipalities to include:
  - Personnel
  - Equipment
  - Facilities
  - Information
  - Commodities

3. Nash County Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.
4. Nash County's resource inventory is updated on a regular basis.

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. Identified public and private sector resources will be available when needed for emergency/disaster response.
4. Necessary personnel and supplies will be available to support emergency resource response.

**III. CONCEPT OF OPERATIONS**

- A. Nash County and Municipality Departments and 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 commitment of resources from outside county government will be initiated by the Emergency Management Director with operational control being exercised by the on-site commander of the service requiring that resource.

- C. Resource management will be coordinated from the Nash County Emergency Operations Center during countywide emergency/disaster situations and/or during smaller in-town emergencies.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## SEARCH AND RESCUE (SAR)

### PURPOSE

To provide a comprehensive plan of action for use during emergencies requiring operations for lost persons, missing aircraft and missing watercraft. The plan is to outline the framework of responsibilities and operations for a successful SAR mission.

Although external influences such as family considerations, politics, economic factors and public pressure are integral forces within the search mission, all resources will be directed to focus on locating the lost person. (Economical or otherwise)

We plan, train and search for the lost person and it is not important who gets the credit.

This plan is designed for use by the Nash County Search Team, Nash County Emergency Services, Law Enforcement, assisting organizations, private citizens and State and Federal agencies in performing search missions originating or being conducted in Nash County.

### SITUATION AND ASSUMPTIONS

#### Situation

#### 1. Responsibilities

##### *a. Nash County Sheriff's Department*

- Responsible for overall coordination of SAR mission within the county.
- To identify trained SAR resources.
- Shall be responsible for all investigation aspects and entering the missing persons report with the N.C. Missing Persons Center for any SAR mission within the county. Unless the city police department can provide these functions.

##### *b. Office of Emergency Management*

- Assist in overall coordination of SAR mission within the county.
- To identify trained SAR resources.

- To assure resources necessary to maintain effective on-going SAR operations.

*c. Nash County Search Team*

- Responsible for developing and maintaining trained, properly equipped personnel for SAR operations.

2. Search and rescue

A. First notice

Although some “lost person reports” require a different response, in general, the following guidelines and procedures are to be used.

The first response to a lost person report by any agency will be the notification of the Nash County Communications Center.

The communications Center will alert and notify the Initial Response Team (IRT). The IRT will respond to the scene and conduct an initial interview and investigation. The IRT shall consist of a representative of the Nash County Sheriff’s Department or the law enforcement agency who has jurisdiction in the potential search area, a representative of the rescue squad who has jurisdiction in the potential search area and a representative of the Nash County Office of Emergency Management.

The IRT will have the authority to initiate a Search Mission and callout procedures. The IRT, based on the urgency of the situation, may request an alert or a callout for a SAR mission before they arrive on the scene.

B. IRT Responsibilities

1. *Nash County Sheriff’s Department*

Respond with a trained SAR detective/deputy to the scene.

Conduct the interview and investigation.

Complete the “Lost Person Questionnaire”.

Assist in gathering search and planning data, determining the subject’s behavior, the urgency of the mission and determining the initiation of the callout.

Coordinate the team’s functions.

2. *Emergency Management Representative*

a. Assist in the coordination of the team’s functions.

- b. Obtain the SAR Mission Number (Incident No.)
- c. Assign a Mission Name and assist in keeping proper documentation of the mission events.
- d. Assist in interviewing and investigation, determining the subject's behavior, gathering search and planning data, determining the urgency, determining the initial search strategy and tactics and determining the initiation of the callout.
- e. Provide necessary resources for the mission as needed and coordination with other support agencies such as Red Cross, state agencies, etc.

C. Callout procedures

The initial callout shall be conducted by the Nash County Communications Center.

Search mission organization

All SAR missions will operate under the Incident Command System (ICS).

The I/C and Deputy I/Cs will appoint persons responsible for assuring the success of the mission and the proper functioning of their sections or units. These persons will be appointed according to the capabilities within the areas of their expertise.

The Command and General Staff will only be expanded as needed.

The major functions that will be assured on all search missions are as follows:

*Incident Commanders –*

The I/C and the Deputy I/Cs have overall responsibilities for the mission from start to finish and have the authority to facilitate all functions of the mission to assure effectiveness and efficiency. They are responsible for media relations, public relations, and family relations. Other responsibilities include assuring agency cooperation and coordination and the safety of all persons connected with the mission. They have the authority to suspend the mission and keeping the County Manager aware of the operational and financial situation at all times.

*Command Staff –*

Appointed as needed by the I/C. Consists of the Information Officer, Safety Officer, and the Liaison Officer. They will be delegated the authority from the I/C to perform the functions in their areas.

### *Operations Section –*

The I/C and Deputy I/Cs may appoint an Operations Chief to assure proper search operations, to include land, water and air operations. Appoints team leaders, maintains security of all clues found, and assures proper briefing of all teams. Assists in operational planning, team assignments and debriefing.

### *Planning Section –*

The I/C and Deputy I/Cs may appoint a Planning Chief to assure proper planning for the mission. This section is responsible for supplying up-to-date situation reports, coordination and allocation of resources, maintaining all proper documentation and obtaining any needed specialists.

### *Logistics Section –*

The I/C and the Deputy I/Cs may appoint a Logistics Chief to assure proper communication and logistical support for the mission. This section is responsible for all supplies and equipment needed, transportation functions, ground support, food and communications for the mission.

### *Finance Section –*

The I/C may appoint a Finance Chief to assure the proper financial support for the mission. This section is directly responsible for obtaining all finances, signing lease agreements, wage and hour requirements, insurance claims, investigating all accidents and loss of equipment. A total financial report is required for all missions.

The I/C and Deputy I/Cs must pay special attention to the following mission aspects because research has found these to be constant problems on search missions.

Ambiguity of authority (command and control).

Poor use of specialized resources.

Assurance of adequate and proper communications.

Poor planning and resource coordination.

Inadequate logistical support.

Unplanned media relations.

Poor management practices.

6. All personnel are encouraged to carry the “Search is An Emergency Field Coordinator’s Handbook” and/or the “Incident Commander Field Handbook: SAR”. These manuals will provide you functional check-off sheets that will assure you better performance of your duties.

### Resources

Persons responding from any organization, or as an individual, will not be accepted as part of the search mission team unless they are:

Physically capable  
Mentally capable

Properly prepared with the proper clothing, supplies and equipment indicated by the terrain and environment.

It is our duty and responsibility to accept any resources, which will offer additional manpower, equipment or search expertise for the search mission. However, any organization, team, unit or individual, which becomes involved in the search mission, will receive duty stations and duty assignments from unit, section and command staff through the authority of the I/Cs. No one will be allowed to conduct any part of the search mission that is not planned in the Incident Action Plan or approved by the I/Cs.

#### F. Suspending the search mission

Missions may be suspended due to weather; safety of searchers, lost person located or unresolved clues. If the lost person has not been found, the search may be suspended to a *Limited Continuous Search*.

# NASH COUNTY EMERGENCY MANAGEMENT SHELTER PLAN

## I. PURPOSE

The purpose of this plan is to explain and prescribe the responsibilities of local government and private relief agencies in providing emergency shelter and/or temporary housing for people displaced from their residence by an emergency or disaster.

## II. GENERAL INFORMATION

A. Shelters serve *two* basic functions.

- One is the pre-designated shelter that *protects* people from an immediate or ongoing danger such as tornado.
- The other function is the *care* of disaster victims made homeless by the results of a disaster or emergency. This is accomplished by use of pre-selected shelters and is the subject of this plan.

B. There are *two* basic types of shelters.

- One is the *Emergency* Shelter, often referred to as Congregate Care or Congregate Lodging. These are facilities, such as churches, schools, or National Guard armories, adequate to provide temporary shelter for disaster victims.
- The other is *Temporary* Housing. This is longer duration shelter for disaster victims who include unoccupied, available public or Federally owned housing, rental properties, mobile homes or other readily fabricated dwellings.

C. Shelters for care of disaster victims should meet the following requirements.

- Be a safe and healthful facility reasonably near the victim's homes.
- Consider use of appropriate size of building (use churches for up to 100 people; use schools over 100 people).
- Have suitable space for sleeping quarters (20-40 sq. ft. /bed).
- Have adequate supply of drinking water (5 Gal/person/day for all uses); toilet and bathing facilities (one toilet/40 people).
- Include provisions for cooking, serving, and storing food (each person will need 2500 calories).
- Have fire and police protection.
- Have adequate parking.

## III. CONCEPT OF OPERATIONS

A. This annex will be activated when a disaster or emergency has occurred in Nash County requiring evacuation of people to emergency shelters.

B. When the decision to evacuate people to emergency shelter is made by the Incident

Commander, Emergency Services Director, Board of County Commissioners, or County Manager, it will be communicated immediately to the Emergency Operations Center. The American Red Cross, Nash County Social Services and Nash County Health Department will be notified so sheltering and medical care preparations can be made.

- C. The American Red Cross Boulder Twin Rivers Chapter will be advised to activate their shelter procedures and otherwise assist in the emergency operation.
- D. Different shelter facilities may be selected for each type of disaster. Locations of emergency shelters should be provided to the public prior to as well as during the emergency in accordance with the Emergency Notification Annex of the Nash County Emergency Operations Plan.
- E. Disaster victims not requiring medical care should be sheltered in accordance with the procedures outlined in this plan. Victims requiring medical treatment and/or hospitalization should be directed or transported to the nearest available medical facility.
- F. An agreement to use each facility or structure should be confirmed in writing with the American Red Cross.

**IV. ORGANIZATION AND RESPONSIBILITIES**

It is the responsibility of local government to provide emergency shelter and temporary housing for disaster victims within its own capabilities, and to request and facilitate the implementation of shelter assistance provided by private relief agencies and other state and federal programs. When local resources are fully committed, and upon request, State government will assist in providing emergency shelter and/or temporary housing for disaster victims.

**V. PRE-DESIGNATED SHELTER SITES**

<b>Name</b>	<b>Address</b>	<b>Occupancy</b>
Benvenue Elementary	Nicodemus Mile Road Rocky Mount, NC	250
Coopers Elementary	NC 58 South Elm City, NC	250
Englewood Baptist Church	Winstead Avenue Rocky Mount, NC	800
Gateway Center	4401 Gateway Center Rocky Mount, NC 27804	370
Middlesex Elementary Sch.	13081 W. Hanes Ave. Middlesex, NC 27557	50
Nash Central Middle Sch.	Hwy 58 South Nashville, NC	365

Nash Central High School	4279 Nash Central High Rd. Rocky Mount, NC 27804	
Northern Nash High	4230 Greenhills Rd. Rocky Mount, NC 27804	250
Red Oak Middle School	Hwy 43 North Red Oak, NC	350
Spring Hope Elementary	McLean Street Spring Hope, NC	250
RM Preparatory School	Cummins Road Rocky Mount, NC	250
Southern Nash Middle	Hwy 581 South Spring Hope, NC	400
Southern Nash High	Southern Nash Road Bailey, NC	400
Winstead Avenue Elem.	991 S. Winstead Avenue Rocky Mount, NC 27803	200

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## SHELTER AND MASS CARE

(includes Special Needs Sheltering - Appendix 1)

### I. PURPOSE

This annex provides for the protection of the population from the effects of hazards through the identification of shelters and provisions of mass care and social services in shelters.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents, and fires.
2. The Nash County Emergency Management Office and the American Red Cross have identified and surveyed [potential shelters](#) in the county and have determined which would be appropriate to use during disasters.

#### B. Assumptions

1. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disaster.
2. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

### III. CONCEPT OF OPERATIONS

A. The North Carolina Department Human Resources through the NC Division of Social Services (NCDSS) and the Nash County Department of Social Services (County DSS) is responsible for shelter and mass care matters. The American Red Cross (ARC) through written agreement with the State of North Carolina and Nash County Emergency Management under NC General Statute 166A-9, will provide shelter and mass care to the general population. The Department of Human Resources will assure that shelter care is made available to compliment American Red Cross services, and in those situations in which American Red Cross cannot provide shelter and mass care.

B. The Department of Human Resources will support county social services efforts, arrange for shelters at DHR institutions, and transfer social services personnel to the affected area as needed. DHR will work in conjunction with the American Red Cross, Salvation Army and other volunteer organizations to provide care for disaster victims.

C. The Nash County Emergency Management Coordinator and the American Red Cross will coordinate shelter locations. Operations will mutually be supported with shared personnel and support services of American Red Cross and Nash County Department of Social Services whenever possible.

D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans, which are approved by Nash County Social Services and the Nash Emergency Management Office, for continued care of their clientele when in shelters.

#### **IV. DIRECTION AND CONTROL**

A. The Director of Social Services and the Public Health Director will coordinate with American Red Cross and Salvation Army on shelter/mass care operations for the County.

B. The American Red Cross will direct and control ARC shelter/mass care operations in conjunction with Nash County Social Services and Nash County Health Department.

C. Assumption of financial responsibility dictates direction and control.

#### **V. CONTINUITY OF GOVERNMENT**

The line of succession for shelter and mass care is:

1. Director of American Red Cross
2. Director of the Nash County Social Services
3. Director of Nash County Public Health
4. Nash County Emergency Management Coordinator

### **APPENDIX 1 SPECIAL NEEDS SHELTERING AND CARE**

#### **I. PURPOSE**

This Appendix provides for the protection of the special needs groups in the general population from the effects of hazards through the identification of special needs shelters.

#### **II. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

1. Nash County has within the general population, [special needs individuals](#) and special needs groups that will require individual and/or special assistance in the event evacuation is required.
2. Some persons with special needs may, with minimal assistance, be able to function in a mass care shelter, while those persons with special health needs requiring constant care and/or life support systems, will require a special needs shelter or a medical facility.

## B. Assumptions

1. Any person with special needs for who care can be provided by that person or by family members should be accepted in the shelter serving his family and his community.
2. Sheltering for special needs will be unique to the county and may be in a separate designated area of a mass care shelter. A separate facility for special needs functions better than a join facility due to the level of care required for special needs patients.
3. Private and government operated residential facilities caring for special needs groups, such as nursing homes, rest homes, group homes for the mentally ill or developmentally disabled, etc., are responsible for their clients continual care during and after the time an evacuation is authorized, to include financial responsibility.
4. Private and government operated facilities caring for special needs groups for less than 24 hours, such as day care, pre-school, day health, are responsible for their clients continual care during and after an evacuation is authorized until or unless the client is released to a parent or a responsible adult.

## III CONCEPT OF OPERATIONS

- A. Sheltering for special needs populations will be accomplished through the coordinated efforts of private facilities, governmental agencies, and county-to-county mutual aid agreements.
- B. The Department of Human Resources (DHR) has lead responsibility for sheltering and mass care in North Carolina. Within DHR, the Division of Social Services (DSS), and Nash County Department of Social Services (County DSS) are designated as the lead agencies to insure that shelter care is provided for special needs groups. This will involve team planning for special needs shelters with public agencies, private facilities, and the medical profession.
- C. The local emergency management coordinator will assist county DSS, Health and other local agencies with issues related to special needs sheltering. Including coordination of operation of special needs shelters when a publicly operated special needs shelter is necessary.
- D. Divisions under the Department of Human Resources that operate residential facilities are required to have current plans in place for the evacuation and sheltering of special needs populations. Any (residential) facility for local groups must have prior approval of DHR.
- E. Private facilities will be responsible for the evacuation and sheltering of their patients, to include transport to and from shelters.
- F. Sheltering needs of special needs groups may be met; in the county if any appropriate facility is available; in adjoining counties; with prior approval from DHR in certain DHR state operated facilities; or, in shelters administered by county departments of social services.

## IV. DIRECTION AND CONTROL

1. The Director of Public Health will direct and control special needs shelter operations for the public.

2. Private facilities will be responsible for direction and control of their shelters, or if housed in government provided space, for their clients; subject to overall and control of the public shelter operator.
3. Department of Human Resources will provide direction and control for agency facilities.

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## **NASH COUNTY EMERGENCY OPERATIONS PLAN**

### **TERRORISM / CIVIL DISORDER**

#### **I. PURPOSE AND DEFINITIONS**

##### **A. Purpose**

1. This document is to provide guidelines to develop a comprehensive capability to respond to the consequences of a terrorist attack, including the use of weapons of mass destruction (WMD). Ongoing efforts by local, state, and federal agencies, and the private sector are needed to enhance community preparedness. This requires continued dialogue, joint training, and exercises, both tabletop and full-scale simulation. These guidelines are based on Presidential Decision Directive 39 and the Terrorism Incident Annex of the Federal Response Plan.
2. To identify the responsibilities, duties and procedures for planning, responding to, and mitigating acts of terrorism involving WMD. These weapons principally include explosives, chemical and biological agents, industrial chemicals, and radioactive materials that result in mass casualties.
3. To ensure that the planning process involves ongoing intelligence and information dissemination between the Federal Bureau Of Investigation (FBI) and local law enforcement agencies, as well as Fire and Emergency Medical Services (EMS).

##### **B. Definitions**

1. Terrorism is defined by the Federal Bureau of Investigation (FBI) as "the

unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives." Terrorist weapons include but are not limited to explosives, chemical agents, biological agents, radiological agents, gunfire, arson and hostage taking.

2. Potential targets for terrorism include commercial establishments, military personnel / establishments, government buildings / property, educational establishments, research and development facilities, religious establishments, diplomatic establishments, utilities, and transportation systems. Workplace violence is a potential terrorist activity that must always be considered.
3. Crisis Management is defined by the FBI as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and / or resolve a threat or act of terrorism. Crisis Management response involves measure to confirm the threat, investigate and locate the terrorists and their weapons, capture the terrorists and prepare a criminal case for prosecution under federal law. Crisis management response is under the primary jurisdiction of the federal government with the FBI acting as the lead agency.
4. Consequence Management is defined by FEMA as measures to protect public health and safety, restore essential government services, and provide emergency relief to government, business, and individuals affected by the consequences of terrorism. Crisis management and consequence management should be activated at the same time and work hand-in-hand to resolve and recover from acts of terrorism.

## **II. SITUATION AND ASSUMPTIONS**

### **A. General Considerations**

1. The successful response to and management of a terrorist incident involving many casualties, requires a well-planned, integrated and coordinated response from the local government, neighboring jurisdictions, private sector, and state and federal agencies.
2. The telecommunicators assigned to the fire, EMS, and police Emergency Communications Centers 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 WMD terrorism.
3. 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, hospitals' causality overload, public fear, public information dissemination and control, spread of contamination and disease, safety and welfare of emergency responders, evidence identification and preservation, and suspect(s) identification, arrest and criminal prosecution.
4. Mass casualty triage and medical management, and mass decontamination procedures must be practiced with sufficient frequency to build both confidence and competence in emergency responders.
5. Communication overload will be one of the most significant challenges during and after a WMD terrorist incident. While cellular phones may be useful during the early moments of an incident, cell sites could quickly become jammed by media use and others. Alternative means of communication such as runners, field-installed telephone lines, and use of special radio frequencies operated by special communication groups will be helpful and needed.
6. Terrorists are more likely to use explosives or industrial chemicals as WMD, rather than nerve, blister, or biological agents. However, emergency responders must still prepare for the use of these other agents by terrorists.
7. 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.

8. Because of the likelihood of mass casualties and large numbers of emergency responders from not only Nash County and other nearby jurisdictions, but also from state and federal agencies, it is imperative that a comprehensive accountability system be implemented and maintained throughout the incident.
9. 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.
10. Communication is an extremely critical element in the management equation of WMD terrorism incidents. It is important that timely and accurate information is shared with the various agencies involved in the incident. The community must also be kept apprised of matters potentially impacting their safety and welfare.

## **I. B. Chemical Agents**

1. Chemical agents have the potential to cause many casualties. These casualties will need decontamination, triage, medical treatment, shelter, and transportation. Depending on the particular agent and the number of casualties, the incident may quickly overwhelm on scene resources.
2. The goal of this document is to develop plans and procedures, and to obtain resources sufficient to manage potential chemical casualties. This casualty management goal is predicated on effective use of mutual aid emergency response resources. These casualties will likely be spread over a spectrum of categories including coincidental, psychological, vapor exposed, aerosol exposed, liquid exposed, and traumatic injuries (and other medical emergencies), and a combination of these categories.
3. Many of the people who were exposed or suspect they were exposed to the chemical agent may go to hospitals on their own. As a result, some of the hospitals may be overwhelmed with

potentially contaminated casualties. First responders may be needed to help with decontamination.

4. Field decontamination and treatment centers may be needed at remote location to reduce the number of casualties reporting to hospitals and other health care facilities. In addition, these improvised areas can later be used by casualties who left the scene before or during arrival of emergency responders to go home or to other location, other than hospitals. Information provided to the public by authorized representatives, should include the location of these remote sites.

### **C. Biological Agents**

1. A biological terrorist incident will be either a notice or no-notice event. It could range from a threatening phone call, a suspicious letter or package, to the unsuspected release of a deadly biological material.
2. The response to a suspected biological event will be different from a no-notice event. In the former event, fire, rescue, EMS local law enforcement agencies will be the initial responders and will play major roles. However, a no-notice event will trigger a greater initial response from local emergency response agencies, hospitals, and Centers for Disease Control and Prevention.
3. It is critical to have a plan to monitor and track the epidemiology of patients presenting similar signs and symptoms at hospitals and other health care centers.
4. A no-notice event, depending on the specific biological threat agent, quantity, method of dissemination, among other factors, could result in tens, hundreds or thousands of casualties.
5. Biological threat agents do not result in signs and symptoms until hours to days after exposure, depending on the specific pathogen.

## **II. C. Explosives**

1. Commercial explosives and improvised explosive devices (IED) continue to be a terrorist's weapon of choice. This is due to the availability of many common materials to easily construct these devices. Moreover, the information to build numerous devices is commonly found on the Internet.
2. Terrorists may use a secondary device(s) to injure or kill emergency responders, civilians, or both. These devices may contain explosives, chemical agents, or biological materials. Terrorists may place secondary devices on or above ground level. Their intent is to cause as many casualties as possible.

## **III. CONCEPTS OF OPERATIONS**

### **III. A. Incident Differences**

1. Operations at terrorist incidents will likely be significantly different from those experienced at "common" disaster incidents. Some major differences are:
  - a. There may be a delay in hazard identification.
  - b. Chemical compounds of WMD are super-toxic and will likely pose unusual risk to emergency responders and civilians.
  - c. There will likely be many casualties and fatalities present. Some could be unsuspecting, unprotected first responders.
  - d. Mass decontamination will be required to remove residual contamination and prevent secondary contamination.

- e. The incident will be a Federal crime scene.
  
  - f. Multiple agencies from various levels of local, state and federal governments will be working together to manage the incident.
2. **Requesting Resources:** During the response and recovery phases, successful management of a terrorist incident will likely require the combined efforts of local, state and federal agencies and resources from the private sector. Emergency responders will need, and should request, assistance early into the incident from surrounding jurisdiction in accordance with current mutual aid agreements.
  
  3. **Coordination Among Agencies:** During the incident, some agencies may become involved in command of the incident, while other agencies and organizations provide support services. Neighboring jurisdictions will respond if requested in accordance with established mutual aid agreements. Regardless of their specific role, the actions of all agencies must be coordinated to safely and effectively handle the emergency.
  
  4. **Other Related Sections:** This section address hazard-specific responses to managing the consequences of a terrorist incident and serves to augment other existing sections in the EOP. Emergency management staff and on scene personnel should use other pertinent sections as necessary to manage the consequences that may arise in the emergency.
  
  5. **Patient Care:** Treatment, triage, and transportation will be managed under the constructs of Section J (Emergency Medical Care), Section N (Sheltering, and Mass Care), and Section S (Mass Fatalities).

## **B. Command and Control**

When it has been determined that a terrorist act has occurred where there is property damage but no harm to life, specialized police response measures are required. In these cases, the senior official on duty in the jurisdiction where the incident is reported will initially assume command of police operations.

The decision whether to activate the Emergency Operations Center (EOC) will be made based on the extent and nature of the incident and in accordance with Section C (Direction and Control). In all cases responding agencies will operate under the Incident Command System (ICS) with the appropriate Police or Fire Official as the Incident Commander (IC).

1. Incident Command System (ICS): Initially, the first arriving unit or command officer will establish the ICS in accordance with in place policies and procedures. In the early moments of the incident, the incident commander will assign specific duties and responsibilities consistent with the management of a WMD terrorist incident such as scene control, triage, decontamination, etc.
2. Establishment of Command Post(s): An on-scene command post is established during the initial stages of a terrorist incident. The location of the command post should be up hill, up wind and in a place where it is away from any possible route of chemical agent spread such as vent shafts and exhaust systems. It is also important to consider potential placement of secondary devices when determining the command post location.
3. Unified Incident Command: A terrorist incident, where there is destruction to life and property, will quickly escalate from a single agency ICS to a multiple-agency system or Unified Command System (UCS).
4. If the emergency operations are beyond the capabilities of local agencies, the IC through the EOC, may request state resources such as the Regional Response Team (RRT), Special Operations Response Team (SORT), etc. The emergency management representative is responsible for coordinating the response of state and federal agencies that assist with the incident and will serve as the contact for these agencies.
5. If the emergency operations are beyond the capabilities of local agencies, a federal On-Scene Coordinator may be requested if not already enroute, via the National Response Center. The federal On-Scene Coordinator is responsible for coordinating all federal, state and local agencies that assist with incident. Other federal response is predicated on the judgment of the federal On-Scene Coordinator.

6. Throughout the incident, the IC, regardless of agency will be responsible for the public's safety and will coordinate evacuation and re-entry with law enforcement agencies. Law enforcement agencies will be in command of evacuation and will coordinate with Emergency Management and the American Red Cross for sheltering if necessary.

#### **IV. C. Local Responsibilities**

1. Emergency Management shall:

- a. Activate the EOC if necessary and coordinate multiple-agency resources directed to a single large incident or multiple incidents, in accordance with the Section C (Direction and Control) of the Emergency Operations Plan (EOP).

- b. Ensure that agency heads or senior staff representatives of all involved agencies and organizations will report to the EOC and carry out their respective responsibilities under and in accordance with the EOP.

- c. The senior staff representatives of all involved agencies and organizations will communicate with the Emergency Manager, and with other agencies and organizations, providing continuing and regular updates. All other non-law enforcement agencies responding to the scene will operate and perform missions under the direction of the IC.

2. Fire/Rescue shall:

- a. Report to the Unified Command Post if one has been established or establish a command post as soon as possible upon reaching the incident scene, locating it up wind and up hill as appropriate and at a safe distance.

b. Provide Communications and other agencies with the location of the command post and information on unsafe areas or routes to the incident scene. Where the command post lacks direct communication with other agencies, Communications will relay such information and provide the location of the command post to the EOC.

c. Establish and maintain communication between the command post and EOC as soon as practical.

d. Designate an operation sector from which to conduct tactical operations. The Operations Sector is located at this site. At most terrorist incidents, the lead agency representative will first report to the Command Post.

e. Request the Hazardous Materials Response Team (HazMat), unless already dispatched.

f. Ensure that all personnel are wearing and using respiratory protection and personal protective clothing appropriate for their assigned duties.

g. Prevent the emergency from claiming more casualties; protect, rescue, evacuate, isolate and decontaminate exposed victims and emergency responders, minimize the spread of contamination, and preserve evidence.

h. Assist medical facilities with decontamination of patients and emergency responders as the incident will allow if such assistance is necessary to augment that portion of the facilities' manpower and equipment.

i. Follow the established guidelines of their department when responding

to bomb threats, explosive / incendiary devices, and weapons of mass destruction / terrorists incidents.

3. Law Enforcement shall:

a. Enact appropriate countermeasures whenever law enforcement agencies gather intelligence or receive evidence that a terrorist attempt may occur in the near future.

b. Report to the Unified Command Post if one has been established or establish a command post as soon as possible upon reaching the incident scene, locating it up wind and up hill as appropriate and at a safe distance.

c. Provide Communications and other agencies with the location of the

command post and information on unsafe areas or routes to the incident scene. Where the command post lacks direct communication with other agencies, Communications will relay such information and provide the location of the command post to the EOC.

d. Establish and maintain communication between the command post and EOC as soon as practical.

e. Designate an operation sector from which to conduct tactical operations. The Operations Sector is located at this site. At most terrorist incidents, the lead agency representative will first report to the Command Post.

f. Ensure that all personnel are wearing and using respiratory protection and personal protective clothing appropriate for their assigned duties.

g. Establish an emergency command law enforcement task force when several law enforcement agencies, having overlapping or coordinating responsibility for the management of an emergency, are operating. A representative from each represented agency will also report to the command post. The task force will delegate direct responsibility for tactical police operations at the scene to the representative having primary jurisdictional responsibility for the person(s) or facility targeted.

h. Assign units to isolate the perimeter of the incident scene and deny entry to non-emergency traffic and pedestrians. Traffic in the vicinity of the incident will be immediately affected by the arriving emergency vehicles and additional law enforcement personnel will take charge of traffic direction and re-routing. Clear routes of ingress and egress will be identified and maintained for emergency vehicles.

j. Assign units to provide security for decontamination lines.

k. Ensure that all personnel are wearing and using respiratory protection and personal protective clothing appropriate for their assigned duties.

4. Emergency Medical Services (EMS) shall:

a. Identify and establish triage, treatment and transport areas

b. Initiate contact with area medical facilities to advise them of the incident and the potential for large numbers of chemically poisoned victims to be transported to their facilities.

c. Identify transportation needs (busses, ALS/BLS units, etc.) and relay to the Incident Commander.

5. Area Hospitals shall:

a. Implement their disaster plan as it applies to terrorism incidents.

b. Due to the potential for a large number of victims, both transported by EMS and walk-ins, communicate with other area medical facilities to determine the number of patients each facility can treat.

c. Perform emergency decon at the facility for incoming patients and personnel that were not decontaminated at the scene. Be aware that

Fire/Rescue personnel will not abandoned the decontamination efforts at the scene of the incident, but will assist medical facilities with decon when available.

6. Department of Transportation shall:

a. Provide vehicles with mobile communications to transport sand and other materials as needed to the scene and other designated locations.

- b. Provide motorized equipment to assist with debris removal and to prevent the spread of liquid contamination.
- c. Coordinate with law enforcement for road closures and traffic control.

7. The Nash County Health Department shall:

- a. Monitor public and emergency response personnel exposure.
- b. Consult with the Center for Disease Control and other sources on issues related to chemical and biological exposure.
- c. Make recommendations to authorized emergency workers about the care of suspected or contaminated casualties.
- d. Coordinate with Fire/Rescue, EMS, area Hospitals, state and federal agencies to identify stockpile of pharmaceuticals and vaccines for on scene use, and at hospitals to treat exposed citizens and emergency responders.
- e. Assist with environmental health activities to ensure the safety of the citizens and protection of the environment.
- f. Assign personnel to monitor food, water, and coordinate with North

Carolina Department of Agriculture on livestock, and livestock food supplies for contamination.

- g. Review the procedures and limitations associated with the possible quarantine of civilians suspected of exposure to chemical/biological agents and coordinate with the Incident Commander.

8. The Nash-Edgecombe Mental Health shall:

- a. Coordinate and provide personnel for Critical Incident Stress Management for emergency responders and a separate CISM for victims, their families and other involved personnel.

9. Public Information Officers (PIO) shall:

- a. Ensure that PIOs are in place in the field and the EOC, and establish communication links.
- b. Prepare County Executive or other authorized press releases.
- c. Designate a Joint Information Center (JIC) as needed, and provide adequate staffing to handle public inquiries.
- d. Designate a briefing area for relatives of casualties and staff.

e. Designate a media staging area identified by the Incident Commander.

10. The Amateur Radio Emergency Services (ARES) shall:

a. Provide communications between command post, field sites, hospitals, and EOC, as requested.

b. Assist with establishment of communications link between the EOC and the FBI's Joint Operations Center (JOC).

c. Establish communications between EOC, Shelters and mass care centers as requested.

11. The American Red Cross (Chapter) shall:

a. Staff, manage and operate shelters and mass care facilities in cooperation with Nash County Health Department, Nash County DSS, Nash County Emergency Management, and other County agencies.

b. Provide training and maintain a roster of trained shelter managers.

c. Provide food, water, cots and blankets, etc., for shelter occupants in cooperation with Nash County Emergency Management and Nash-Rocky Mount Schools.

12. Other City and County Departments and Agencies shall:

- a. Conduct emergency operations as required to assist Emergency Management personnel to respond to, and recover from, the emergency.

**V. D. Federal Responsibilities**

1. The Federal Bureau of Investigation (FBI) shall:

- a. Assume primary jurisdiction, direction and control on any terrorist act or incident that is perpetrated in the name of any foreign government, or international terrorist group or against a federal official.
- b. Coordinate with state and local law enforcement agencies operating at the incident scene.

2. The Federal Emergency Management Agency (FEMA) shall:

- a. During an emergency period of heightened international tensions and hostility that could escalate to warfare (or terrorism), FEMA will keep States informed as to the status of the situation.
- b. Request for Federal assistance will be coordinated through North Carolina Emergency Management by Nash County Emergency Management.

**VI. E. State Responsibilities**

1. The North Carolina Emergency Management Division shall:
  - a. Activate the State EOC if assistance is requested from the Chief Administrative Office through a declaration of Public Emergency.
  - b. Identify the readiness conditions received from FEMA, and notify local jurisdictions.
  - c. Provide State assistance as necessary to augment City/County response resources, and operational functions.
2. The North Carolina National Guard shall:
  - a. Support local law enforcement activities when requested through the North Carolina Emergency Management Division.
  - b. Provide additional communication, decontamination facilities, and transportation for evacuation operations.

**F. Private Responsibilities**

Other private and public organizations are considered to have emergency missions which contribute to the health, welfare and safety of the citizenry and the continuity of government and will be called upon as necessary and available to provide their specific services.

**VII. G. Departments Affected**

All departments, agencies, and persons with operational functions or responsibilities will develop and maintain procedures for performing these functions in accordance with those assigned responsibilities and will participate in any necessary training or exercises.

#### **VIII. H. Demobilization**

1. After the incident has been terminated, the premises will be inspected by the appropriate agencies for any unsafe devices, material, weapons and physical structural support with due consideration to evidence recovery.
2. After incident recovery and containment, the fire/rescue IC or the Disaster Manager will relinquish command to law enforcement for investigation prior to restoration of the incident scene.

NATIONAL SECURITY COUNCIL

WASHINGTON, D.C. 20504

March 8, 1996

MEMORANDUM FOR MR. JOHN F. SOPKO

Minority Deputy Chief Counsel

Permanent Subcommittee on Investigations

Senate Governmental Affairs Committee

SUBJECT: Senator Nunn's Request for Copy of FEMA Abstract on PDD-39

Pursuant to Senator Nunn's request, enclosed for your information is a copy of the NSC approved unclassified FEMA abstract on PDD-39.

All requests for copies of, access to or information about Presidential Decision Directives (PDD) should be sent directly to the National Security Council.

Andrew D. Sens

Executive Secretary

Attachment

Tab A - Unclassified FEMA Abstract on PDD-39

cc: Ms. Catherine H. Light

Director Office of National Security Coordination Federal Emergency Management Agency

#### U.S. POLICY ON COUNTERTERRORISM

1. General. Terrorism is both a threat to our national security as well as a criminal act. The Administration has stated that it is the policy of the United States to use all appropriate means to deter, defeat and respond to all terrorist attacks on our territory and resources, both people and facilities, wherever they occur. In support of these efforts, the United States will:

Employ efforts to deter, preempt, apprehend and prosecute terrorists.

Work closely with other governments to carry out our counterterrorism policy and combat terrorist threats against them.

Identify sponsors of terrorists, isolate them, and ensure they pay for their actions.

Make no concessions to terrorists

2. Measures to Combat Terrorism. To ensure that the United States is prepared to combat terrorism in all its forms, a number of measures have been directed. These include reducing vulnerabilities to terrorism, deterring and responding to terrorist acts, and having capabilities to prevent and manage the consequences of terrorist use of nuclear, biological and chemical (NBC) weapons, including those of mass destruction.

a. Reduce Vulnerabilities. In order to reduce our vulnerabilities to terrorism, both at home and abroad, all department/agency heads have been directed to ensure that their personnel and facilities are fully protected against terrorism.

Specific efforts that will be conducted to ensure our security against terrorist acts

include the following:

Review the vulnerability of government facilities and critical national infrastructure.

Expand the program of counterterrorism.

Reduce vulnerabilities affecting civilian personnel/facilities abroad and military personnel/facilities.

Reduce vulnerabilities affecting U.S. airports, aircraft/passengers and shipping, and provide appropriate security measures for other modes of transportation.

Exclude/deport persons who pose a terrorist threat

Prevent unlawful traffic in firearms and explosives, and protect the President and other officials against terrorist attack.

Reduce U.S. vulnerabilities to international terrorism through intelligence collection/analysis, counterintelligence and covert action.

b. Deter. To deter terrorism, it is necessary to provide a clear public position that our policies will not be affected by terrorist acts and we will vigorously deal with terrorist / sponsors to reduce terrorist capabilities and support. In this regard, we must make it clear that we will not allow terrorism to succeed and that the pursuit, arrest, and prosecution of terrorists is of the highest priority. Our goals include the disruption of terrorist-sponsored activity including termination of financial support, arrest and punishment of terrorists as criminals, application of U.S. laws and new legislation to prevent terrorist groups from operating in the United States, and application of extraterritorial statutes to counter acts of terrorism and apprehend terrorists outside of the United States. Return of terrorists overseas, who are wanted for violation of U.S. law, is of the highest priority and a central issue in bilateral relations with any state that harbors or assists them.

c. Respond. To respond to terrorism, we must have a rapid and decisive capability to protect Americans, defeat or arrest terrorists, respond against terrorist sponsors, and provide relief to the victims of terrorists. The goal during the immediate response phase of an incident is to terminate terrorist attacks so that the terrorists do not accomplish their objectives or maintain their freedom, while seeking to minimize damage and loss of life and provide emergency assistance. After an incident has occurred, a rapidly deployable interagency Emergency Support Team (EST) will provide required capabilities on scene: a Foreign Emergency Support Team (FEST) for foreign incidents and a Domestic Emergency Support Team (DEST) for domestic incidents. DEST membership will be limited to those agencies required to respond to the specific incident. Both teams will include elements for specific types of incidents such as nuclear, biological or chemical threats.

The Director, FEMA, will ensure that the Federal Response Plan is adequate for consequence management activities in response to terrorist attacks against large U.S. populations, including those where weapons of mass destruction are involved. FEMA will also ensure that State response plans and capabilities are adequate and tested. FEMA, supported by all Federal Response Plan

signatories, will assume the Lead Agency role for consequence management in Washington, D.C. and on scene.

If large scale casualties and infrastructure damage occur, the President may appoint a Personal Representative for consequence management as the on scene Federal authority during recovery. A roster of senior and former government officials willing to perform these functions will be created and the restored individuals will be provided training and information necessary to allow them to be called upon on short notice.

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Agencies will bear the costs of their participation in terrorist incidents and counterterrorist operations, unless otherwise directed.

d. NBC Consequence Management. The development of effective capabilities for preventing and managing the consequences of terrorist use of nuclear, biological or chemical (NBC) materials or weapons is of the highest priority. Terrorist acquisition of weapons of mass destruction is not acceptable and there is no higher priority than preventing the acquisition of such materials/weapons or removing this capability from terrorist groups. FEMA will review the Federal Response Plan on an urgent basis, in coordination with supporting agencies, to determine its adequacy in responding to an NBC-related terrorist incident; identify and remedy any shortfalls in stockpiles, capabilities or training; and report on the status of these efforts in 180 days.

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# NASH COUNTY EMERGENCY OPERATIONS PLAN

## UNMET NEEDS

### I. PURPOSE

This section describes the process for addressing unmet needs following an emergency/disaster.

### II. SITUATION AND ASSUMPTION

#### A. Situation

1. "Unmet needs" refers to those needs of individuals that are not met, or can not be met, through a variety of service organizations i.e., Red Cross, Salvation Army, or Federal, State, local government programs.

2. Typical unmet needs can include the following:

- Financial Assistance
- Housing
- Food
- Transportation
- Home Furnishings
- Medical
- Debris Removal
- Counseling

3. An unmet needs committee is in place consisting of the following representatives:

- Emergency Management Director
- County Manager
- County Cooperative Extension Agent
- Faith Based Representative
- United Way
- Salvation Army
- Red Cross
- Chamber of Commerce
- Latino Community Representative

This committee is chaired by the Social Services Director and is responsible for the identification of those persons who, for whatever reason, did not receive assistance or sufficient assistance to get them back to pre-disaster levels.

4. There are many sources of assistance available to be utilized through Church groups, civic groups, individual contributions and others.

**B. Assumptions**

1. There will be people with unmet needs following an emergency/disaster.

2. The committee will work with all available sources to identify those people with needs and all victims will be identified.

3. Assistance will be available to help with unmet needs.

4. All victims will be returned to pre-disaster levels.

**III. CONCEPT OF OPERATIONS**

A. The committee will meet following an emergency/disaster and start assessing the needs, monitoring assistance and creating files on the victims and their needs.

B. The committee will coordinate with other relief agencies to eliminate duplication of aid.

C. Pre-disaster situations of victims will be determined on a case-by-case basis.

D. Assistance other than the normal Federal, State and local programs will be identified and utilized in meeting needs.

E. The committee will maintain a presence in the Disaster Application Center.

# NASH COUNTY EMERGENCY OPERATIONS PLAN

## IX. VITAL FACILITIES

### I. PURPOSE

This section provides for the identification and management of critical / vital facilities.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Many of these identified facilities would be vital to emergency response during a major emergency or disaster event. Other facilities would be critical for immediate and long-term recovery operations.
2. Several categories of vital facilities and resources have been identified in Nash County including:

#### Vital Facilities:

- a. Shelter Facilities
- b. Health/Medical Facilities
- c. Government Facilities
- d. Communications Facilities
- e. Public buildings
- f. Emergency service Facilities

#### Vital Utilities:

- a. Communications network components
- b. Electric distribution system components
- c. Transportation networks
- d. Water distribution/waste water facilities

Special Needs Facilities:

- a. Correctional Facilities
- b. Congregate Care Facilities
- c. Day Care Facilities

Vital Resource and services sites:

- a. Private Shelter/Reception Centers
  - b. Landfill and debris collection sites
  - c. Public/Private supply centers
  - d. Helicopter landing sites
3. Nash County Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency / disaster response.
  4. Nash County vital facility information is updated on a regular basis.

B. Assumptions

1. 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.
2. Knowledge of vital facilities will reduce the dependence on "unwritten" and "assumed" information.
3. Knowledge of vital facilities will expedite damage assessment and loss estimation.
4. The identification of vital facilities allows for the prioritization of post-disaster areas and restoration.

**III. CONCEPT OF OPERATIONS**

- A. Information pertaining to vital facilities and resources will be maintained in the Nash County computer systems, and accessible to the Nash County Emergency Operation Center.

- B. Continuous update of the vital facilities inventory will be maintained.
- C. Vital facilities may serve as the basis for establishing mutual aid and statements of understanding with other governmental or non-governmental agencies.
- D. Knowledge of vital facilities allows for the implementation of planned mitigation approaches/projects in an attempt to reduce vulnerabilities.

**NASH COUNTY  
EMERGENCY OPERATIONS PLAN  
GLOSSARY**

Many of these terms are utilized in the Nash County Emergency Operations Plan. Many others are not, but are included for assistance in responding to incidents where they may be encountered.

**ARC** – American Red Cross

**Central Emergency Management Supervisor** – Field office supervisor of the NC Division of Emergency Management office, which serves the central portion of the state and is located in Butner. Nash County is located in Area VII of the Central Branch.

**CFR** – Code of Federal Regulations.

**CHEMTRIC** – **CHEMical TRansportation Emergency Center** operated by the Chemical Manufacturers Association to provide information and/or assistance to emergency responders.

**Command Post (CP)** – A centralized base of operations established for management of an incident.

**Community Emergency Coordinator** – A person appointed for the local emergency planning committee (pursuant to SARA) who makes determinations necessary to implement plans, and who receives official emergency notification of releases. The Nash County Community Emergency Coordinator is the Emergency Management Coordinator.

**Comprehensive Emergency Management (CEM)** – An integrated approach to the management of emergency 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 (PL96-510) 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 SARA. (See CERCLA)

**Continuity of Government (COG)** – Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

**County Warning Point (CWP)** – Facility charged with receiving and relaying reports of disaster. The Nash County warning point is the Emergency Communications Center.

**DCI** – Division of Criminal Information (formerly Police Information Network)

**Damage Assessment** – Conducting of on scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Damage assessment is normally tasked to the Emergency Management Coordinator.

**Department of Crime Control and Public Safety (CC&PS)** – The North Carolina department responsible for state crime control and disaster preparation and response.

**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.

**Emergency Alert 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, as provided by the Emergency Alert System Plan.

**Emergency Management (EM)** – 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.

**Emergency Management Coordinator (EMC)** – The Emergency Response person responsible to the County Manager and County Commissioners for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

**Emergency Medical Services (EMS)** – Local emergency medical response teams.

**Emergency Operations Center (EOC)** – The site from which government officials exercise centralized direction and control in an emergency. Operating for an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated.

**Emergency Operation Plan (EOP)** – An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of an event of terror, natural disaster, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

**Emergency Information Bulletins**– 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.

**Evacuation** – Orderly movement of people away from an actual or potential hazard.

**Extremely Hazardous Substance (EHS)** – EPA list substances named in SARA section 302 (a) (2).

**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 Presidential declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

**Flooding** – Rising of water beyond normal limits. Flooding may be the result of locally heavy rains.

**General Statute (G.S.)** – The specific form of state law, codified and recorded for reference.

**HAZMAT or Hazardous Materials** – Any substance or material in a particular form or quantity that may pose an unreasonable risk to health, safety, and property.

**Hurricane** – Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

**ICS** – Incident Command System: 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.

**IDLH** – Immediately Dangerous to Life and Health

**Incident Commander (IC)** – Official who directly commands and allocates operations at an incident scene.

**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.

**LEPC** – Local Emergency Planning Committee. Nash County is a member of the LEPC, which also has representation from Public Health, Hospital, and Local industry, State Emergency Management, School System, Mental Health, Law Enforcement and State Public Health.

**Material Safety Data Sheet (MSDS)** – Compilation sheets including the health, flammability and reactivity hazards of a chemical.

**Mitigation** – Is an activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster.

**Mutual Aid Agreement** - Understanding between departments and jurisdictions that pledge exchange of emergency assistance.

**National Response Center (NRC)** – 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.

**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 it to the State Warning Points for action.

**National Weather Service (NWS)** – Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricane, tornadoes, tropical storms, etc.

**National Incident Management System (NIMS)** - Developed by the [United States Secretary of Homeland Security](#) at the request of the [President of the United States](#), the *National Incident Management System* (NIMS) integrates effective practices in [emergency preparedness](#) and response into a comprehensive national framework for [incident management](#). The NIMS will enable responders at all levels to work together more effectively to manage domestic incidents no matter what the cause, size or complexity.

**Public Health Response Team** – Teams established to respond to incidents that may affect the health of the public at large, including bio-terrorism and other events of terror. The Nash County Health Department and the State of NC maintain response teams.

**Public Information Officer (PIO)** – On-scene official responsible for preparing and coordinating the dissemination of public information. For single agency response, the Incident Commander assigns the

PIO. For multiple agency responses, the PIO is the Emergency Management Coordinator or may be assigned by Incident Commander in the absence of the EMC. The normal PIO for all countywide operations is the Public Health Education Supervisor or the County Manager. During periods of disaster, the responsibility for PIO may be delegated to the Emergency Management Coordinator. No county employee or public safety worker is authorized to speak on behalf of local government or provide instructions to the public without authorization.

**Recovery** – Activity involves assistance to return the community to normal or near-normal conditions. Recovery activities include; temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

**Regional Response Hazardous Materials Teams** – Teams established by the State of NC to respond to and assist local government with substantial Hazardous Materials Incidents. Technician and Specialist level support is generally provided. It is the responsibility of local government to provide Operations Level personnel. Nash County is generally served by RRT-1, located in Williamston, NC.

**Response** – Activities occur immediately before, during, and directly after an emergency or disaster.

**SERC** – State Emergency Response Commission, responsible for establishing HAZMAT planning districts and appointing/overseeing Local Emergency Planning Committees.

**Severe Thunderstorms** - Thunderstorms that more violent in nature and may include high winds, hail, dangerous lighting, and heavy rain.

**Shelter** – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days.

**Staging Area** – A pre-selected location having adequate parking areas for a base for the assembly of responding resources.

**Standard Operating Procedures (SOPs) or Operating Guidelines (SOGs)** – Predetermined guidelines covering perceived operational needs

**State Emergency Response Plan** – Plan designated specifically for State-level response to emergencies or major disasters.

**State Emergency Response Team (SERT)** – A team of emergency response personnel who are dispatched to the scene of a disaster in order to evaluate conditions, offer advice, and coordinate recovery activities.

**State Warning Point (SWP)** – The State facility that receives warnings and other emergency information over NAWAS. The NC SWP is the N. C. Highway Patrol, Troop C Communications Center in Raleigh.

**Superfund Amendments and reauthorization Act of 1986 (SARA)** – Act reauthorizing the Comprehensive Environmental response, Compensation, and Liability Act. Under Title III of SARA, authorities are established for chemical emergency planning and preparedness, community right-to-know reporting, and toxic chemical release reporting.

**Tier I or Tier II** – Inventory form for reporting Hazardous Chemicals and Extremely Hazardous Substances.

**Tier III (of 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.

**Tornadoes** – Violent weather storm that produces massive winds and often hail.

**Weather Watch** – An enhanced state of awareness for severe weather, the watch is indicative that weather conditions are present for a certain type of emergency. For Hurricanes, the watch indicates that Hurricane Conditions are likely within thirty-six hours.

**Weather Warning** – An enhanced state of awareness for severe weather, the warning is indicative that severe weather conditions are occurring and expected. For Hurricanes, the warning indicates that Hurricane Conditions are likely within twenty-four hours.

**Vulnerability** – The susceptibility to life, property, and the environment to damage is a hazard manifests its potential.

## Check Lists

[Emergency Operations Center](#)

[Animal Sheltering](#)

[Damage Assessment](#)

[Donations](#)

[Evacuation](#)

[Host Plan Checklist](#)

[Debris Management Checklist](#)

[Notifications and Warnings](#)

[Points of Distribution](#)

[EMS](#)

EMERGENCY OPERATIONS CENTER  
CHECKLIST

Complete	Description
	Emergency Management Director or Assistant will determine the need of activation and to what level
	Notify the appropriate agencies to report to the EOC
	EOC Manager provide briefings to EOC staff and keep County Manager and Chairman of Commissioners updated on situational awareness
	Ensure WEB EOC is used for county resource requests and situational awareness to State Emergency Management
	Ensure County PIO is established and formulate a plan for a possible Joint Information Center (JIC).
	Staff all Command and General Staff positions as needed
	<p>Operations Section Chief</p> <ul style="list-style-type: none"> <li>• Collect all incoming information for the emergency situation</li> <li>• Maintain a current status of resources</li> <li>• Prioritize emergency needs with resources needed</li> <li>• Maintain complete record of all activities and missions</li> <li>•</li> </ul>

ANIMAL SHELTERING  
CHECKLIST

Complete	Description
	Assess the situation and determine sheltering needs and capabilities.
	Notify Nash Rocky Mount School System if their facility is to be used.
	Notify Nash County Animal Control for Sheltering Operations.
	Immobilize the CART if required.
	<ul style="list-style-type: none"> <li>• Personnel availability</li> <li>• Equipment availability</li> </ul>
	Notify other staff as needed.
	Request the Companion Animal Mobile Equipment Trailer to shelter site from local Emergency Management.
	Provide situational awareness to County EOC so that it can be forwarded to NC Emergency Management.
	Once shelter is established, make note of resources they may be needed.
	<ul style="list-style-type: none"> <li>• Can resource be obtained locally?</li> <li>• If not, forward request to local EOC for ordering.</li> </ul>
	Ensure accurate accountability of all pets received in the shelter.
	Ensure all paperwork has been completed by owner(s).
	Do all animals have current immunizations with documentation?
	Once shelter is to be demobilized, make sure facility is left in the condition or better than prior to operation.
	<ul style="list-style-type: none"> <li>• Clean facility with volunteers.</li> <li>• Contract cleaning to outside vendor.</li> </ul>

DAMAGE ASSESSMENT  
CHECKLIST

Complete	Description
	Receive notification for activation from Emergency Management
	Damage Assessment Team Coordinator notifies the Damage Assessment Team to prepare for deployment.
	Ensure that all DAT Kits are stocked and ready for deployment.
	Once the DAT is organized prepare for the following:
	<ul style="list-style-type: none"> <li>• Briefing from Emergency Management of damaged areas.</li> </ul>
	<ul style="list-style-type: none"> <li>• Prepare missions for team deployment.</li> </ul>
	<ul style="list-style-type: none"> <li>• Prepare maps for team usage.</li> </ul>
	As Damage Assessment Numbers are collected from the DAT, report all information to the EOC for Situational awareness and report development that will be forwarded to the State.
	Report any problems encountered during any missions. Record all information on the ISC 214.

DONATED GOODS MANAGEMENT  
CHECKLIST

Complete	Description
	Receive briefing from Emergency Management
	Make contacts with partnering agencies:
	<ul style="list-style-type: none"> <li>• United Way</li> </ul>
	<ul style="list-style-type: none"> <li>• American Red Cross</li> </ul>
	<ul style="list-style-type: none"> <li>• Salvation Army</li> </ul>
	Establish warehouse accommodations
	Work with partnering agencies to establish volunteer/staff for warehouse operations
	Work with partnering agencies for distribution sites
	Secure vendor for trash and unusable items pick up
	Develop media release with partnering agencies for Donations Management and Distribution
	Secure a method of operations for collecting money from individuals and businesses
	Arrange transportation of goods to be shipped to distribution sites
	Provide updates and resource needs back to EOC or Emergency Management
	Refuse unwanted goods
	Once collections has stopped and distribution sites are demobilized, develop a plan of disposal for surplus goods with partnering agencies

EVACUATION / REENTRY  
CHECKLIST

Complete	Description
	The ordering of a countywide evacuation or reentry is the responsibility of the Chairman of the County Commissioners or the Policy/Administration Group and the mayor(s) of municipalities.
	Traffic control resources must be in place prior to the public release of an evacuation order.
	Evacuation and reentry information will be made available to the public by all available means.
	Coordinate with EOC on transportation needs for those who require transportation.
	Evacuations should be coordinated during daylight hours.
	Coordinate with the State and other counties on evacuations from Nash County.
	Coordinate with the necessary agencies and resources needed for Evacuation or Reentry procedures.
	Follow the plan on reentry procedures.

Host Plan  
CHECKLIST

Complete	Description
	Nash County will support the Host Shelter with staff and available resources to help the Host Shelter function.
	The Local Emergency Management official will be responsible to participate in conference calls with State Emergency Management.
	The Local Emergency Management official will keep the Host Shelter team up-to-date on Host Shelter actions.
	Nash 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.
	Nash County Social Services will provide two workers, one per shift, to provide for registration and social issues at the Host Shelter.
	Nash County Animal Control or Rocky Mount Animal Control will support the Host Shelter and the General Population Shelter with the sheltering of animals.
	Nash County Sheriff's Office or local law enforcement will provide security at the General Population Shelter and Host Shelter.
	Nash Health Care will be updated of the potential evacuees arriving that may have medical needs.
	American Red Cross will manage the Host Shelter.
	ARES will provide communications in the event we lose communications capabilities.
	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.

CRES HOST SHELTER  
CHECKLIST

Time	Complete	Description
120-96 hours		<p>Begin Work on IAP and develop Organization Chart</p> <p>Schedule briefing with Host Shelter Team. (see briefing outline)</p> <ul style="list-style-type: none"> <li>NGO/Nash Rocky Mount School System</li> <li>Public Health</li> <li>Social Services</li> <li>Law Enforcement</li> <li>Hospital</li> <li>EMS</li> <li>Red Cross</li> <li>Animal Control</li> <li>ARES</li> <li>NC Dept of Transportation</li> </ul>
		<p>Begin discussion of pre-positioning of shelter support resources</p>

		<p>CAMET</p> <p>Red Cross Shelter Trailer</p> <p>Other resources</p>
		<p>Participate in Conference calls with State Emergency Management and the Risk County</p> <p>Anticipated number of evacuees to expect</p> <p>Functional Needs</p> <p>Language requirements</p>
96 – 72 hours		Continue to brief Host Shelter Team
		Ensure State Disaster Declaration includes Nash County.
		Local State of Emergency prepared and Chairman of Board of Commissioners notified.
		Place shelter on Standby
72 – 48 hours		Nash County Health Department accesses Special Needs sheltering availability.
		Continue briefing with Host Shelter Team and handle any last minute issues with NGO/Nash Rocky Mount 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		Host Shelter is OPEN and prepared to accept evacuees

hours		
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.

DEBRIS MANAGEMENT  
CHECKLIST

Complete	Description
	Has a local State of Emergency been declared and signed?
	Has the Governor declared a State of Emergency?
	Has the President declared a Disaster Declaration?
	Divide the County into Debris Management Sites per the policy.
	Solid Waste Director will determine the Debris Sites.
	Contact all municipalities for coordination of Debris clean-up and restitution efforts.
	Debris Manager will keep Nash County Administration and Emergency Management Coordinator briefed of the status of debris cleaning, removal and disposal operations.
	Debris Manager, along with Emergency Management Coordinator, will attend meetings with other government and private agencies for the Debris cleanup operation.
	Coordinate with affected municipalities within Nash County on all debris clearance, removal and disposal issues through conference calls.
	Coordinate the Debris Management Plan "Right of Entry Agreement" with all public and private land owners.
	Convene emergency debris coordinating meetings at the EOC or other location as appropriate.
	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 and field supervisors of 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 and the Public Information Officer (PIO).
	The Debris Manager, along with the County Risk Manager, will ensure all Safety Equipment is worn by contractors and field supervisors and inspection teams.
	Work with Building Code Enforcement Office for the coordination of Private Property Debris Removal per the plan.
	The Debris Manager will restore Debris Management Sites as close to the original condition as is practical. Coordinate with local and state agencies on the long-term remediation process of the Debris Management Site for Ash, Soil and Ground Water pollution per the plan.

## Emergency Alert System CHECKLIST

Complete	Description
	Prepare in writing the exact information to be broadcast (Refer to Emergency Public Information attachments.)
	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.
	Upon request provide the authentication code.
	The State Warning Point will/should acknowledge the authentication code
	Upon request of the Warning Point, read text prepared for emergency action notification.
	Follow other instructions as given by the State Warning Point (Emergency Management)
	WSAY (or primary station) will disseminate the emergency information through AM-FM radio or TV according to the State Plan.
	Primary Station will disseminate the emergency information only through its own facility.
	Follow-up messages as needed, upon request of the originating officials
	Have a written termination notice specifying the hazard to be terminated.
	Call the State Warning Point and give title, name and political subdivision represented and request the EAS to be terminated.
	Upon request give authentication code.
	Upon request, read the termination message concluding with the statement "This concludes this activation of the Emergency Alert System."

Code Red  
CHECKLIST

Complete	Description
	Make contact with the on call member of the Nash County Emergency Services Fire Rescue Division Staff.
	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.
	Prepare in writing the exact information to be delivered.
	Utilize the Code Red Notification System to determine geographical area to be notified.
	Make telephone contact with Code Red Notification System by telephone and follow steps to record message.
	Prepare for follow up messages as needed.
	After event has concluded prepare conclusion or updated information to be delivered to citizens in the affected area as needed.
	Receive report from Code Red Notification system on number of calls made, attempts made and success of notification process.

Points of Distribution  
CHECKLIST

Complete	Description
	Nash County is responsible for the identifying County Points of Distribution management and operations.
	Nash County is responsible for ensuring that all County Points of Distribution personnel are trained.
	Nash County will maintain a MOA with a local trucking firm to handle the distribution of supplies to the POD's or through county resources.
	<p>Nash County is responsible for providing, to the state, the following information on the County Points of Distribution (include information on alternate sites):</p> <ul style="list-style-type: none"> <li>• Site Location</li> <li>• Directions (written and map)</li> <li>• Points of Contact (all pertinent contact information for day/night)</li> <li>• GPS Coordinates</li> </ul>
	Nash County will assure there is communications to support agencies operating within the county.
	Nash County will coordinate the demobilization of PODs with the POD Manager and will be responsible for redistribution of resources to County Staging Areas or other PODs.
	Local resources will staff the County PODs.

POD Equipment  
CHECKLIST

Complete	Description
	<ul style="list-style-type: none"> <li>• Pallet jack</li> </ul>
	<ul style="list-style-type: none"> <li>• Hand trucks</li> </ul>
	<ul style="list-style-type: none"> <li>• Shrink wrap and stretch wrapper</li> </ul>
	<ul style="list-style-type: none"> <li>• Refrigerated trailers (locally procured)</li> </ul>
	<ul style="list-style-type: none"> <li>• Sufficient parking</li> </ul>
	<ul style="list-style-type: none"> <li>• Telephone, fax/copier, and office supplies</li> </ul>
	<ul style="list-style-type: none"> <li>• Tables/chairs</li> </ul>
	<ul style="list-style-type: none"> <li>• Port-a-Potty(s)</li> </ul>
	<ul style="list-style-type: none"> <li>• Emergency lighting for the site</li> </ul>
	<ul style="list-style-type: none"> <li>• Security</li> </ul>
	<ul style="list-style-type: none"> <li>• Electricity</li> </ul>
	<ul style="list-style-type: none"> <li>• Dumpster</li> </ul>
	<ul style="list-style-type: none"> <li>• Traffic Cones</li> </ul>
	<ul style="list-style-type: none"> <li>• County 800 MHz Radio</li> </ul>

EMS  
CHECKLIST

Complete	Description
	Receive briefing from Emergency Management
	Begin identifying resource needs including personnel and additional ambulances
	Provide updates to local hospitals and the EOC
	During Mass Fatality incidents work with the hospital to establish temporary morgue
	Notify four rescue departments in the county with any situational awareness
	When necessary, locate an EMS official in the ICP and at the EOC
	Ensure all EMS based Memorandum of Agreements are current