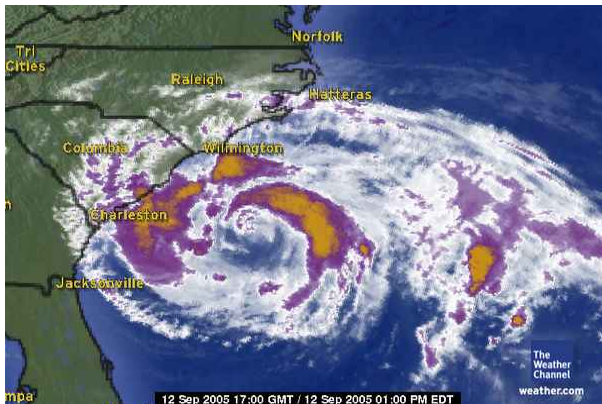

CITY OF GREENVILLE, NC EMERGENCY OPERATIONS PLAN



JULY 2008

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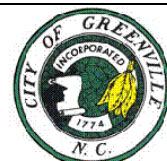


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FOREWORD

The City of Greenville has adopted the [National Incident Management System](#) (NIMS) approach as well, to incorporate the elements of NIMS essential to efficient management of emergencies and disasters that will involve local, state and federal response agencies. The purpose of the NIMS is best summed up in [Homeland Security Presidential Directive #5](#) (HSPD-5). This directive states that "*to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions*".

Under NIMS criteria the City of Greenville has:

- Adopted the [Incident Command System](#) (ICS 200)
- Provided NIMS training through the [NIMS Awareness Course](#)
- Determined which NIMS requirements already have been met.
- Developed a strategy and timeframe for full NIMS implementation by FY 2007

This plan does not attempt to define for each agency how to perform the tasks, only the framework. The manner in which the tasks are to be performed is contained within each department's Standard Operating Guidelines. This document contains Standard Operating Guidelines, memorandums of understandings, organizational charts, and other checklists.

This plan meets the requirements of FEMA planning guidance, CPG 1-8, CPG 1-8A, NRT-1 and the legal responsibilities identified in North Carolina General Statutes Chapter 166-A. It is intended that this plan, in conjunction with the implementing document, be used by the 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 City. The plan is a realistic reflection of the way emergency response will be carried out when an event occurs, and all agencies tasked under this plan contributed to its development.

This plan, upon approval and adoption by the Greenville City Council, supersedes all previous documents. All previous plans are rescinded by this document.

Credit is due to L. Patrick Holland, a MPA Graduate Student at ECU for the key role that he played in the research, collation, and development of this plan.





PURPOSE

Lead Agency

Emergency Management Coordinator

The City of Greenville, like any other municipality, is vulnerable to a number of natural and man-made hazards, which could give rise to potentially disastrous events threatening personal injury/death, and substantial property damage. Such events can happen with little or no warning.

This Emergency Operations Plan is intended for advance planning to prepare for and/or respond to natural or man-made, non-routine, emergency situations with potential for disastrous consequences.

The purpose of this plan is to:

- Focus attention on the ever-present potential for non-routine emergency or disaster events.
- Provide a framework for an organized coordinated response to non-routine emergency or disaster situations.
- Assure that all affected organizational subdivisions of the City are aware of their responsibilities to: prepare for unforeseen disasters, provide response to disaster situations, and provide post-disaster support for recovery/redevelopment.
- Establish uniform policies and procedures consistent with disaster plans of Pitt County and the State of North Carolina.
- Provide for organized post-disaster relief operations, with short and long-range recovery assistance from County, State, and Federal jurisdictions, if required.

Scope

For purposes of this Plan, "Disaster" is defined as: ... any natural or man-made event which causes a significant disruption of customary routine life and meets the following criteria:

- Threatens or causes injury or death to a large number of persons.
- Threatens or causes substantial property damage.
- Exceeds, threatens to exceed, or places extraordinary demand on the total emergency response capability of the City.
- Causes recovery and redevelopment to be a long-term process.
- Requires an emergency response beyond that considered "routine".
- Requires extraordinary use of resources to bring conditions back to normal.

In 2004, the City of Greenville's Department of Planning and Community Development developed a Hazard Mitigation Plan. This plan was adopted by the City Council under



Resolution No. 04-51 on November 8, 2004. That plan addressed a background and capability assessment, hazard identification and vulnerability, vulnerability assessment, and mitigation strategies. The plan can be accessed in Hummingbird at document [#639315](#).

The Basic Plan highlights those potentially significant hazard events that could affect the City of Greenville as follows:

- Flooding (rainfall)
- Hazardous Materials (fixed facility/transportation)
- Major Transportation Incident
- Tornado
- Hurricane/Tropical Storm

With the exception of the Hurricane/Tropical Storm hazard, potential disaster situations are most likely to be local in nature and effect - that is, limited in geographic area and severity of impact on the general population. Nonetheless, local disasters may require a significant commitment of City resources to neutralize the situation and restore normalcy to the affected areas.

Hurricanes/tropical storms present the potential for widespread disaster impact on the City, County, and adjacent areas. Because of their widespread impact, emergency response to hurricanes/tropical storms must be planned, coordinated, and executed on a wide-area basis. In this regard, the provisions of this Plan are in concert with the Pitt County Comprehensive Emergency Management Plan.

The concept of emergency operations is predicated on the principle of "graduated response" that is, commitment of personnel and material resources consistent with the magnitude, severity, and progression of the event which precipitates an emergency response. The City emergency operations organizational structure is designed to provide for continuity of City government/government services, as well as effective deployment and employment of city resources committed to disaster response and recovery.

The City emergency operations organization is a derivative of the National Incident Management System (NIMS). It is an organizational structure designed to be established at the time an incident occurs and expanded to meet the changing conditions and management needs of the disaster incident. The emergency operations organization, per se, has five (5) major functional areas; they are: Control Group, Operations Section, Logistics Section, Planning Section, and the Administration/Finance Section. The incorporation of a Legislative Group provides an essential element for continuity of government in emergency situations.

The operational entity of the emergency management organization is established in the City Emergency Operations Center (EOC). The EOC is the culmination point for direction, control, and coordination of disaster response activities that involve multi-department support and/or municipal interface with other governmental jurisdictions.

Operational sub-centers may be established within designated departments to serve as extensions of their representatives in the EOC. Sub-centers dispatch personnel and material resources to perform fieldwork as requested or directed from the EOC, or perform staff work required to support policy/strategy objectives.



Since it is unlikely that all disaster situations will require a total response of all the agencies/personnel in the emergency organization structure, the EOC may be selectively and progressively staffed as deemed appropriate to deal with specific events.

City officials at all levels share responsibility for the planning necessary to provide for the safety, and protection of life and property. This shared responsibility includes disaster preparedness and the response capabilities of all City departments. Full, cooperative, and unified participation of all elements of City government, as well as a host of private and volunteer organizations, is essential for effective disaster response and recovery.

The Direction and Control and Assignment of General Responsibilities sections outline the duties and responsibilities of City officials, staff agencies and departments. In this regard, it is incumbent on all concerned to be acquainted with the contents of this plan and to be prepared to carry out required actions.

The City and all its employees must be prepared to deal with emergency and disaster situations to try to maintain essential services and reduce the impact on citizens and businesses. City employees face additional burdens during disasters in that they must provide emergency service to the community, while also meeting their personal needs and responsibilities.

Departmental Emergency Operating Plans and EOC sub-center support plans are essential ingredients in the overall disaster planning effort. Department and sub-center plans will incorporate general descriptions of department responsibilities, required actions, and procedures to be followed to mobilize resources to respond to disaster situations.

The supporting annexes incorporated in this Plan address, in greater detail, more specific disaster preparedness, response, and recovery functions.



AUTHORIZATIONS AND AUTHORITIES

Lead Agency

City Attorney's Office

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

Situation

Actions taken during emergencies / disasters require that legal guidelines are followed to assure protection of the general public and to maintain law and order in the city.

Decisions implemented during times of disaster or impending disaster will sometimes have a negative economic impact on the City.

Mutual aid agreements exist between many agencies within Pitt County and its municipalities.

The City of Greenville has signed the North Carolina Statewide Mutual Aid Agreement.

Assumptions

Some actions taken during emergency events will be unpopular with the general public.

Actions implemented will be based on the safety and welfare of the overall population but may be unpopular with specific groups.

Concept of Operations

The General Statutes 166A-2&7 states the County/Municipal government has the responsibility of developing a plan for protecting life and property from the effects of potential hazards/emergencies/disasters.

Selected references are on file in the City Clerk's Office. These include:

City of Greenville

Proclamation of a State of Emergency

Prior to a hurricane is document #[185813](#).

After a hurricane passes is document #[185815](#).

The above documents address the declaration of the state of emergency, establishment of curfews, the sale of alcohol, the possession of weapons, the restricted access, and the effective time periods.



Proclamation of the Termination of a State of Emergency

Document # [185826](#)

Proclamation Amending Restrictions Imposed During a State of Emergency by Ordering the Evacuation of Certain Areas

Document # [185819](#)

Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Period of Effectiveness of the State of Emergency

Document # [185824](#)

Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Hours of Curfew

Document # [185817](#)

NC Statewide Mutual Aid Agreement

Agreement – Document # [643119](#)

Signatories – Document # [642612](#)

Pitt County Mutual Aid for Fire Rescue

Document Pitt County Mutual Aid

Greenville Police Department Mutual Aid Agreement

Document # 88690

Greenville City Code, Title 5 Public Safety

Document # [37266](#)

#285 – An Ordinance Authorizing the Mayor of the City of Greenville, North Carolina to proclaim the Existence of a State of Emergency and Impose a Curfew During the Same.

Document # [9763](#)

#1454 - An Ordinance To Adopt The Emergency Management Plan Of The City Of Greenville

Document # [3844](#)

#1455 - An Ordinance Authorizing The Mayor To Proclaim Restrictions In Response To The Needs Of An Emergency

Document # [3845](#)

#99-146, An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

Document # [65627](#)



#02-05 - An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

Document #[117097](#)

#05-82 A Resolution Adopting The National Incident Management System

Document #[599424](#)

Pitt County

Pitt County Emergency Ordinance

Document #[642544](#)

State of North Carolina

North Carolina General Statute 166-A entitled the North Carolina Emergency Management Act

Document #[644067](#)

N C Governor's Executive Order 18 Document #[719046](#)

N C Governor's Executive Order 43, 48, 49, 50, 73

Document #[642543](#)

North Carolina Oil Spill Act – Document #[719006](#)

The United States of America

Civil Defense Act of 1950, Public Law 81-920

Document #[642540](#)

Robert T. Stafford Disaster Relief and Emergency Assistance Act

Document #[642539](#)

Emergency Planning and Community Right-to-Know Act (SARA Title III)

Document #[642541](#)

OSHA 1910.120

Document #[642537](#)

FAA Authority (FAR) to close airspace over disaster areas

Document #[642536](#)

HSPD – Homeland Security Presidential Directive #5

Document # [644077](#)

HSPD – Homeland Security Presidential Directive #8

Document # [644078](#)



Organization and Assignment of Responsibilities

It shall be the responsibility of the city attorney to provide legal counsel to the Control Group, to ensure that those decisions made are in accordance with all laws and regulations.

Administration and Logistics

Complete information pertaining to Authorizations and Authorities will be maintained in a reference book and electronic media device accessible for reference during times of emergency. This reference will include:

- All documents noted above.
- Electronic backup copies of all above on two different media types
- Both hard copies and electronic copies of all departmental Emergency Operations Plans

Departments tasked with responsibilities under the Emergency Operations Plan will be responsible for providing current copies of any Mutual Aid Agreements to the Emergency Management Coordinator.



Promulgation

The undersigned approves the City of Greenville Emergency Operations Plan and agrees to the responsibilities assigned to their department/agency.

_____	_____
Mayor	Date
_____	_____
City Attorney	Date
_____	_____
City Manager	Date
_____	_____
City Clerk	Date
_____	_____
Director of Community Development	Date
_____	_____
Director of Financial Services	Date
_____	_____
Chief of Fire-Rescue	Date
_____	_____
Director of Human Resources	Date
_____	_____
Director of Information Technology	Date
_____	_____
Chief of Police	Date
_____	_____
Director of Public Works	Date
_____	_____
Director of Recreation & Parks	Date



Chapter 166A.

North Carolina Emergency Management Act.

Article 1.

North Carolina Emergency Management Act of 1977.

§ 166A-1. Short title.

This Article may be cited as "North Carolina Emergency Management Act of 1977." (1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 120.)

§ 166A-2. Purposes.

The purposes of this Article are to set forth the authority and responsibility of the Governor, State agencies, and local governments in prevention of, preparation for, response to and recovery from natural or man-made disasters or hostile military or paramilitary action and to:

- (1) Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property;
- (2) Prepare for prompt and efficient rescue, care and treatment of threatened or affected persons;
- (3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
- (4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response and recovery among agencies and officials of this State and with similar agencies and officials of other states, with local and federal governments, with interstate organizations and with other private and quasi-official organizations. (1959, c. 337, s. 1; 1975, c. 734, s. 1; 1977, c. 848, s. 2; 1995, c. 509, s. 121.)

§ 166A-3. Limitations.

Nothing in this Article shall be construed to:

- (1) Interfere with dissemination of news or comment on public affairs; but any communications facility or organization, including but not limited to radio and television stations, wire services, and newspapers, may be requested to transmit or print public service messages furnishing information or instructions in connection with an emergency, disaster or war; or
- (2) Limit, modify or abridge the authority of the Governor to proclaim martial law or exercise any other powers vested in him under the Constitution, statutes, or common law of this State independent of, or in conjunction with, any provisions of this Article. (1975, c. 734, s. 2; 1977, c. 848, s. 2; 1995, c. 509, s. 122.)

§ 166A-4. Definitions.

The following definitions apply in this Article:

- (1) 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.
- (2) Disaster Area. – The geographical area covered by a proclamation made by the Governor pursuant to G.S. 166A-6(a1).
- (3) Eligible Entity. – Any political subdivision. The term also includes an owner or operator of a private nonprofit utility that meets the eligibility criteria set out in this Article.
- (4) Emergency Management. – Those measures taken by the populace and governments at federal, State, and local levels to minimize the adverse effect of any type disaster, which includes the never-ending preparedness cycle of prevention, mitigation, warning, movement, shelter, emergency assistance, and recovery.
- (5) Emergency Management Agency. – A State or local governmental agency charged with coordination of all emergency management activities for its jurisdiction.
- (6) Political Subdivision. – Counties and incorporated cities, towns and villages.
- (7) Preliminary Damage Assessment. – The (initial estimate prepared) process used by State, local, or federal emergency management workers to determine the severity and magnitude of damage caused by a disaster event.
- (8) Private Nonprofit Utilities. – A utility that would be eligible for federal public assistance disaster funds pursuant to 44 C.F.R. Part 206.
- (9) Stafford Act. – The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288, 88 Stat. 143, codified generally at 42 U.S.C. § 5121, et seq., as amended.
- (10) State Acquisition and Relocation Fund. – State funding for supplemental grants to homeowners participating in a Hazard Mitigation Grant Program Acquisition and Relocation Program. These grants are used to acquire safe, decent, and sanitary housing by paying the difference between the cost of the home acquired under the Hazard Mitigation Grant Program Acquisition and Relocation Program and the cost of a comparable home located outside the 100-year floodplain. (1951, c. 1016, s. 2; 1953, c. 1099, s. 1; 1955, c. 387, s. 1; 1975, c. 734, ss. 4-6, 14;

1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 123; 2001-214, s. 1.)

§ 166A-5. State emergency management.

The State emergency management program includes all aspects of preparations for, response to and recovery from war or peacetime disasters.

(1) Governor. – The Governor shall have general direction and control of the State emergency management program and shall be responsible for carrying out the provisions of this Article.

a. The Governor is authorized and empowered:

1. To make, amend or rescind the necessary orders, rules and regulations within the limits of the authority conferred upon him herein, with due consideration of the policies of the federal government.
2. To delegate any authority vested in him under this Article and to provide for the subdelegation of any such authority.
3. To cooperate and coordinate with the President and the heads of the departments and agencies of the federal government, and with other appropriate federal officers and agencies, and with the officers and agencies of other states and local units of government in matters pertaining to the emergency management of the State and nation.
4. To enter into agreements with the American National Red Cross, Salvation Army, Mennonite Disaster Service and other disaster relief organizations.
5. To make, amend, or rescind mutual aid agreements in accordance with G.S. 166A-10.
6. To utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the State and of the political subdivisions thereof. The officers and personnel of all such departments, offices and agencies are required to cooperate with and extend such services and facilities to the Governor upon request. This authority shall extend to a state of disaster, imminent threat of disaster or emergency management planning and training purposes.
7. To agree, when required to obtain federal assistance in debris removal, that the State will

indemnify the federal government against any claim arising from the removal of the debris.

8. To sell, lend, lease, give, transfer or deliver materials or perform services for disaster purposes on such terms and conditions as may be prescribed by any existing law, and to account to the State Treasurer for any funds received for such property.
 9. To use contingency and emergency funds as necessary and appropriate to provide relief and assistance from the effects of a disaster, and to reallocate such other funds as may reasonably be available within the appropriations of the various departments when the severity and magnitude of such disaster so requires and the contingency and emergency funds are insufficient or inappropriate.
- b. In the threat of or event of a disaster, or when requested by the governing body of any political subdivision in the State, the Governor may assume operational control over all or any part of the emergency management functions within this State.
- (2) Secretary of Crime Control and Public Safety. – The Secretary of Crime Control and Public Safety shall be responsible to the Governor for State emergency management activities. The Secretary shall have the following powers and duties as delegated by the Governor:
- a. To activate the State and local plans applicable to the areas in question and to authorize and direct the deployment and use of any personnel and forces to which the plan or plans apply, and the use or distribution of any supplies, equipment, materials and facilities available pursuant to this Article or any other provision of law.
 - b. To adopt the rules to implement this Article.
 - c. To develop a system of damage assessment through which the Secretary will recommend the appropriate level of disaster declaration to the Governor. The system shall, at a minimum, consider whether the damage involved and its effects are of such a severity and magnitude as to be beyond the response capabilities of the local government or political subdivision.
 - d. Additional authority, duties, and responsibilities as may be prescribed by the Governor. The Secretary may subdelegate his authority to the appropriate member of his department.

- (3) Functions of State Emergency Management. – The functions of the State emergency management program include:
- a. Coordination of the activities of all agencies for emergency management within the State, including planning, organizing, staffing, equipping, training, testing, and the activation of emergency management programs.
 - b. Preparation and maintenance of State plans for man-made or natural disasters. The State plans or any parts thereof may be incorporated into department regulations and into executive orders of the Governor.
 - b1. Coordination with the State Health Director to amend or revise the North Carolina Emergency Operations Plan regarding public health matters. At a minimum, the revisions to the Plan shall provide for the following:
 - 1. The epidemiologic investigation of a known or suspected threat caused by nuclear, biological, or chemical agents.
 - 2. The examination and testing of persons and animals that may have been exposed to a nuclear, biological, or chemical agent.
 - 3. The procurement and allocation of immunizing agents and prophylactic antibiotics.
 - 4. The allocation of the National Pharmaceutical Stockpile.
 - 5. The appropriate conditions for quarantine and isolation in order to prevent further transmission of disease.
 - 6. Immunization procedures.
 - 7. The issuance of guidelines for prophylaxis and treatment of exposed and affected persons.
 - c. Promulgation of standards and requirements for local plans and programs, determination of eligibility for State financial assistance provided for in G.S. 166A-7 and provision of technical assistance to local governments.
 - d. Development and presentation of training programs and public information programs to insure the furnishing of adequately trained personnel and an informed public in time of need.
 - e. Making of such studies and surveys of the resources in this State as may be necessary to ascertain the capabilities of the State for emergency management, maintaining data on these resources, and planning for the most efficient use thereof.

- f. Coordination of the use of any private facilities, services, and property.
- g. Preparation for issuance by the Governor of executive orders, proclamations, and regulations as necessary or appropriate.
- h. Cooperation and maintenance of liaison with the other states, federal government and any public or private agency or entity in achieving any purpose of this Article and in implementing programs for emergency, disaster or war prevention, preparation, response, and recovery.
- i. Making recommendations, as appropriate, for zoning, building and other land-use controls, and safety measures for securing mobile homes or other nonpermanent or semipermanent works designed to protect against or mitigate the effects of a disaster.
- j. Coordination of the use of existing means of communications and supplementing communications resources and integrating them into a comprehensive State or State-federal telecommunications or other communications system or network. (1951, c. 1016, ss. 3, 9; 1953, c. 1099, s. 3; 1955, c. 387, ss. 2, 3, 5; 1957, c. 950, s. 5; 1975, c. 734, ss. 9, 10, 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 124; 2001-214, s. 2; 2002-179, s. 12.)

§ 166A-6. State of disaster.

(a) The existence of a state of disaster may be proclaimed by the Governor, or by a resolution of the General Assembly if either of these finds that a disaster threatens or exists.

(a1) If a state of disaster is proclaimed, the Secretary shall provide the Governor and the General Assembly with a preliminary damage assessment as soon as the assessment is available. Upon receipt of the preliminary damage assessment, the Governor shall issue a proclamation defining the area subject to the state of disaster and proclaiming the disaster as a Type I, Type II, or Type III disaster. In determining whether the disaster shall be proclaimed as a Type I, Type II, or Type III disaster, the Governor shall follow the standards set forth below.

(1) A Type I disaster may be declared if all of the following criteria are met:

- a. A local state of emergency has been declared pursuant to G.S. 166A-8, and a written copy of the declaration has been forwarded to the Governor;
- b. The preliminary damage assessment meets or exceeds the criteria established for the Small Business Administration

Disaster Loan Program pursuant to 13 C.F.R. Part 123 or meets or exceeds the State infrastructure criteria set out in G.S. 166A-6.01(b)(2)a.; and

- c. A major disaster declaration by the President of the United States pursuant to the Stafford Act has not been declared.

A Type I disaster declaration may be made by the Governor prior to, and independently of, any action taken by the Small Business Administration, the Federal Emergency Management Agency, or any other federal agency. A Type I disaster declaration shall expire 30 days after its issuance unless renewed by the Governor or the General Assembly. Such renewals may be made in increments of 30 days each, not to exceed a total of 120 days from the date of first issuance. The Joint Legislative Commission on Governmental Operations shall be notified prior to the issuance of any renewal of a Type I disaster declaration.

- (2) A Type II disaster may be declared if the President of the United States has issued a major disaster declaration pursuant to the Stafford Act. The Governor may request federal disaster assistance under the Stafford Act without making a Type II disaster declaration. A Type II disaster declaration shall expire six months after its issuance unless renewed by the Governor or the General Assembly. Such renewals may be made in increments of three months each, not to exceed a total of 12 months from the date of first issuance. The Joint Legislative Commission on Governmental Operations shall be notified prior to the issuance of any renewal of a Type II disaster declaration.
- (3) A Type III disaster may be declared if the President of the United States has issued a major disaster declaration under the Stafford Act and:

- a. The preliminary damage assessment indicates that the extent of damage is reasonably expected to meet the threshold established for an increased federal share of disaster assistance under applicable federal law and regulations; or
- b. The preliminary damage assessment prompts the Governor to call a special session of the General Assembly to establish programs to meet the unmet needs of individuals or political subdivisions affected by the disaster.

A Type III disaster declaration shall expire 12 months after its issuance unless renewed by the General Assembly.

(a2) Any state of disaster declared before July 1, 2001, shall terminate by a proclamation of the Governor or resolution of the General Assembly. A proclamation or resolution declaring or terminating a state of disaster shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and, unless the circumstances attendant upon the disaster prevent or impede, promptly filed with the Secretary of Crime Control and Public Safety, the Secretary of State and the clerks of superior court in the area to which it applies.

(b) In addition to any other powers conferred upon the Governor by law, during a state of disaster, the Governor shall have the following powers:

- (1) To utilize all available State resources as reasonably necessary to cope with an emergency, including the transfer and direction of personnel or functions of State agencies or units thereof for the purpose of performing or facilitating emergency services;
- (2) To take such action and give such directions to State and local law-enforcement officers and agencies as may be reasonable and necessary for the purpose of securing compliance with the provisions of this Article and with the orders, rules and regulations made pursuant thereto;
- (3) To take steps to assure that measures, including the installation of public utilities, are taken when necessary to qualify for temporary housing assistance from the federal government when that assistance is required to protect the public health, welfare, and safety;
- (4) Subject to the provisions of the State Constitution to relieve any public official having administrative responsibilities under this Article of such responsibilities for willful failure to obey an order, rule or regulation adopted pursuant to this Article.

(c) In addition, during a state of disaster, with the concurrence of the Council of State, the Governor has the following powers:

- (1) To direct and compel the evacuation of all or part of the population from any stricken or threatened area within the State, to prescribe routes, modes of transportation, and destinations in connection with evacuation; and to control ingress and egress of a disaster area, the movement of persons within the area, and the occupancy of premises therein;
- (2) To establish a system of economic controls over all resources, materials and services to include food, clothing, shelter, fuel, rents and wages, including the administration and enforcement of any rationing, price freezing or similar federal order or regulation;
- (3) To regulate and control the flow of vehicular and pedestrian traffic, the congregation of persons in public places or buildings,

lights and noises of all kinds and the maintenance, extension and operation of public utility and transportation services and facilities;

- (4) To waive a provision of any regulation or ordinance of a State agency or a political subdivision which restricts the immediate relief of human suffering;
- (5) Repealed by Session Laws 2001-214, s. 3, effective July 1, 2001.
- (6) To perform and exercise such other functions, powers and duties as are necessary to promote and secure the safety and protection of the civilian population;
- (7) To appoint or remove an executive head of any State agency or institution the executive head of which is regularly selected by a State board or commission.
 - a. Such an acting executive head will serve during:
 1. The physical or mental incapacity of the regular office holder, as determined by the Governor after such inquiry as the Governor deems appropriate;
 2. The continued absence of the regular holder of the office; or
 3. A vacancy in the office pending selection of a new executive head.
 - b. An acting executive head of a State agency or institution appointed in accordance with this subdivision may perform any act and exercise any power which a regularly selected holder of such office could lawfully perform and exercise.
 - c. All powers granted to an acting executive head of a State agency or institution under this section shall expire immediately:
 1. Upon the termination of the incapacity as determined by the Governor of the officer in whose stead he acts;
 2. Upon the return of the officer in whose stead he acts; or
 3. Upon the selection and qualification of a person to serve for the unexpired term, or the selection of an acting executive head of the agency or institution by the board or commission authorized to make such selection, and his qualification.
- (8) To procure, by purchase, condemnation, seizure or by other means to construct, lease, transport, store, maintain, renovate or distribute materials and facilities for emergency management without regard to the limitation of any existing law.

(d) In preparation for a state of disaster, with the concurrence of the Council of State, the Governor may use contingency and emergency funds as necessary and appropriate for National Guard training in preparation for disasters. (1951, c. 1016, s. 4; 1955, c. 387, s. 4; 1959, c. 284, s. 2; c. 337, s. 4; 1975, c. 734, ss. 11, 14; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1993, c. 321, s. 181(a); 1995, c. 509, s. 125; 2001-214, s. 3.)

§ 166A-6.01. State disaster assistance funds; programs.

(a) If a state of disaster is proclaimed, the Governor may make State funds available for disaster assistance as authorized by this section. Any State funds made available by the Governor for disaster assistance may be administered through State disaster assistance programs which may be established by the Governor upon the proclamation of a state of disaster. It is the intent of the General Assembly in authorizing the Governor to make State funds available for disaster assistance and in authorizing the Governor to establish State disaster assistance programs to provide State assistance for recovery from those disasters for which federal assistance under the Stafford Act is either not available or does not adequately meet the needs of the citizens of the State in the disaster area.

(b) Disaster Assistance Programs – Type I Disaster. – In the event that a Type I disaster is proclaimed, the Governor may make State funds available for disaster assistance in the disaster area in the form of individual assistance and public assistance as provided in this subsection.

(1) Individual assistance. – State disaster assistance in the form of grants to individuals and families may be made available when damage meets or exceeds the criteria set out in 13 C.F.R. Part 123 for the Small Business Administration Disaster Loan Program. Individual assistance grants shall include benefits comparable to those provided by the Stafford Act and may be provided for the following:

- a. Provision of temporary housing and rental assistance.
- b. Repair or replacement of dwellings. Grants for repair or replacement of housing may include amounts necessary to locate the individual or family in safe, decent, and sanitary housing.
- c. Replacement of personal property (including clothing, tools, and equipment).
- d. Repair or replacement of privately owned vehicles.
- e. Medical or dental expenses.
- f. Funeral or burial expenses resulting from the disaster.
- g. Funding for the cost of the first year's flood insurance premium to meet the requirements of the National Flood Insurance Act of 1968, as amended, 42 U.S.C. § 4001, et seq.

(2) Public assistance. – State disaster assistance in the form of public assistance grants may be made available to eligible entities located within the disaster area on the following terms and conditions:

- a. Eligible entities shall meet the following qualifications:
 1. The eligible entity suffers a minimum of ten thousand dollars (\$10,000) in uninsurable losses;
 2. The eligible entity suffers uninsurable losses in an amount equal to or exceeding one-half percent (0.5%) of the annual operating budget;
 3. For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and
 4. For a state of disaster proclaimed pursuant to G.S. 166A-6(a) after August 1, 2002, the eligible entity shall be participating in the National Flood Insurance Program in order to receive public assistance for flooding damage.
- b. Eligible entities shall be required to provide non-State matching funds equal to twenty-five percent (25%) of the eligible costs of the public assistance grant.
- c. An eligible entity that receives a public assistance grant pursuant to this subsection may use the grant for the following purposes only:
 1. Debris clearance.
 2. Emergency protective measures.
 3. Roads and bridges.
 4. Crisis counseling.
 5. Assistance with public transportation needs.

(c) If a Type II disaster is proclaimed, the Governor may make State funds available for disaster assistance in the disaster area in the form of the following types of grants:

- (1) State Acquisition and Relocation Funds.
- (2) Supplemental repair and replacement housing grants available to the individuals or families in an amount necessary to locate the individual or family in safe, decent, and sanitary housing not to exceed twenty-five thousand dollars (\$25,000) per family.

(d) If a Type III disaster is proclaimed, the Governor may make State funds available for disaster assistance in the disaster area in the form of the following types of grants:

- (1) State Acquisition and Relocation Funds.
- (2) Supplemental repair and replacement housing grants available to the individuals or families in an amount necessary to locate the individual or family in safe, decent, and sanitary housing not to exceed twenty-five thousand dollars (\$25,000) per family.
- (3) Any programs authorized by the General Assembly. (2001-214, s. 4; 2001-487, s. 98; 2002-24, s. 1; 2002-159, s. 57.5.)

§ 166A-6.1. Emergency planning; charge.

(a) Every person, firm, corporation or municipality who is licensed to construct or who is operating a fixed nuclear facility for the production of electricity shall pay to the Department of Crime Control and Public Safety an annual fee of at least thirty thousand dollars (\$30,000) for each fixed nuclear facility which is located within this State or has a Plume Exposure Pathway Emergency Planning Zone of which any part is located within this State. This fee is to be applied to the costs of planning and implementing emergency response activities as are required by the Federal Emergency Management Agency for the operation of nuclear facilities. Said fee is to be paid no later than July 31 of each year. This minimum fee may be increased from time to time as the costs of such planning and implementation increase. Such increases shall be by agreement between the State and the licensees or operators of the fixed nuclear facilities.

(b) Every person, firm, corporation or municipality who is licensed to construct or who is operating a fixed nuclear facility for the production of electricity shall pay to the Department of Crime Control and Public Safety, for the use of the Division of Environmental Health of the Department of Environment and Natural Resources, an annual fee of thirty-six thousand dollars (\$36,000) for each fixed nuclear facility that is located within this State or that has a Plume Exposure Pathway Emergency Planning Zone any part of which is located within this State. This fee shall be applied only to the costs of planning and implementing emergency response activities as required by the Federal Emergency Management Agency for the operation of nuclear facilities. This fee is to be paid no later than July 31 of each year.

(c) The fees imposed by this section do not revert at the end of a fiscal year. The amount of fees carried forward from one fiscal year to the next shall be taken into consideration in determining the fee to be assessed each fixed nuclear facility under subsection (a) in that fiscal year. (1981, c. 1128, ss. 1, 2; 1983, c. 622, ss. 1-3; 1989, c. 727, s. 219(42); 1989 (Reg. Sess., 1990), c. 964, s. 1; 1991 (Reg. Sess., 1992), c. 1039, s. 18; 1997-443, s. 11A.123; 2000-109, s. 6; 2002-70, s. 5.)

§ 166A-7. County and municipal emergency management.

(a) The governing body of each county is responsible for emergency management, as defined in G.S. 166A-4, within the geographical limits of such county. All emergency management efforts within the county will be coordinated by the county, including activities of the municipalities within the county.

- (1) The governing body of each county is hereby authorized to establish and maintain an emergency management agency for the purposes contained in G.S. 166A-2.
- (2) The governing body of each county which establishes an emergency management agency pursuant to this authorization will appoint a coordinator who will have a direct responsibility for the organization, administration and operation of the county program and will be subject to the direction and guidance of such governing body.
- (3) In the event any county fails to establish an emergency management agency, and the Governor, in his discretion, determines that a need exists for such an emergency management agency, then the Governor is hereby empowered to establish an emergency management agency within said county.

(b) All incorporated municipalities are authorized to establish and maintain emergency management agencies subject to coordination by the county. Joint agencies composed of a county and one or more municipalities within its borders may be formed.

(c) Each county and incorporated municipality in this State is authorized to make appropriations for the purposes of this Article and to fund them by levy of property taxes pursuant to G.S. 153A-149 and G.S. 160A-209 and by the allocation of other revenues, whose use is not otherwise restricted by law.

(d) In carrying out the provisions of this Article each political subdivision is authorized:

- (1) To appropriate and expend funds, make contracts, obtain and distribute equipment, materials, and supplies for emergency management purposes and to provide for the health and safety of persons and property, including emergency assistance, consistent with this Article;
- (2) To direct and coordinate the development of emergency management plans and programs in accordance with the policies and standards set by the State;
- (3) To assign and make available all available resources for emergency management purposes for service within or outside of the physical limits of the subdivision; and
- (4) To delegate powers in a local state of emergency under G.S. 166A-8 to an appropriate official.

(e) Each county which establishes an emergency management agency pursuant to State standards and which meets requirements for local plans and programs may be eligible to receive State financial assistance. Such financial assistance for the maintenance and operation of a county emergency management program will not exceed one thousand dollars (\$1,000) for any fiscal year and is subject to an appropriation being made for this purpose. Eligibility of each county will be determined annually by the State. (1951, c. 1016, s. 6; 1953, c. 1099, s. 4; 1957, c. 950, s. 2; 1959, c. 337, s. 5; 1973, c. 620, s. 9; 1975, c. 734, ss. 12, 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, ss. 126, 127.)

§ 166A-8. Local emergency authorizations.

Procedures governing the declaration of a local state of emergency:

- (1) A local state of emergency may be declared for any disaster, as defined in G.S. 166A-4 under the provisions of Article 36A of G.S. Chapter 14.
- (2) Such a declaration shall activate the local ordinances authorized in G.S. 14-288.12 through 14-288.14 and any and all applicable local plans, mutual assistance compacts and agreements and shall also authorize the furnishing of assistance thereunder.
- (3) The timing, publication, amendment and rescision of local "state of emergency" declarations shall be in accordance with the local ordinance. (1951, c. 1016, s. 6; 1953, c. 1099, s. 4; 1957, c. 950, s. 2; 1959, c. 337, s. 5; 1973, c. 620, s. 9; 1975, c. 734, ss. 12, 14, 16; 1977, c. 848, s. 2.)

§ 166A-9. Accept services, gifts, grants and loans.

Whenever the federal government or any agency or officer thereof or of any person, firm or corporation shall offer to the State, or through the State to any political subdivision thereof, services, equipment, supplies, materials, or funds by way of gift, grant or loan, for the purposes of emergency management, the State acting through the Governor, or such political subdivision, acting with the consent of the Governor and through its governing body, may accept such offer. Upon such acceptance the Governor of the State or governing body of such political subdivision may authorize any officer of the State or of the political subdivision, as the case may be, to receive such services, equipment, supplies, materials or funds on behalf of the State or of such political subdivision, and subject to the terms of the offer and the rules and regulations, if any, of the agency making the offer. (1951, c. 1016, s. 8; 1973, c. 803, s. 45; 1975, c. 19, s. 72; c. 734, ss. 13, 14; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2.)

§ 166A-10. Establishment of mutual aid agreements.

(a) The Governor may establish mutual aid agreements with other states and with the federal government provided that any special agreements so negotiated are within the Governor's authority.

(b) The chief executive of each political subdivision, with the concurrence of the subdivision's governing body, may develop mutual aid agreements for reciprocal emergency management aid and assistance. Such agreements shall be consistent with the State emergency management program and plans.

(c) The chief executive officer of each political subdivision, with the concurrence of the governing body and subject to the approval of the Governor, may enter into mutual aid agreements with local chief executive officers in other states for reciprocal emergency management aid and assistance.

(d) Mutual aid agreements may include but are not limited to the furnishing or exchange of such supplies, equipment, facilities, personnel and services as may be needed; the reimbursement of costs and expenses for equipment, supplies, personnel and similar items; and on such terms and conditions as deemed necessary. (1951, c. 1016, s. 7; 1975, c. 734, ss. 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2.)

§ 166A-11. Compensation.

(a) Compensation for services or for the taking or use of property shall be only to the extent that legal obligations of individual citizens are exceeded in a particular case and then only to the extent that the claimant has not been deemed to have volunteered his services or property without compensation.

(b) Compensation for property shall be only if the property was commandeered, seized, taken, condemned, or otherwise used in coping with a disaster and this action was ordered by the Governor. The State shall make compensation for the property so seized, taken or condemned on the following basis:

- (1) In case property is taken for temporary use, the Governor, within 30 days of the taking, shall fix the amount of compensation to be paid for such damage or failure to return. Whenever the Governor shall deem it advisable for the State to take title to property taken under this section, he shall forthwith cause the owner of such property to be notified thereof in writing by registered mail, postage prepaid, or by the best means available, and forthwith cause to be filed a copy of said notice with the Secretary of State.
- (2) If the person entitled to receive the amounts so determined by the Governor as just compensation is unwilling to accept the same as full and complete compensation for such property or the use thereof, he shall be paid seventy-five per centum (75%) of such amount and shall be entitled to recover from the State of North Carolina in an action brought in the superior court in the

county of residence of claimant, or in Wake County, in the same manner as other condemnation claims are brought, within three years after the date of the Governor's award. (1977, c. 848, s. 2.)

§ 166A-12. Nondiscrimination in emergency management.

State and local governmental bodies and other organizations and personnel who carry out emergency management functions under the provisions of this Article are required to do so in an equitable and impartial manner. Such State and local governmental bodies, organizations and personnel shall not discriminate on the grounds of race, color, religion, nationality, sex, age or economic status in the distribution of supplies, the processing of applications and other relief and assistance activities. (1975, c. 734, s. 3; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 128.)

§ 166A-13. Emergency management personnel.

(a) No person shall be employed or associated in any capacity in any emergency management agency established under this Article if that person:

- (1) Advocates or has advocated a change by force or violence in the constitutional form of the Government of the United States or in this State;
- (2) Advocates or has advocated the overthrow of any government in the United States by force or violence;
- (3) Has been convicted of any subversive act against the United States;
- (4) Is under indictment or information charging any subversive act against the United States; or
- (5) Has ever been a member of the Communist Party.

Each person who is appointed to serve in any emergency management agency shall, before entering upon his duties, take a written oath before a person authorized to administer oaths in this State, which oath shall be substantially as follows:

"I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of North Carolina, against all enemies, foreign and domestic; and that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I ever knowingly been, a member of any political party or organization that advocates the overthrow of the Government of the United States or of this State by force or violence; and that during such time as I am a member of the State Emergency Management Agency I will not advocate nor become a member of any political party or organization that advocates the

overthrow of the Government of the United States or of this State by force or violence, so help me God."

(b) No position created by or pursuant to this Article shall be deemed an office within the meaning of Article 6, Section 9 of the Constitution of North Carolina. (1951, c. 1016, s. 10; 1975, c. 734, ss. 14, 16; 1977, c. 848, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, s. 129.)

§ 166A-14. Immunity and exemption.

(a) All functions hereunder and all other activities relating to emergency management are hereby declared to be governmental functions. Neither the State nor any political subdivision thereof, nor, except in cases of willful misconduct, gross negligence or bad faith, any emergency management worker complying with or reasonably attempting to comply with this Article or any order, rule or regulation promulgated pursuant to the provisions of this Article or pursuant to any ordinance relating to any emergency management measures enacted by any political subdivision of the State, shall be liable for the death of or injury to persons, or for damage to property as a result of any such activity.

(b) The rights of any person to receive benefits to which he would otherwise be entitled under this Article or under the Workers' Compensation Law or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress shall not be affected by performance of emergency management functions.

(c) Any requirement for a license to practice any professional, mechanical or other skill shall not apply to any authorized emergency management worker who shall, in the course of performing his duties as such, practice such professional, mechanical or other skill during a state of disaster.

(d) As used in this section, the term "emergency management worker" shall include any full or part-time paid, volunteer or auxiliary employee of this State or other states, territories, possessions or the District of Columbia, of the federal government or any neighboring country or of any political subdivision thereof or of any agency or organization performing emergency management services at any place in this State, subject to the order or control of or pursuant to a request of the State government or any political subdivision thereof. The term "emergency management worker" under this section shall also include a person performing emergency health care services under G.S. 90-12.2.

(e) Any emergency management worker, as defined in this section, performing emergency management services at any place in this State pursuant to agreements, compacts or arrangements for mutual aid and assistance to which the State or a political subdivision thereof is a party, shall possess the same powers, duties, immunities and privileges he would ordinarily possess if performing his duties in the State, or political subdivision thereof in which normally employed or rendering services. (1957, c. 950, s. 4; 1975, c. 734, s. 14; 1977, c. 848, s. 2; 1979,

c. 714, s. 2; 1979, 2nd Sess., c. 1310, s. 2; 1995, c. 509, ss. 130, 131; 2002-179, s. 20(b).)

§ 166A-15. No private liability.

Any person, firm or corporation owning or controlling real or personal property who, voluntarily or involuntarily, knowingly or unknowingly, with or without compensation, grants a license or privilege or otherwise permits or allows the designation or use of the whole or any part or parts of such real or personal property for the purpose of sheltering, protecting, safeguarding or aiding in any way persons shall, together with his successors in interest, if any, not be civilly liable for the death of or injury to any person or the loss of or damage to the property of any persons where such death, injury, loss or damage resulted from, through or because of the use of the said real or personal property for any of the above purposes. (1957, c. 950, s. 3; 1977, c. 848, s. 2.)

§ 166A-15.1. Civil liability of persons who willfully ignore a warning in a disaster.

(a) In a disaster as defined by G.S. 166A-4, a person who willfully ignores a warning regarding personal safety issued by a federal, State, or local law enforcement agency, emergency management agency, or other governmental agency responsible for emergency management under this Article is civilly liable for the cost of a rescue effort to any governmental agency or nonprofit agency cooperating with a governmental agency conducting a rescue on the endangered person's behalf if:

- (1) The person ignores the warning, and: (i) engages in an activity or course of action that a reasonable person would not pursue, or (ii) fails to take a course of action that a reasonable person would pursue;
- (2) As a result of ignoring the warning the person places himself or herself or another in danger; and
- (3) A governmental rescue effort is undertaken on the endangered person's behalf. (1997-232, s. 1.)

§ 166A-16. Severability.

If any provision of this Article or the application thereof to any person or circumstances is held invalid, the invalidity does not affect other provisions or applications of the Article which can be given effect without the invalid provision or application, and to this end the provisions of this Article are severable. (1977, c. 848, s. 2; 1995, c. 509, s. 132.)

§ 166A-17. Leave options for voluntary firefighters, rescue squad workers, and emergency medical service personnel called into service.

(a) A member of a volunteer fire department, rescue squad, or emergency medical services agency called into service of the State after a proclamation of a state of disaster by the Governor or by the General Assembly, or upon the activation of the State Emergency Response Team in response to a disaster or emergency, shall have the right to take leave without pay from his or her civilian employment. No member of a volunteer fire department, rescue squad, or emergency medical services agency shall be forced to use or exhaust his or her vacation or other accrued leave from his or her civilian employment for a period of active service. The choice of leave shall be solely within the discretion of the member.

(b) For the volunteer member to be entitled to take leave without pay pursuant to this section, his or her services shall be requested in writing by the Director of the Division of Emergency Management or by the head of a local Emergency Management Agency. The request shall be directed to the Chief of the member's volunteer fire department, rescue squad, or emergency medical services agency and a copy shall be provided to the member's employer. This section shall not apply to those members whose services have been certified by their employer to the Director of the Division of Emergency Management, or to the head of a local Emergency Management Agency, as essential to the employer's own on-going emergency or disaster relief activities.

(c) For purposes of this section, a disaster or emergency requiring the activation of the State Emergency Response Team means a disaster or emergency at Activation Level 2 or greater according to the North Carolina State Emergency Operations Plan of November 2002. Activation Level 2 requires the State Emergency Operations Center to be fully activated with 24-hour staffing from all State Emergency Response Team members.

(d) The Commissioner of Labor shall enforce the provisions of this section pursuant to Chapter 95 of the General Statutes. (2003-103, s. 1.)

§ 166A-18. Division of Forest Resources designated as emergency response agency.

The Division of Forest Resources of the Department of Environment and Natural Resources is designated an emergency response agency of the State of North Carolina for purposes of:

- (1) Supporting the Division of Emergency Management of the Department of Crime Control and Public Safety in responding to all-risk incidents.
- (2) Receipt of any applicable State or federal funding.
- (3) Training of other State and local agencies in disaster and emergency management.
- (4) Any other disaster and emergency response roles for which the Division has special training or qualifications. (2005-128, s. 1.)

§ 166A-19. Reserved for future codification purposes.

Article 2.

Hazardous Materials Emergency Response.

§ 166A-20. Title, purpose.

(a) This Article may be cited as the "North Carolina Hazardous Materials Emergency Response Act."

(b) The purpose of this Article is to establish a system of regional response to hazardous materials emergencies and terrorist incidents in the State to protect the health and safety of its citizens. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(a).)

§ 166A-21. Definitions.

As used in this Article:

- (1) "Hazardous materials emergency response team" or "hazmat team" means an organized group of persons specially trained and equipped to respond to and control actual or potential leaks or spills of hazardous materials.
- (2) "Hazardous material" means any material defined as a hazardous substance under 29 Code of Federal Regulations § 1910.120(a)(3).
- (3) "Hazardous materials incident" or "hazardous materials emergency" means an uncontrolled release or threatened release of a hazardous substance requiring outside assistance by a local fire department or hazmat team to contain and control.
- (4) "Regional response team" means a hazmat team under contract with the State to provide response to hazardous materials emergencies occurring outside the hazmat team's local jurisdiction at the direction of the Department of Crime Control and Public Safety, Division of Emergency Management.
- (5) "Secretary" means the Secretary of the Department of Crime Control and Public Safety.
- (6) "Technician-level entry capability" means the capacity of a hazmat team, in terms of training and equipment as specified in 29 Code of Federal Regulations § 1910.120, to respond to a hazardous materials incident requiring affirmative measures, such as patching, plugging, or other action necessary to stop and contain the release of a hazardous substance at its source.
- (7) "Terrorist incident" means activities that occur within the territorial jurisdiction of the United States, involve acts dangerous to human life that are a violation of the criminal laws

of the United States or of any state, and are intended to do one of the following:

- a. Intimidate or coerce a civilian population.
- b. Influence the policy of a government by intimidation or coercion.
- c. Affect the conduct of a government by mass destruction, assassination, or kidnapping. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 1997-456, s. 27; 2002-179, s. 21(b).)

§ 166A-22. Hazardous materials emergency response program.

(a) The Secretary shall adopt rules establishing a regional response program for hazardous materials emergencies and terrorist incidents, to be administered by the Division of Emergency Management. To the extent possible, the regional response program shall be coordinated with other emergency planning activities of the State. The regional response program shall include at least six hazmat teams located strategically across the State that are available to provide regional response to hazardous materials or terrorist incidents requiring technician-level entry capability and 24-hour dispatch and communications capability at the Division of Emergency Management Operations Center. The rules for the program shall include:

- (1) Standards, including training, equipment, and personnel standards required to operate a regional response team with technician-level entry capability.
- (2) Guidelines for the dispatch of a regional response team to a hazardous materials or terrorist incident.
- (3) Guidelines for the on-site operations of a regional response team.
- (4) Standards for administration of a regional response team, including procedures for reimbursement of response costs.
- (5) Refresher and specialist training for members of regional response teams.
- (6) Procedures for recovering the costs of a response to a hazardous materials or terrorist incident from persons determined to be responsible for the emergency.
- (7) Procedures for bidding and contracting for the provision of a hazmat team for the regional response program.
- (8) Criteria for evaluating bids for the provision of a hazmat team for regional response.
- (9) Delineation of the roles of the regional response team, local fire department and local public safety personnel, the Division of Emergency Management's area coordinator, and other State agency personnel responding to the scene of a hazardous materials or terrorist incident.

(b) In developing the program and adopting rules, the Secretary shall consult with the Regional Response Team Advisory Committee established pursuant to G.S. 166A-24. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(c).)

§ 166A-23. Contracts; equipment loans.

(a) The Secretary may contract with any unit or units of local government for the provision of a regional response team to implement the regional response program. Contracts are to be let consistent with the bidding and contract standards and procedures adopted pursuant to G.S. 166A-22(a)(7) and (8). In entering into contracts with units of local government, the Secretary may agree to provide:

- (1) A loan of equipment, including a hazmat vehicle, necessary for the provision technician-level entry capability;
- (2) Reimbursement of personnel costs when a regional response team is authorized by the Department to respond to a hazmat or terrorist incident, including the cost of call-back personnel;
- (3) Reimbursement for use of equipment and vehicles owned by the regional response team;
- (4) Replacement of disposable materials and damaged equipment;
- (5) Costs of medical surveillance for members of the regional response team, including baseline, maintenance, and exit physicals;
- (6) Training expenses; and
- (7) Other provisions agreed to by the Secretary and the regional response team.

(b) The Secretary shall not agree to provide reimbursement for:

- (1) Costs of clean-up activities, after a spill or leak has been contained;
- (2) Local response not requiring technician-level entry capability; or
- (3) Standby time.

(c) Any contract entered into between the Secretary and a unit of local government for the provision of a regional response team shall specify that the members of the regional response team, when performing their duties under the contract, shall not be employees of the State and shall not be entitled to benefits under the Teachers' and State Employees' Retirement System or for the payment by the State of federal social security, employment insurance, or workers' compensation.

(d) Regional response teams that have the use of a State hazmat vehicle may use the vehicle for local purposes. Where a State vehicle is used for purposes other than authorized regional response to a hazardous materials or terrorist incident, the regional response team shall be liable for repairs or replacements directly attributable to the nonauthorized response. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(d).)

§ 166A-24. Immunity of Regional Response Team Personnel.

Members of a regional response team shall be protected from liability under the provisions of G.S. 166A-14(a) while responding to a hazardous materials or terrorist incident pursuant to authorization from the Division of Emergency Management. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(e).)

§ 166A-25. Right of entry.

A regional response team, when authorized to respond to a release or threatened release of hazardous materials or when authorized to respond to a terrorist or threatened or imminent terrorist incident, may enter onto any private or public property on which the release or terrorist incident has occurred or on which there is an imminent threat of such release or terrorist incident. A regional response team may also enter, under such circumstances, any adjacent or surrounding property in order to respond to the release or threatened release of hazardous material or to monitor, control, and contain the release or perform any other action in mitigation of a hazardous materials or terrorist incident. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 2002-179, s. 21(f).)

§ 166A-26. Regional Response Team Advisory Committee.

(a) The Regional Response Team Advisory Committee is created. The Secretary shall appoint the members of the Committee and shall designate the chair. In making appointments, the Secretary shall take into consideration the expertise of the appointees in the management of hazardous materials emergencies. The Secretary shall appoint one representative from:

- (1) The Division of Emergency Management;
- (2) The North Carolina Highway Patrol;
- (3) The State Fire and Rescue Commission of the Department of Insurance;
- (4) The Department of Environment and Natural Resources;
- (5) The Department of Transportation;
- (6) The Department of Agriculture and Consumer Services;
- (7) The Chemical Industry Council of North Carolina;
- (8) The N.C. Association of Hazardous Materials Responders;
- (9) Each regional response team;
- (10) The State Bureau of Investigation.

In addition to the persons listed above, the Secretary shall appoint to the Advisory Committee three persons designated jointly by the North Carolina Fire Chiefs Association and the North Carolina State Firemen's Association.

(b) The Advisory Committee shall meet on the call of the chair, or at the request of the Secretary; provided that the Committee shall meet no less than once every three months. The Department of Crime Control and Public Safety shall provide space for the Advisory Committee to meet. The Department also shall

provide the Advisory Committee with necessary support staff and supplies to enable the Committee to carry out its duties in an effective manner.

(c) Members of the Advisory Committee shall serve without pay, but shall receive travel allowance, lodging, subsistence, and per diem as provided by G.S. 138-5.

(d) The Regional Response Team Advisory Committee shall advise the Secretary on the establishment of the program for regional response to hazardous materials emergencies in the State. The Committee shall also evaluate and advise the Secretary of the need for additional regional response teams to serve the State. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b); 1997-261, s. 108; 1997-443, s. 11A.123; 2002-179, s. 21(g).)

§ 166A-27. Action for the recovery of costs of hazardous materials emergency response.

A person who causes the release of a hazardous material requiring the activation of a regional response team shall be liable for all reasonable costs incurred by the regional response team in responding to and mitigating the incident. The Secretary shall invoice the person liable for the hazardous materials release, and, in the event of nonpayment, may institute an action to recover those costs in the superior court of the county in which the release occurred. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b).)

§ 166A-28. Hazardous Materials Emergency Response Fund.

There is established in the Department of Crime Control and Public Safety a fund for those monies collected pursuant to G.S. 166A-27. The Fund is also authorized to accept any gift, grant, or donation of money or property to facilitate the establishment and operation of the regional response system. (1993 (Reg. Sess., 1994), c. 769, s. 22.4(b).)

§ 166A-29. Reserved for future codification purposes.

Article 3.

Disaster Service Volunteer Leave Act.

§ 166A-30. Short title.

This act may be cited as the Disaster Service Volunteer Leave Act. (1993, c. 13, s. 1.)

§ 166A-31. Definitions.

As used in this Article:

(1) "Certified disaster service volunteer" means a person who has completed the necessary training for and been certified as a disaster service specialist by the American National Red Cross.

(2) "Disaster" means a disaster designated at Level III or higher in the American National Red Cross Regulations and Procedures.

(3) "State agency" means and includes all departments, institutions, commissions, committees, boards, divisions, bureaus, officers, and officials of the State, including those within the legislative and judicial branches of State government. (1993, c. 13, s. 1.)

§ 166A-32. Disaster service volunteer leave.

An employee of a State agency who is a disaster service volunteer of the American Red Cross may be granted leave from his work with pay for a time not to exceed 15 work days in any 12-month period to participate in specialized disaster relief services for the American Red Cross. To be granted leave, the request for the services of that employee must come from the American Red Cross. The decision to grant the employee leave rests in the sole discretion of the employing State agency based on the work needs of that agency. Employees granted leave pursuant to this Article shall not lose seniority, pay, vacation time, sick time, or earned overtime accumulation. The State agency shall compensate an employee granted leave under this Article at the regular rate of pay for those regular work hours during which the employee is absent from his work. Leave under this Article shall be granted only for services related to a disaster occurring within the United States.

The State of North Carolina shall not be liable for workers compensation claims arising from accident or injury while the State employee is on assignment as a disaster service volunteer for the American Red Cross. Duties performed while on disaster leave shall not be considered to be a work assignment by a state agency. The employee is granted leave based on the need for the employee's area of expertise. Job functions although similar or related are performed on behalf of and for the benefit of the American Red Cross. (1993, c. 13, s. 1; 2001-508, s. 6.)

§§ 166A-33 through 166A-39. Reserved for future codification purposes.

Article 4.

Emergency Management Assistance Compact.

§ 166A-40. Title of Article; entering into Compact.

(a) This Article may be cited as the Emergency Management Assistance Compact.

(b) The Emergency Management Assistance Compact, hereinafter "Compact", is hereby enacted into law and entered into by this State with all other states legally joining therein, in the form substantially as set forth in this Article. This Compact is made and entered into by and between the party states which enact this Compact. For the purposes of this Article, the term "states" means the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all

United States territorial possessions and the term "party states" means the participating member states which enact and enter into this Compact. (1997-152, s. 1.)

§ 166A-41. Purposes and authorities.

(a) The purpose of this Compact is to provide for mutual assistance between the party states in managing any emergency or disaster that is duly declared by the governor of the affected state or states, whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

(b) This Compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this Compact may include the use of the states' national guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states. (1997-152, s. 1.)

§ 166A-42. General implementation.

(a) Each party state recognizes that many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this Compact. Each party state further recognizes that there will be emergencies that require immediate access and present procedures to apply outside resources to respond to emergencies effectively and promptly. This is because few, if any, individual states have all the resources that they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

(b) The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the federal government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this Compact shall be understood.

(c) On behalf of the governor of each party state, the legally designated state official who is assigned responsibility for emergency management shall be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this Compact. (1997-152, s. 1.)

§ 166A-43. Party state responsibilities.

(a) It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the

responsibilities listed in this Article. In formulating the plans, and in carrying them out, the party states, insofar as practicable, shall:

- (1) Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party state might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.
- (2) Review the party states' individual emergency plans and develop a plan that will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.
- (3) Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.
- (4) Assist in warning communities adjacent to or crossing the state boundaries.
- (5) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment services, and resources, both human and material.
- (6) Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.
- (7) Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

(b) The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this Compact shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

- (1) A description of the emergency service function for which assistance is needed, including fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.
- (2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

(3) The specific place and time for staging of the assisting party's response and a point of contact at that location.

(c) There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the federal government, with free exchange of information, plans, and resource records relating to emergency capabilities. (1997-152, s. 1.)

§ 166A-44. Limitations.

(a) Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this Compact in accordance with the terms hereof; provided that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

(b) Each party state shall afford to the emergency forces of any party state while operating within its state limits under the terms and conditions of this Compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect, or loaned resources remain in the receiving state or states, whichever is longer. (1997-152, s. 1.)

§ 166A-45. Licenses and permits.

Whenever any person holds a license, certificate, or other permit issued by any party state evidencing the meeting of qualifications for professional, mechanical, or other skills, and when assistance is requested by the receiving party state, the person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving skill to meet a declared emergency or disaster, subject to any limitations and conditions the governor of the requesting state may prescribe by executive order or otherwise. (1997-152, s. 1.)

§ 166A-46. Liability.

Officers or employees of a party state rendering aid in another state pursuant to this Compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this Compact shall be liable for any act or omission

occurring as a result of a good faith attempt to render aid or as a result of the use of any equipment or supplies used in connection with an attempt to render aid. For the purposes of this Article, "good faith" does not include willful misconduct, gross negligence, or recklessness. (1997-152, s. 1.)

§ 166A-47. Supplementary agreements.

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies. (1997-152, s. 1.)

§ 166A-48. Compensation.

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of the forces in case the members sustain injuries or are killed while rendering aid pursuant to this Compact, in the same manner and on the same terms as if the injury or death were sustained within their own state. (1997-152, s. 1.)

§ 166A-49. Reimbursement.

Any party state rendering aid in another state pursuant to this Compact shall be reimbursed by the party state receiving the aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with the requests; provided, that any aiding party state may assume in whole or in part the loss, damage, expense, or other cost, or may loan the equipment or donate the services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. (1997-152, s. 1.)

§ 166A-50. Evacuation.

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant shall be worked out and maintained between the party states and the emergency management or services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Plans shall be put into effect by request of the state from which evacuees come and shall

include the manner of transporting the evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of the evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. The plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. The expenditures shall be reimbursed as agreed by the party state from which the evacuees come and that party state shall assume the responsibility for the ultimate support of repatriation of the evacuees. (1997-152, s. 1.)

§ 166A-51. Effective date.

(a) This Compact shall become operative immediately upon its enactment into law by any two states; thereafter, this Compact shall become effective as to any other state upon its enactment by the state.

(b) Any party state may withdraw from this Compact by enacting a statute repealing the same, but no withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of the withdrawal to the governors of all other party states. The action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

(c) Duly authenticated copies of this Compact and of any supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the federal government. (1997-152, s. 1.)

§ 166A-52. Validity.

If any provision of this Compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this act and the applicability thereof to other persons and circumstances shall not be affected thereby. (1997-152, s. 1.)

§ 166A-53. Additional provisions.

Nothing in this Compact shall authorize or permit the use of military force by the national guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under section 1385 of Title 18, United States Code. (1997-152, s. 1.)

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For Immediate Release
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Homeland Security Presidential Directive/HSPD-5

Subject: Management of Domestic Incidents

Purpose

(1) To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

(2) In this directive:

(a) the term "Secretary" means the Secretary of Homeland Security.

(b) the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy

(3) To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

(4) The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters,

or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

(5) Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.

(6) The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

(7) The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.

(8) The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(9) Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(10) The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(11) The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

(12) The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.

(13) Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

Tasking

(14) The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.

(15) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local

governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

(16) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

(a) The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.

(b) The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or annexes, as appropriate, including public affairs and intergovernmental communications.

(c) The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.

(d) The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

(17) The Secretary shall:

(a) By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.

(b) By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.

(c) By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

(18) The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

(19) The head of each Federal department and agency shall:

(a) By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.

(b) By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.

(20) Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

(21) NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8)

(22) NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

(23) HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:

(a) striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof ;

(b) striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;

(c) inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;

(d) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;

(e) striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(f) striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(g) striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(h) striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;

(i) inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;

(j) inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;

(k) inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;

(l) striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;

(m) striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;

(n) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and

(o) inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

(24) The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

(a) replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."

(b) inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."

(c) inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".

(d) striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and

(e) striking the section entitled "Comment and Review Periods."

GEORGE W. BUSH

December 17, 2003 Homeland Security Presidential Directive/Hspd-8

Subject: National Preparedness

Purpose

(1) This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.

Definitions

(2) For the purposes of this directive:

(a) The term "all-hazards preparedness" refers to preparedness for domestic terrorist attacks, major disasters, and other emergencies.

(b) The term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, and the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); Government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) The term "Federal preparedness assistance" means Federal department and agency grants, cooperative agreements, loans, loan guarantees, training, and/or technical assistance provided to State and local governments and the private sector to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. Unless noted otherwise, the term "assistance" will refer to Federal assistance programs.

(d) The term "first responder" refers to those individuals who in

the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.

(e) The terms "major disaster" and "emergency" have the meanings given in section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122).

(f) The term "major events" refers to domestic terrorist attacks, major disasters, and other emergencies.

(g) The term "national homeland security preparedness-related exercises" refers to homeland security-related exercises that train and test national decision makers and utilize resources of multiple Federal departments and agencies. Such exercises may involve State and local first responders when appropriate. Such exercises do not include those exercises conducted solely within a single Federal department or agency.

(h) The term "preparedness" refers to the existence of plans, procedures, policies, training, and equipment necessary at the Federal, State, and local level to maximize the ability to prevent, respond to, and recover from major events. The term "readiness" is used interchangeably with preparedness.

(i) The term "prevention" refers to activities undertaken by the first responder community during the early stages of an

incident to reduce the likelihood or consequences of threatened or actual terrorist attacks. More general and broader efforts to deter, disrupt, or thwart terrorism are not addressed in this directive.

(j) The term "Secretary" means the Secretary of Homeland Security.

(k) The terms "State," and "local government," when used in a geographical sense, have the same meanings given to those terms in section 2 of the Homeland Security Act of 2002 (6 U.S.C.

101).

Relationship to HSPD-5

(3) This directive is a companion to HSPD-5, which identifies steps for improved coordination in response to incidents. This directive describes the way Federal departments and agencies will prepare for such a response, including prevention activities during the early stages of a terrorism incident.

Development of a National Preparedness Goal

(4) The Secretary is the principal Federal official for coordinating the implementation of all-hazards preparedness in the United States. In cooperation with other Federal departments and agencies, the Secretary coordinates the preparedness of Federal response assets, and the support for, and assessment of, the preparedness of State and local first responders.

(5) To help ensure the preparedness of the Nation to prevent, respond to, and recover from threatened and actual domestic terrorist attacks, major disasters, and other emergencies, the Secretary, in coordination with the heads of other appropriate Federal departments and agencies and in consultation with State and local governments, shall develop a national domestic all-hazards preparedness goal. Federal departments and agencies will work to achieve this goal by:

(a) providing for effective, efficient, and timely delivery of

Federal preparedness assistance to State and local governments;

and

(b) supporting efforts to ensure first responders are prepared to

respond to major events, especially prevention of and response

to threatened terrorist attacks.

(6) The national preparedness goal will establish measurable readiness priorities and targets that appropriately balance the potential threat and magnitude of terrorist attacks, major disasters, and other emergencies with the resources required to prevent, respond to, and recover from them. It will also include readiness metrics and elements that support the national preparedness goal including standards for preparedness assessments and strategies, and a system for assessing the Nation's overall preparedness to respond to major events, especially those involving acts of terrorism.

(7) The Secretary will submit the national preparedness goal to me through the Homeland Security Council (HSC) for review and approval prior to, or concurrently with, the Department of Homeland Security's Fiscal Year 2006 budget submission to the Office of Management and Budget.

Federal Preparedness Assistance

(8) The Secretary, in coordination with the Attorney General, the Secretary of Health and Human Services (HHS), and the heads of other Federal departments and agencies that provide assistance for first responder preparedness, will establish a single point of access to Federal preparedness assistance program information within 60 days of the issuance of this directive. The Secretary will submit to me through the HSC recommendations of specific Federal department and agency programs to be part of the coordinated approach. All Federal departments and agencies will cooperate with this effort. Agencies will continue to issue financial assistance awards consistent with applicable laws and regulations and will ensure that program announcements, solicitations, application instructions, and other guidance documents are consistent with other Federal preparedness programs to the extent possible. Full implementation of a closely coordinated interagency grant process will be completed by September 30, 2005.

(9) To the extent permitted by law, the primary mechanism for delivery of Federal preparedness assistance will be awards to the States. Awards will be delivered in a form that allows the recipients to apply the assistance to the highest priority preparedness requirements at the appropriate level of government. To the extent permitted by law, Federal preparedness assistance will be predicated on adoption of Statewide comprehensive all-hazards preparedness strategies. The strategies should be consistent with the national preparedness goal, should assess the most effective ways to enhance preparedness, should address areas facing higher risk, especially to terrorism, and should also address local government concerns and Citizen Corps efforts. The Secretary, in coordination with the heads of other appropriate Federal departments and agencies, will review and approve strategies submitted by the States. To the extent permitted by law, adoption of approved Statewide strategies will be a requirement for receiving Federal preparedness assistance at all levels of government by September 30, 2005.

(10) In making allocations of Federal preparedness assistance to the States, the Secretary, the Attorney General, the Secretary of HHS, the Secretary of Transportation, the Secretary of Energy, the Secretary of Veterans Affairs, the Administrator of the Environmental Protection Agency, and the heads of other Federal departments and agencies that provide assistance for first responder preparedness will base those allocations on assessments of population concentrations, critical infrastructures, and other significant risk factors, particularly terrorism threats, to the extent permitted by law.

(11) Federal preparedness assistance will support State and local entities' efforts including planning, training, exercises, interoperability, and equipment acquisition for major events as well as capacity building for prevention activities such as information gathering, detection, deterrence, and collaboration related to terrorist attacks. Such assistance is not primarily intended to support existing capacity to address normal local first responder operations, but to build capacity to address major events, especially terrorism.

(12) The Attorney General, the Secretary of HHS, the Secretary of Transportation, the Secretary of Energy, the Secretary of Veterans Affairs, the Administrator of the Environmental Protection Agency, and the heads of other Federal departments and agencies that provide assistance for first responder preparedness shall coordinate with the Secretary to ensure that such assistance supports and is consistent with the national preparedness goal.

(13) Federal departments and agencies will develop appropriate mechanisms to ensure rapid obligation and disbursement of funds from their programs to the States, from States to the local community level, and from local entities to the end users to derive maximum benefit from the assistance provided. Federal departments and agencies will report annually to the Secretary on the obligation, expenditure status, and the use of funds associated with Federal preparedness assistance programs.

Equipment

(14) The Secretary, in coordination with State and local officials, first responder organizations, the private sector and other Federal civilian departments and agencies, shall establish and implement streamlined procedures for the ongoing development and adoption of appropriate first responder equipment standards that support nationwide interoperability and other capabilities consistent with the national preparedness goal, including the safety and health of first responders.

(15) To the extent permitted by law, equipment purchased through Federal preparedness assistance for first responders shall conform to equipment standards in place at time of purchase. Other Federal departments and agencies that support the purchase of first responder equipment will coordinate their programs with the Department of Homeland Security and conform to the same standards.

(16) The Secretary, in coordination with other appropriate Federal departments and agencies and in consultation with State and local governments, will develop plans to identify and address national first responder equipment research and development needs based upon assessments of current and future threats. Other Federal departments and agencies that support preparedness research and development activities shall coordinate their efforts with the Department of Homeland

Security and ensure they support the national preparedness goal.

Training and Exercises

(17) The Secretary, in coordination with the Secretary of HHS, the Attorney General, and other appropriate Federal departments and agencies and in consultation with State and local governments, shall establish and maintain a comprehensive training program to meet the national preparedness goal. The program will identify standards and maximize the effectiveness of existing Federal programs and financial assistance and include training for the Nation's first responders, officials, and others with major event preparedness, prevention, response, and recovery roles. Federal departments and agencies shall include private organizations in the accreditation and delivery of preparedness training as appropriate and to the extent permitted by law.

(18) The Secretary, in coordination with other appropriate Federal departments and agencies, shall establish a national program and a multi-year planning system to conduct homeland security preparedness-related exercises that reinforces identified training standards, provides for evaluation of readiness, and supports the national preparedness goal. The establishment and maintenance of the program will be conducted in maximum collaboration with State and local governments and appropriate private sector entities. All Federal departments and agencies that conduct national homeland security preparedness-related exercises shall participate in a collaborative, interagency process to designate such exercises on a consensus basis and create a master exercise calendar. The Secretary will ensure that exercises included in the calendar support the national preparedness goal. At the time of designation, Federal departments and agencies will identify their level of participation in national homeland security preparedness-related exercises. The Secretary will develop a multi-year national homeland security preparedness-related exercise plan and submit the plan to me through the HSC for review and approval.

(19) The Secretary shall develop and maintain a system to collect, analyze, and disseminate lessons learned, best practices, and information from exercises, training events, research, and other sources, including actual incidents, and establish procedures to improve national preparedness to prevent, respond to, and recover from major events. The Secretary, in coordination with other Federal departments and agencies and State and local governments, will identify relevant classes of homeland-security related information and appropriate means of transmission for the information to be included in the system. Federal departments and agencies are directed, and State and local governments are requested, to provide this information to the Secretary to the extent permitted by law.

Federal Department and Agency Preparedness

(20) The head of each Federal department or agency shall undertake actions to support the national preparedness goal, including adoption of quantifiable performance measurements in the areas of training, planning, equipment, and exercises for Federal incident management and asset preparedness, to the extent permitted by law. Specialized Federal assets such as teams, stockpiles, and caches shall be maintained at levels consistent with the national preparedness goal and be available for response activities as set forth in the National Response Plan, other appropriate operational documents, and applicable authorities or guidance. Relevant Federal regulatory requirements should be consistent with the national preparedness goal. Nothing in this directive shall limit the authority of the Secretary of Defense with regard to the command and control, training, planning, equipment, exercises, or employment of Department of Defense forces, or the allocation of Department of Defense resources.

(21) The Secretary, in coordination with other appropriate Federal civilian departments and agencies, shall develop and maintain a Federal response capability inventory that includes the performance parameters of the capability, the timeframe within which the capability can be brought to bear on an incident, and the readiness of such capability to respond to domestic incidents. The Department of Defense will provide to the Secretary information describing the organizations and functions within the Department of Defense that may be utilized to provide support to civil authorities during a domestic crisis.

Citizen Participation

(22) The Secretary shall work with other appropriate Federal departments and agencies as well as State and local governments and the private sector to encourage active citizen participation and involvement in preparedness efforts. The Secretary shall periodically review and identify the best community practices for integrating private citizen capabilities into local preparedness efforts.

Public Communication

(23) The Secretary, in consultation with other Federal departments and agencies, State and local governments, and non-

governmental organizations, shall develop a comprehensive plan to provide accurate and timely preparedness information to public citizens, first responders, units of government, the private sector, and other interested parties and mechanisms for coordination at all levels of government.

Assessment and Evaluation

(24) The Secretary shall provide to me through the Assistant to the President for Homeland Security an annual status report of the Nation's level of preparedness, including State capabilities, the readiness of Federal civil response assets, the utilization of mutual aid, and an assessment of how the Federal first responder preparedness assistance programs support the national preparedness goal. The first report will be provided within 1 year of establishment of the national preparedness goal.

(25) Nothing in this directive alters, or impedes the ability to carry out, the authorities of the Federal departments and agencies to perform their responsibilities under law and consistent with applicable legal authorities and presidential guidance.

(26) Actions pertaining to the funding and administration of financial assistance and all other activities, efforts, and policies in this directive shall be executed in accordance with law. To the extent permitted by law, these policies will be established and carried out in consultation with State and local governments.

(27) This directive is intended only to improve the internal management of the executive branch of the Federal Government, and it is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity, against the United States, its departments, agencies, or other entities, its officers or employees, or any other person.

GEORGE W. BUSH

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PLAN DEVELOPMENT AND MAINTENANCE

Lead Agency

Emergency Management Coordinator

This section describes how the plan was developed and how it will be maintained.

Publication

The office of the Emergency Management Coordinator, Greenville Fire Rescue Department, by authority from the City Manager, publishes this EMERGENCY OPERATIONS PLAN.

The Emergency Management Coordinator will from time to time issue updates, revisions or additions to this Plan as the need arises. The Plan will be reviewed for needed changes at least annually. Departmental requests for changes to the plan may be submitted to the Emergency Management Coordinator, by inter-office memo. The Emergency Management Coordinator will publish and distribute all changes to this plan. Pursuant to City of Greenville Ordinance No. 1454, the City Manager may amend the EOP as he or she sees fit and such amendments are effective upon filing the amendments with the City Clerk.

Distribution

Distribution of this Plan in it's printed format will be very limited in numbers due to the challenges in keeping the plan current.

<u>Department</u>	<u>Copies</u>
City Manager's Office	2
City Clerk	2
Fire Rescue	2
Police	2
Public Works	2
Information Technologies	2
EOC	4

Distribution of this Plan in an electronic format will be much more far reaching with every department head and division head receiving a CD copy on a biannual basis, and following each significant rewrite. The plan will be stored on the city's intranet and several copies within the EOC.



Maintenance

- Agency and department heads will be responsible for the development of standard operating procedures in the support of this plan.
- The City Manager mandates the development and annual review of this plan by all officials involved, including coordinating necessary revisions through the Emergency Management Coordinator. A critique of the actions taken in support of the plan will follow any event necessitating implementation of the plan.
- The plan will be implemented with all affected parties having a direct role.
- This plan shall be exercised annually in lieu of actual response to real emergency events.
- The Emergency Management Coordinator will evaluate the need for input whenever the plan is revised or updated.



BASIC PLAN

Lead Agency

Emergency Management Coordinator

Purpose

This plan predetermines actions to be taken by governmental agencies and private organizations of The City of Greenville (COG) to reduce the vulnerabilities of people and property to all hazards and disasters and to establish capabilities to respond effectively to the actual occurrence of a disaster.

Situation

Geography and Economics

- The City of Greenville (COG) is located in Pitt County. The county is in the Coastal Plain region of Eastern North Carolina, contiguous to Greene, Wilson, Beaufort, Edgecombe, Martin, Craven and Lenoir Counties. The area's average temperature in January is 41° F and the average July temperature is 79° F. The average rainfall is 49 inches. The elevation of Greenville, NC is 64 feet above sea level. (Source - NCDOC-EDIS-2003)
- The City of Greenville is home to East Carolina University and its School of Medicine, along with Pitt County Memorial Hospital, a regional trauma center. The Medical School is affiliated with the Hospital.
- The local economy is largely dependent on agriculture, industry and East Carolina University along with its Medical School. Specialized industry includes a pharmaceutical plant, material handling equipment plant, paper product plant, computer assembly plant, textile plant, tobacco processing plant and wood products plant.
- There are nine other municipalities within the County: Ayden, Bethel, Falkland, Farmville, Fountain, Grifton, Grimesland, Simpson and Winterville. The largest municipality is Greenville with a population of around 70,000. It is also the County seat.



Transportation

- There is one local airport, Pitt-Greenville Airport, with commercial airline service. The County has several small air strips serviceable for light aircraft which are regularly used by private aircraft.
- No interstate highways pass through Pitt County; however, I-95 in neighboring Wilson County is approximately thirty miles west of the County. Highways US 264, 13, 258, 64, and NC 903, 121, 43, 30, 102, 222, 33, and 11 are the major highway routes through the County.
- Highways US 64, 264 and NC 43 through Pitt County are used by hurricane evacuees from coastal counties. Public roadways within Pitt 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.
- Several bridges provide key access through the County; these are the US 264 bypass over the Tar River, Memorial Drive, North Greene Street and Greenville Boulevard over the Tar River.
- The County is served by CSX and Norfolk Southern Railroads. Ayden, Bethel, Greenville, Grifton and Winterville are located on CSX tracks. Farmville, Greenville, Grimesland and Simpson are located on Norfolk Southern tracks. CSX runs north and south and uses Norfolk Southern tracks from Greenville east to the County line. Norfolk Southern runs east and west.

Emergency/Disaster

- The City of Greenville 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 Pitt County include:
 - Hurricanes
 - Drought
 - Severe thunderstorms
 - Tornadoes
 - Severe winter storm
 - Severe cold weather
 - Extreme heat
 - Hazardous materials
 - Transportation incidents
 - Fixed facility incidents
 - Spills of unidentified substances or dumping activity
 - Large structure fire
 - Forest or wildland fire
 - Landfill fire
 - Flooding (limited)
 - Aircraft crashes (civilian & military)
 - Epidemic disease

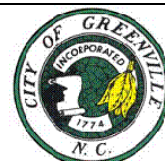


- Civil disorder/Riot/Vandalism
- Sabotage/Terrorism
- National security emergency
- Train derailments

Assumptions

The occurrence of any one or more of the emergency/disaster events listed could impact the City of Greenville severely and have the following consequences:

- Loss of electric power.
- Loss of water distribution and storage systems.
- Loss of part or all of waste treatment systems.
- Severance of the road/highway network, including bridges.
- Necessity for mass care and feeding operations.
- Need for debris clearance.
- Mass casualties.
- Long-term sheltering of victims.
- Damage to the public service communications network.
- Damage to the telephone network.
- Severe economic impact.
- Increased number of vectors.
- Need for official public information and rumor control.
- Need for State or Federal assistance.
- Need for managed reentry of the public into damaged/evacuated areas.
- Damage to vital records.
- Need for damage assessment.
- Immediate need for auxiliary power.
- Influx of unsolicited/donated goods.
- Contamination of private wells in areas outside the city.
- Exhaustion of local resources.
- Need for increased depth-of-staffing.
- Loss of facilities vital to essential services.
- Environmental impact/wildlife, natural resources destruction.
- Need for management of reconstruction.
- Need for coordination of staged resources.
- Isolation of populations.
- Intense media scrutiny.



- A Presidential Declaration of Disaster.

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

It is necessary for the City of Greenville and other local jurisdictions to plan for and to carry out disaster response and recovery operations utilizing local resources. However, it is likely that outside assistance will be necessary in most situations involving widespread or severe disasters that impact the City and its citizens.

Emergency and disaster occurrences could result in disruption of government functions, necessitating that all levels of local government and departments develop and maintain standard operating procedures to ensure continuity of government. The city's Continuity of Operations Plan outlines procedures that address depth of staffing, line of succession and modes of operation.

Most natural disasters will leave at least some part of the county isolated for a period of time.

Routine government agency operations such as delivery of social programs, legal processes, conduct of elections and cultural events may be postponed due to an emergency/disaster.

All disasters will require some degree of recovery to get back to normal.

Concept of Operations

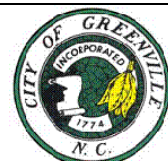
A Four-Phase Approach for the management of emergencies/disasters will be utilized.

Four Phases of Emergency/Disaster Management:

- Mitigation
- Preparedness
- Response
- Recovery

Mitigation Phase

- Fire inspections will be conducted and fire codes will be enforced.
- Participation in the National Flood Insurance Program will assist in identification of flood prone areas and minimize life and property loss to flood.
- Local ordinances will be enacted and enforced which result in reduced risk to the public; examples include regulations on sub-division planning, sanitation, animal control and burning.
- Vital records will be protected to reduce or eliminate loss.
- Public education programs regarding emergencies/disasters will be developed and conducted.



Preparedness Phase

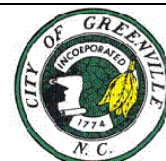
- Potential hazards and risks will be identified.
- Vulnerabilities and capabilities will be assessed.
- An Emergency Operations Plan will be developed and maintained.
- Standard operating procedures will be developed by all responsible parties identified in the Emergency Operations Plan.
- Vital facilities and available resources will be identified and inventoried.
- Mutual aid agreements, memorandums of understanding, etc. will be developed.
- Planning will be coordinated with other jurisdictions.
- Training will be made available to emergency responders.
- Exercises will be conducted and critiques will follow.
- Public education and current public information will be offered.
- Potential threats will be monitored and evaluated.

Response Phase

- The Emergency Operations Plan will be implemented on an appropriate scale.
- Affected parties, groups and agencies will be alerted and notified.
- Response forces will be deployed.
- Direction and Control of the recovery will be established.
- Lifesaving activities will occur, including rescue, fire suppression, emergency medical measures and isolation of hazardous areas.
- Law enforcement and emergency security will be implemented.
- Evacuation, sheltering and mass feeding operations will take place.
- The initial impact of the emergency/disaster will be assessed by field forces, including but not limited to welfare and safety checks, windshield surveys, FEMA or USAR searches, evacuations of low lying areas, etc
- A state of emergency will be proclaimed, if applicable.
- Emergency ordinances will be implemented and enforced.
- Resource allocation will occur.
- Mutual aid will be activated.
- Coordination with adjoining jurisdictions will take place.
- Pertinent public information will be released through media outlets.

Recovery Phase

- Debris removal operations will be conducted.



- Reentry will be allowed, as practical.
- Damage assessment will occur.
- Essential services will be restored.
- Restoration of vital facilities such as water and electric will take place.
- Public information will be released pertinent to recovery assistance.
- Emergency housing will be secured for victims.
- Resources arriving from other areas will be staged and deployed.
- The management and distribution of donated goods will be implemented.
- Reconstruction of damaged property will be undertaken.
- Unmet needs will be addressed.
- Temporary shelters will be closed.
- The State of Emergency will be terminated.

State Role and Support

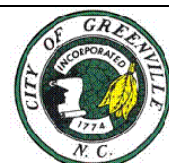
- Requests for State resources will be made through the City EOC, then to the Pitt County Emergency Service Director to the Division of Emergency Management, which will forward requests to the State EOC.
- The NC Division of Emergency Management will provide the following support:
 - On scene response by the Area Coordinator or his designee.
 - Assistance with dissemination of emergency public information.
 - Relay of information from State and Federal agencies.
 - Coordination of State agencies during events.
 - Transmittal and tracking of resource requests.
 - Assistance with planning, training and recovery operations.

Organization Assignment of Responsibilities

As the lead agency/person for this plan, the Emergency Management Coordinator has the responsibility to ensure this plan is effectively implemented. They also have the responsibility to assist each person having a role in the plan to understand his or her assignment and duties.

Administration and Logistics

The Emergency Management Coordinator is the subject matter expert within the city. It is his or her responsibility to administer this plan and provide the necessary resources whether they are from the city or through mutual aid.



LEAD AGENCY CHART FOR FUNCTIONAL ANNEXES

1. Direction and Control	Emergency Management Coordinator
2. Emergency Operations Center	Emergency Management Coordinator
3. Assignment of Responsibilities	City Council
4. Communications, Notifications, & Warnings	Emergency Management Coordinator
5. Public Information	City Manager's Office
6. Transportation, Evacuation, and Reentry	Police Department
7. Firefighting/Hazardous Materials	Fire-Rescue Department
8. Law Enforcement	Police Department
9. Emergency Personnel Sheltering	Emergency Management Coordinator
10. Public Health/ EMS/ Mass Care and Sheltering	Pitt County Health Department, DSS, and COG EMS Manager
11. Search Operations	Police Department
12. Staging Areas	Public Works Department
13. Resource Management	City Manager's Office
14. Recovery Operations	City Manager's Office
15. Health, Safety, and Damage Assessment	Public Works Department
16. Donated Goods Management	Convention & Visitor's Bureau
17. Restoration of Essential Services/ Vital Facilities	Public Works Department
18. Animal Control	Police Department
19. Emergency Personnel Family Preparedness	City Manager's Office



DIRECTION AND CONTROL

Lead Agency

Emergency Management Coordinator

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.

Situation

Many hazards exist that have the potential to cause disasters of great magnitude, necessitating the centralization of direction and control in order to conduct effective and efficient emergency operations.

The Emergency Operations Center serves as the central direction and control point for emergency response activities.

The City Emergency Operations Center (EOC) is located in the Police/Fire Rescue building, in classrooms A-C, located at 500 South Greene St. An alternate location for the EOC is at the Public Works Department headquarters, 1500 Beatty Street.

The EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to the EOC in a timely fashion.

Greenville Fire Rescue's Urban Search and Rescue Task Force #10 has portable, self sustainable structures that could be deployed post-event to operate as an EOC.

Assumptions

Depending upon the magnitude on the event, the City may be asked to send a representative to the Pitt County EOC.

The City of Greenville will act in unison with Pitt County on such issues as proclamations, public information and evacuations.

Concept of Operations

Direction and control of normal day-to-day emergencies of single agency response is performed by the on-scene incident commander (i.e. law enforcement, fire, rescue, EMS). All response and recovery forces will utilize the Incident Command System (ICS) and operate under the principles of the National Incident Management System.

Prior to and after activation of the Emergency Operations Center, requests for regional, state, or federal assistance will be directed to the Pitt County Emergency Services Director.



City-wide direction and control (EOC activation) is desirable in one or more of the following situations:

- The existence of an imminent threat to the safety or health of the public.
- When extensive multi-agency or jurisdiction response and coordination is necessary to resolve or recover from an emergency / disaster.
- When local resources are inadequate or depleted and significant mutual aid resources must be utilized to resolve the emergency / disaster.
- A disaster affects multiple political jurisdictions within the county, which are relying on the same resources to resolve the emergency / disaster.
- Local emergency ordinances are implemented to control the emergency / disaster.

Emergency operations and coordination at all levels of government will be carried out according to existing standard operations procedures.

Organization and Assignment of Responsibilities

Operational readiness of the City EOC is the responsibility of the Emergency Management Coordinator. (see the EOC organizational chart under the EOC annex)

Administrative decisions regarding food, supplies and other incidental needs for the EOC during activation are the responsibility of the EOC Manager/Incident Commander or his designee.

Upon activation of the EOC, the EOC staff will establish communications with the County EOC and / or Communications Center, who will in turn notify the Pitt County Emergency Services Director.

Whenever an EOC is activated, or activation of an EOC appears to be imminent, the Pitt County Emergency Services Director will in turn notify the NC Division of Emergency Management.

Frequent staff reviews / briefings will be conducted.

Administration and Logistics

Personnel reporting to an EOC will operate in their default assignment in the absence of a specific assignment, or in a recognized position within the NIMS structure as assigned by the EOC Manager/Incident Commander.

Control Group

The Control Group will be made up from the command staff and general staff positions within the EOC, with authorized decision-makers of the appropriate department, and/or others as decided by the EOC Manager/Incident Commander. The Mayor may be a part of this group at his/her discretion. This group is responsible for:



- The approval of policies and strategies pertinent to the emergency/disaster operation.
- Leadership and decision making for implementation by Operations, Logistics, Planning, and Finance/Administrative Sections.
- Preparation and release of statements to the general public through the Public Information Officer.
- Maintaining a line of communication with their respective administrators and elected officials utilizing available communications equipment.
- Upon activation, maintaining a presence in the EOC to carry out the direction and control function.
- Maintaining an awareness of actions being taken in response to the emergency situation in cooperation with the Operations Section Chief and the Control Group.
- The EOC Manager/ Emergency Management Coordinator in consultation with the rest of the Control Group will determine the need for additional staffing along the organizational chart and contact those persons and instruct them to report to the EOC.



EMERGENCY OPERATIONS CENTER

Lead Agency

Emergency Management Coordinator

The City of Greenville must have the capability to organize and direct the operations of all available resources in the event of a disaster affecting Greenville. The City of Greenville Emergency Operations Center (EOC) will act as the directing and control facility during major disasters for the assignment of all resources and the coordination and approval of all requests for assistance from other jurisdictions.

Purpose

The purpose is to establish standard techniques for the activation and operation of the City of Greenville Emergency Operations Center.

Concept of Operations

The EOC will be the direction and control center for the City of Greenville. The City Emergency Operations Center (EOC) is located in the Police/Fire Rescue building, in classrooms A-C, located at 500 South Greene St. An alternate location for the EOC is at the Public Works Department headquarters, 1500 Beatty Street. If needed, any person with the authority to activate the EOC may designate another location.

This SOG includes organizational and functional procedures necessary to activate and operate the EOC quickly and efficiently, and is applicable to all City of Greenville employees who have designated responsibilities during emergency operations of the EOC. This SOG will apply, except when modified, to meet specific conditions and situations as defined by the Emergency Management Coordinator or his authorized representative.

The Emergency Operation Center (EOC) provides necessary space and facilities for the operation of the following functions:

- Command/control and the direction of all emergency operations. An organization chart is found in Annexes section (COG – #[630906](#)).
- Communications and warning.
- Consolidation, analysis and dissemination of damage assessment data for further actions as deemed appropriate, and forwarding of requests for disaster assistance to area, state and national headquarters.
- Issuance of emergency information and instructions to the public during times of emergency, such as opening shelters and providing for other assistance for disaster situations.
- Evacuation / Reentry Orders and Information.
- Allocation of resources.
- Other.



All operations in the EOC will be in accordance with the City of Greenville Emergency Operations Plan. Personnel delegated responsibilities in the plan will be furnished with copies that include the assignment of responsibilities.

Each section or branch will determine its own staffing requirements. However, each agency representative must have the authority to commit their agency's resources. When a staffing assignment is made, consideration should be given to those with personal obligations, such as single parent families, persons with custodial care of elderly parents, homes in evacuation areas, etc.

In order to standardize, two 12 hour shifts have been defined for the EOC teams; DAY shift 0700-1900 (7 A.M. - 7 P.M.), NIGHT shift 1900-0700 (7 P.M. - 7 A.M.). Relief shifts should arrive 30 minutes early so that briefings can be conducted on what has occurred, what decisions have been reached and what problems remain.

Activation

In order to facilitate use of the EOC for a variety of disasters, graded levels of response to varying levels of events have been identified. An event may escalate through the different activation levels sequentially.

LEVEL III - Monitoring Activation

A Monitoring Activation Level III will be implemented whenever the Emergency Management Coordinator receives notice of an incident that may escalate to threaten public safety. During a Level III Activation, the Emergency Management Coordinator will disseminate information to those EOC team members directly affected by the incident.

LEVEL II - Hazard Specific Activation

The Emergency Management Coordinator, Police Chief, Fire Rescue Chief, City Manager, or any of their respective designees such as an Incident Commander may implement a Hazard Specific Activation Level II. Only those impacted by the hazard or involved in the response will be represented at the EOC.

LEVEL I - Full Activation

A Full Activation Level I may be implemented for a major event. All members will be notified. The EOC will be staffed 24 hours a day or "on call" as needed depending on the incident and the phase of the incident. This activation level, in and of itself, does not require that all parties who have predefined roles or duties within the EOC must report to the EOC.

- The EOC will be considered activated when sufficient personnel for operations are present and communication systems are operating.
- Consistent with the National Incident Management System, positions staffed other than the EOC Manager/Incident Commander will be at the discretion of the EOC Manager/Incident Commander.



- The EOC Manager/IC will provide a briefing as soon as possible. Additional briefings will be provided, as necessary.

Warning

Warnings may be received from any source or means. All warnings and alert messages will be verified. Most probable sources are:

- On-the-scene personnel through an Incident Commander
- National Weather Service
- State Warning Point
- NC Division of Emergency Management
- Pitt County Communications Center

Notification

Warning / Alert messages may be relayed to:

- Emergency Management Coordinator
- City Manager
- Police Chief and Fire Rescue Chief

Organization and Assignment of Responsibilities

In the event of a manmade disaster, a natural disaster, or a technological emergency affecting the City of Greenville, the City Manager, the Emergency Management Coordinator, the Fire Rescue Chief, the Police Chief, or any of their designees may activate the EOC.

Alerting Procedures

Upon receipt of a valid warning message, the Emergency Management Coordinator or his designee, will:

- Open the EOC if needed.
- Notify the required agencies of the emergency / disaster and request their attendance at the EOC.
- Notify Pitt County Emergency Management of the initial evaluation of the situation and the activation of the EOC.

Staffing

Departments are responsible for providing trained, adequate staffing, in a timely manner.



Composition of the EOC Staff

Level III and / or Level II Activation

EOC staff composition as directed by the EOC Manager/IC.

Level I Activation

The following representatives will report to the EOC unless otherwise assigned:

- Law Enforcement
- Fire Rescue
- Public Information
- Community Development
- City Manager's Office
- Financial Services
- Public Works
- Information Technologies

Personal Needs

Each EOC Team Member should bring the following personal items with them:

- Identification/EOC Access Card.
- Change(s) of clothing
- Personal hygiene supplies (toothbrush, toothpaste, soap, washcloth, towel and other personal needs)
- Prescription medications
- Food for special diets
- Snacks
- Sleeping bag / blanket, pillow
- Other personal supplies

Although shifts will be scheduled and most team members will go home for their off duty time, it is possible that team members may be stranded at the EOC for an extended period of time due to weather or road conditions. The EOC does not have dormitories for team members. However, a quiet place will be provided where EOC team members can sleep if they are on extended shifts or stranded. Cots will be provided, if possible.

Where possible, meals will be provided, as needed for those who can't break away from their worksite, in the EOC. However, team members are encouraged to bring snack foods from home.

The EOC is a non-smoking area.



There are no plans for adjacent shelter space for families of members working in the EOC. Please refer to the Emergency Personnel Family Preparedness section for further information.

Communications

There will be many events, situations and communication links occurring simultaneously during EOC activation. As a general guide, any communication, event, action or decision that may impact life, safety, or incur an expense, should be documented.

The EOC will operate under the Incident Command System (ICS), utilizing the principals of the National Incident Management System. This will include at a minimum the following staff positions:

- EOC Manager/Incident Command
- Operations Section
- Logistics Section
- Planning Section
- Finance Section

ICS forms will be utilized in the EOC:

- ICS forms must be filled out properly before resource requests are approved. ICS forms will be used to monitor operations, track resources, brief relief shifts, and to maintain a record for the Incident Log.

Special Briefings

If an agency has information that needs to be distributed to the entire EOC team immediately, an agency member should contact the Incident Commander and make him aware of the information. It will be the Incident Commander's decision to have the information announced immediately or at the next briefing. All incoming information must be documented on a General Message Form by the Support Agency getting the information and included in the Incident Log.

Status Boards – Displays – Logs – Books - Maps

Incident Log

- An Incident Log will be maintained. As each page of the Incident Log is completed, it will be printed.

Key Events / Message Board

- The EOC's major purpose is accumulating and sharing information to ensure coordination. A bulletin board will be used to list major events/problems that need to be shared immediately or may need to be referenced later.



Maps of Greenville and surrounding jurisdictions will be available for use in the EOC. Street directories will be available.

Situation Reports

Briefings will be held during EOC activation as needed. The purpose of the briefing is for all members of the EOC team to be updated on the current situation. The EOC manager/IC will begin the briefings and then each section will provide an update of their activities. Notes will be taken during the briefing and coordinated for preparation of a Situation Report; the Planning Section representative in the EOC will do this. The Situation Report will be typed and then initialed by the Incident Commander. The Situation Report will then be disseminated to all sections plus county, state, and federal liaisons.

The Public Information Officer will be supplied with these Situation Reports for possible use in briefing the media.

Public Information

Any agency that needs to issue a press release directing actions by the public or describing their agency's actions must work through the Public Information Office (PIO). They may either write the message internally or work with the PIO to write the message. Unless authority is delegated, the EOC Manager/IC or his designee must approve all news releases before release. Please refer to the [Public Information](#) functional annex for more on this subject.

Communications

Telephone

- Telephone numbers used by each agency in the EOC are attached.

Support Agency Radio

- Each agency will communicate with their personnel through their normal radio systems. Each agency should ensure they have extra batteries, chargers, etc. with them at the EOC.

Amateur Radio

- The Amateur Radio provides amateur radio communications between the EOC, public shelter, NC Division of Emergency Management, neighboring counties and other key locations as needed. The Pitt County Emergency Services Office has a list of amateur radio operators who have signed up to perform this duty when requested to do so.

Facsimile

- The EOC has access to two facsimile (FAX) machines. Other facsimile machines may be brought in from various agencies as needed.



Computers

- The EOC has access to two computers with e-mail capabilities and other computers can be made available if needed. Staff members assigned to the EOC are encouraged to bring any laptop computers they may have access to with them.

Transportation

The individual is responsible for his / her own transportation to the EOC. However, should extreme conditions prevent utilization of normal mode of transportation; the individual will notify the EOC and request assistance.

Security

The EOC is located in a secured area and individuals will not be allowed entrance except by authorization from the IC, or his designee. All traffic will be kept to a minimum and all individuals entering the EOC area are expected to sign in and out.

News Media

The news media will **not** be allowed in the EOC, except when authorized by the IC, and then only when accompanied by the PIO. There will be a room designated for news conferences and this will be coordinated by the PIO.

Deactivation

The EOC will be deactivated by the IC when there is no longer need for centralized control of an incident. The demobilization process and checklists will guide this process.

Forms Used in the EOC

Check-In EOC

This form is used to keep up with the people coming in and out of the EOC. You will sign in when coming in the EOC and sign out when leaving.

General Message Form

This form will be used to record incoming information.

Incident Log

This log is used to record all the incidents that are reported while the EOC is in operation.



Incident Objectives

This form is used as a guideline for each shift to write the objectives of the disaster each shift.

Medical Plan

This form will be used if a medical plan is needed for the emergency.

Organization Assignment List

This form is used to show how the anchorage of the different agencies is involved in the emergency.

Resource Request Log

This log will be used to record all resource requests and the task number assigned to each request.

Administration and Logistics

It is the responsibility of the Emergency Management Coordinator or his designee to provide security, organization, and resources for the Emergency Operations Center.



Emergency Operations Center

Access Card Holders

Pitt County-	Emergency Management Director Fire Marshall EMS Coordinator
City of Greenville-	Mayor Mayor Pro-Tem
City Attorney's Office-	City Attorney Assistant City Attorney
City Clerk's Office-	City Clerk Deputy City Clerk
City Manager's Office-	City Manager Assistant City Manager Public Information Officer
Financial Services-	Director Financial Services Manager Purchasing Manager
Fire/Rescue-	Chief Deputy Chief Battalion Chiefs (5) EMS Manager Administrative Assistant
Information Technology-	Director Infrastructure Manager Applications Development Manager
Human Resources-	Director Manager Risk Administrator
Community Development-	Director Chief Building Inspector Chief Planner



Police-	Chief Major Captains (4)
Public Works-	Director City Engineer Operations Manager Public Works Coordinator Chief Building Inspector
Recreation & Parks-	Director Superintendent of Recreation Superintendent of Parks
East Carolina University-	Environmental Health and Safety Director Environment Health and Safety Assistant Director Environmental Manager

Effective August 1, 2008, the City of Greenville staff will use their regular city ID card to indicate access rights to the EOC. Those with pre-defined EOC access will have a 3/8 inch red stripe across the bottom of the card to indicate EOC access.



Documents for inclusion on portable storage for EOC:

Proclamation of a State of Emergency

- Prior to a hurricane is document #[185813](#).
- After a hurricane passes is document #[185815](#).
Proclamation of the Termination of a State of Emergency
- Document #[185826](#)
Proclamation Amending Restrictions Imposed During a State of Emergency by Ordering the Evacuation of Certain Areas
- Document #[185819](#)
Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Period of Effectiveness of the State of Emergency
- Document #[185824](#)
Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Hours of Curfew
- Document #[185817](#)
Protocol for activating The Pitt County Automatic List Enabled Reactive Telephone (ALERT) System (Reverse 911)
- Document #[730935](#)
Activation Form for The Pitt County Automatic List Enabled Reactive Telephone (ALERT) System (Reverse 911)
- Document #[730936](#)
Emergency Alert System Protocols for Cable Television Messages
- Document #[730937](#)

Model Ordinance for Price Gouging (Pitt County Ordinance as an example)

NC Statewide Mutual Aid Agreement

- Agreement – Document # [643119](#)
- Signatories – Document # [642612](#)

Pitt County Mutual Aid for Fire Rescue

- Document Pitt County Mutual Aid

Greenville Police Department Mutual Aid Agreement

- Document #88690

Greenville City Code, Title 5 Public Safety

- Document # [37266](#)



Ordinances and Resolutions

#285 – An Ordinance Authorizing the Mayor of the City of Greenville, North Carolina to proclaim the Existence of a State of Emergency and Impose a Curfew During the Same.

- Document # [9763](#)

#1454 - An Ordinance To Adopt The Emergency Management Plan Of The City Of Greenville

- Document # [3844](#)

#1455 - An Ordinance Authorizing The Mayor To Proclaim Restrictions In Response To The Needs Of An Emergency

- Document # [3845](#)

#99-146, An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

- Document # [65627](#)

#02-05 - An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

- Document # [117097](#)

#05-82 A Resolution Adopting The National Incident Management System

- Document # [599424](#)

County

Pitt County Emergency Ordinance

- Document # [642544](#)

State

North Carolina General Statute 166-A entitled the North Carolina Emergency Management Act

- Document # [644067](#)

N C Governor's Executive Order 18 – (need to add document)

N C Governor's Executive Order 43, 48, 49, 50, 73

- Document # [642543](#)

Federal

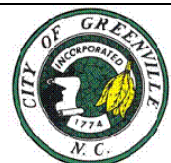
Civil Defense Act of 1950, Public Law 81-920

- Document # [642540](#)

Robert T. Stafford Disaster Relief and Emergency Assistance Act

- Document # [642539](#)

Emergency Planning and Community Right-to-Know Act (SARA Title III)



- Document #[642541](#)

OSHA 1910.120

- Document #[642537](#)

FAA Authority (FAR) to close airspace over disaster areas

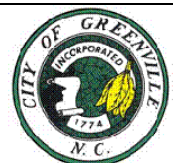
- Document #[642536](#)

HSPD – Homeland Security Presidential Directive #5

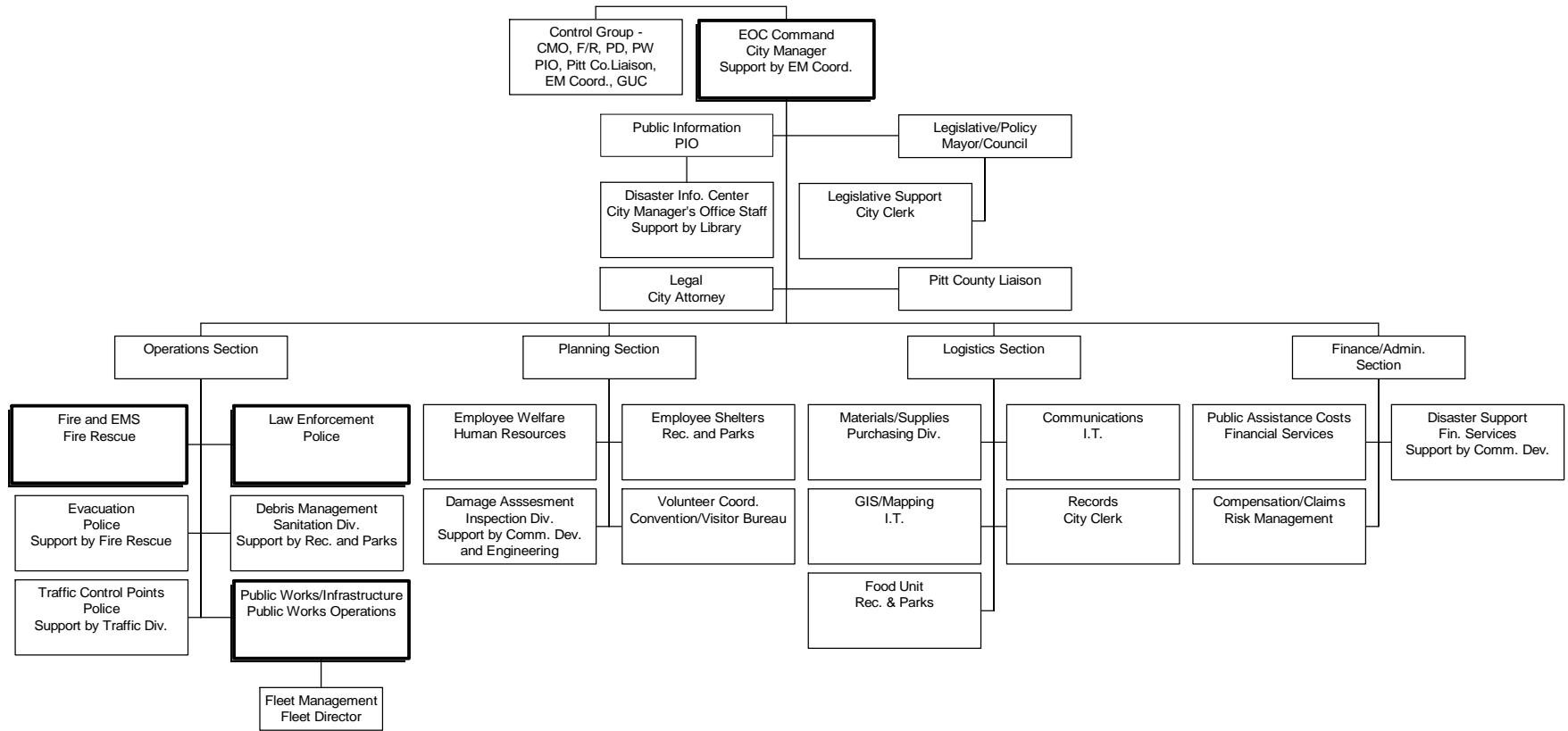
- Document # [644077](#)

HSPD – Homeland Security Presidential Directive #8

- Document # [644078](#)



Greenville EOC Organization



#630906

1. Boxes in bold lines are primary EOC positions and would be staffed in ANY level of EOC activation
2. Boxes in other than bold lines would be staffed based upon the significance and type of incident
3. Department/Division showed immediately under the function would be the lead department with staff support provided by the department shown as the Support Department/Division



ASSIGNMENT OF RESPONSIBILITIES

Lead Agency

City Council

Purpose

This section tasks departments within the City of Greenville with emergency functions in addition to their routine duties. Each department is responsible for developing and maintaining their own emergency Standard Operating Procedures (SOPs). Specific responsibilities are outlined below under the section entitled "Assignment of Individual Responsibilities". Responsibilities for certain organizations, which are not a part of local government, may be included at a later date.

Concept of Operations

Day-to-day organization of city government differs from the functional organization of the EOC. While normal lines of authority within the city or within an agency do not change, it is necessary to organize activities within the EOC in a way that maximizes operational expediency, decision-making, and information sharing. This is necessary due to the time critical tasks required for emergency response.

When the City declares a State of Emergency, lines of control related to emergency operations are organized along task-oriented lines, rather than the normal departmental structure governments use to accomplish long-term goals or to support everyday services.

When agencies send 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. Delayed decisions can lead to serious consequences within the increased tempo of the EOC environment.

Organization and Assignment of Responsibilities

Control Group

The City of Greenville Emergency Control Group consists of the following members, or their designees, as identified in the line of succession:

- City Manager
- Fire-Rescue Chief
- Police Chief



- Public Works Director
- Liaison to Pitt County (where practical)
- Liaison to Greenville Utilities (where practical)
- Liaison to East Carolina University (where practical)

Assignment of Individual Responsibilities

Mayor or Designee

Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.

Declare and / or rescind a State of Emergency for the City of Greenville.

Implement other measures, as necessary, to provide for the protection of life and property, including orders for evacuation and reentry.

Coordinate emergency response actions with the elected representatives of adjoining jurisdictions and Pitt County.

Inform other members of the City Council of the Control Group activities and of any emergency activities, as appropriate.

City Council

Implement necessary legislative measures to provide for the protection of life and property.

Coordinate emergency response actions with elected officials of adjoining jurisdictions.

Support the emergency management initiatives in the development of periodic exercises and tests of the emergency systems.

City Manager

Implement the Emergency Operations Plan under the authority of the Mayor and City Council and adhere to the City personnel policy.

Serve as a member of the EOC Control Group.

Direct city agencies to develop and continually maintain and update emergency plans and Standard Operating Procedures (SOPs) to mitigate, prepare for and respond to emergencies. (e.g. Departmental SOP's; Continuity of Operations Plans, etc.). Conduct periodic departmental emergency preparedness reviews. Manage corrective action plans to deal with identified gaps or deficiencies.

Support the Emergency Management Coordinator in the development of periodic exercises and test of the emergency systems.



Authorize the release of emergency public information statements.

Coordinate emergency response actions with Managers and / or Administrators from adjoining jurisdictions.

Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.

See that records of damage, shelter openings, census of shelters and number of injured or dead are maintained.

Public Works Director

Fire-Rescue Chief

Execute the City of Greenville Emergency Operations Plan.

Develop and maintain Standard Operating Procedures for emergency service operations during emergency and disaster situations.

Perform assigned duties according to state statutes and local ordinances.

Develop plans in accordance with Federal and State guidelines.

Coordinate emergency operations within the jurisdiction.

Seek Hazard Mitigation Grants.

Provide for delivery of programs to properly train the emergency services organization.

Maintain a current list of available local resources.

Coordinate the procurement of resources requested by departments and direct aid to areas where needed.

Coordinate with private industry for use of privately-owned resources.

Request additional resources through the Pitt County Division of Emergency Management in those cases where municipal resources cannot meet resource or recovery requirements.

Coordinate exercises and tests of the emergency systems within the jurisdiction.

Serve as a member of the EOC Control Group.

Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.

Assume the role of the Emergency Operations Center Operations Officer or EOC Manager.

Maintain contact with Pitt County Division of Emergency Management during emergency situations.



Coordinate emergency response actions with the Emergency Management Coordinators in adjoining jurisdictions.

Serve as principal liaison and advisor for emergency operations during an emergency / disaster.

Maintain operational readiness of the City Emergency Operations Center.

Conduct a hazard analysis to determine potential evacuation routes.

Identify and arrange alternate shelter locations.

Police Chief

Develop and maintain Standard Operating Procedures for departmental disaster operations in support of the City Emergency Operations Plan.

Be aware of local traffic control points for regional evacuations affecting the municipality.

Serve as a member of the EOC Control Group.

Identify local emergency evacuation routes from high hazard areas.

Anticipate resources needed to support local law enforcement activity during emergencies and plan for timely resource requests.

Assist in notification and warning of the general public, primarily in their respective jurisdiction.

Provide security of homes, businesses and property in damaged areas.

Assist with initial impact assessment.

Inform families on the status of individuals injured or missing due to an emergency / disaster.

Assist with reentry of evacuees into damaged areas primarily in their respective jurisdiction.

Public Information Officer (PIO)

Develop and maintain Standard Operating Procedures for public information operations during emergency and disaster operations, including a directory of media outlets.

Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.

Coordinate all media releases during an emergency situation.

Correct inaccurate information when encountered through regular media updates.



Provide emergency instructions and direct information for the public at the time of the disaster or emergency.

Develop media advisories for the public.

Function as a designated spokesperson for the City of Greenville and the Control Group during emergencies.

Serve in the City EOC during time of emergency activation.

Clear information with the Incident Commander, Chief Executive or EOC Manager before releasing any information to the media, unless otherwise directed.

Ensure that all sources of information being received are authenticated and verified for accuracy.

Coordinate with the Pitt County Public Information Officer.

Emergency Medical Services Manager

Develop and maintain Standard Operating Procedures for emergency medical services activities during emergency and disaster situations.

Plan for coordination of emergency medical services activities during disasters.

Identify equipment and manpower limitations and maintain mutual aid agreements for the procurement of needed resources during emergency and disaster events.

Coordinate with area hospitals concerning receipt of mass casualties during emergency and disaster events.

Fire Rescue Department

Assist law enforcement with warning and notifying the affected population of an existing or impending emergency.

Support rescue operations.

Direct and control hazardous materials incidents.

Survey facilities in the appropriate district for hazards.

Support N. C. Forestry Service in the control and extinguishment of wildland and forest fires.

Provide fire protection for shelters (not in a stand-by mode).

Conduct fire inspections during recovery operations.

Assist in search and rescue operations during emergency / disaster situations.



Identify equipment and manpower limitations and maintain mutual aid agreements for the procurement of needed resources during emergency and disaster events.

Assist with debris removal.

Assist with initial impact assessment.

Finance Officer/Director

Develop and maintain Standard Operating Procedures for emergency financial record keeping during emergencies / disasters.

Assist with the documentation of disaster damage.

Provide budget information in support of the Governor's request for a Presidential Declaration of Disaster.

Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses.

Assist in the management of post-disaster donated funds (may include generation of receipts/acknowledgements of donations to private citizens and businesses).

Assist the City Manager in documentation of disaster activities and costs.

Assist the PIO with staffing the phone banks for rumor control and information to the public.

Chief Information Officer (Information Technologies)

Develop and maintain Standard Operating Procedures for the management of city data processing during emergencies / disasters.

Provide support personnel for technical assistance with computer equipment, telephone and Information Systems during emergency / disaster activations. Provide personnel to assist the PIO officer with phone banks.

Provide for the protection of computerized vital records during emergencies / disasters.

Coordinate with the Emergency Services Director in the collection, review and update of information needed for emergency response.

Plan for auxiliary power and system redundancy.

Amateur Radio Coordinator

Develop and maintain a list of amateur radio resources that may be used during an emergency / disaster and provide a list to the City of Greenville Emergency Management Coordinator and the Pitt County Emergency Services Director.



Transmit and receive emergency traffic, as necessary, during emergencies / disasters.

Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.

Maintain a message log for all emergency traffic.

Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.

Report communications transmissions to the Operations Officer.

Human Resources Director

Establish a point of contact for city employees and their families. Coordinate with the City Public Information Officer.

Provide assistance to city employees and their families with needs they might have as a result of the emergency. Assist them with reentering any area they might have evacuated from.

Coordinate with the Pitt County Mental Health Department, and others, regarding the need to establish a Family Assistance Center following an emergency / disaster resulting in a mass fatality affecting city employees.

City Attorney

Prepares proclamations, emergency ordinances and other legal documents.

Advises the EOC Manager and Policy/Administration Group on legality and/or legal implications of contemplated emergency actions and/or policies.

Develops rules, regulations and laws required for acquisition and/or control of critical resources.

Functions as a liaison with state and municipal legal officials.

Administration and Logistics

It is the responsibility of each individual to stay up to date on his or her duties. Individuals may be tasked with additional duties as the need arises. Those additional duties may come from the Emergency Operations Center Manager or the Control Group. Questions regarding an individual's responsibilities may be directed to the Emergency Management Coordinator.



COMMUNICATIONS, NOTIFICATIONS AND WARNINGS

Lead Agency

Emergency Management Coordinator

Purpose

This section describes the City of Greenville and Pitt County's emergency communication / notification and warning system.

Situation

Pitt County operates a 911 Central Communications Center located in the Pitt County Office Building at 1717 West 5th Street, Greenville. The center operates 24 hours a day and serves as the County Warning Point, 911 Public Safety Answering Point (PSAP), and the dispatching entity for all fire rescue assets within the county.

The City of Greenville operates the Police Department Dispatching Center within the Police/Fire-Rescue facility located at 500 South Greene Street.

Notification of an emergency to the dispatcher can come from a variety of sources.

The County 911 Communications Center is often the first point of contact for the general public, with a significant number also calling the City of Greenville main number, along with the Greenville Police Department's non-emergency number and City of Greenville general numbers.

County emergency communications are heavily dependent on the commercial telephone network.

Remote radio units from each of the emergency services can be located in the primary EOC.

Special needs groups and people in group quarters or schools may require special warning and / or notification.

Pitt County Emergency Services has the capability to use the Emergency Alert System to deliver warnings to the public through radio and television. Both the City and the county can use the cable television Emergency Alert System.

Current laws require a facility coordinator to report the release of an extremely hazardous substance to the LEPC through the 911 Communications Center.

Assumptions

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

The occurrences of emergencies/disasters could disrupt both the City's and the County's Communications systems. Damage to communications towers could hamper communications or the ability to page emergency personnel.



The commercial telephone system serving all of Pitt County is vulnerable to the effects of emergencies / disasters and to possible system overload due to increased usage.

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

The National Weather Service will issue weather watches and / or warnings directly to the public and the 911 Communications Center.

It is possible to lose normal communications for extended periods of time.

The ability to repair damage to both the City and County Communications system is contingent upon the availability of private commercial repair technicians.

Interoperability -

Interoperable communications capabilities are not in place between all agencies. State assistance may be needed to procure supplemental communications equipment or to locate available repair technicians following a major disaster. The lack of interoperable communications between jurisdictions will be problematic.

Both Pitt County and Greenville Fire Rescue possess an ACU1000 unit that allows radios of very different frequency bands to become interoperable. There are some delays in the implementation of the ACU1000 for events of sudden onset.

Both Greenville Fire/Rescue and Greenville Police have communication capabilities with the Pitt Sheriff's Office, Pitt County Emergency Management, and the NC Highway Patrol through the use of the State's VIPER system. With very minor exception, Greenville Fire/Rescue does not have direct communications capabilities with other fire/rescue providers within the county or with most law enforcement agencies with the exception of the City of Greenville Police.

Concept of Operations

General

The County Warning Point / 911 Communications Center will initiate notification and warning of appropriate personnel. Telephone, cellular telephones, radio communications, or pagers may be utilized to notify public officials, EOC staff, emergency personnel and others as required. Notifications will follow established procedures as outlined in this plan.

Emergency service vehicles equipped with public address systems will be used to warn the general public.

Emergency communications Standard Operating Procedures will be implemented.

Backup capabilities will be activated as necessary and as available.

Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:

- Local Commercial Radio and TV Stations
- NOAA Weather Radio (National Weather Service)



- Sirens, Horns, Mobile PA Systems
- Telephone
- General broadcast over the Emergency Alerting System
- Newspapers
- Cable television Emergency Alert System

Field emergency service personnel will utilize the city's communications networks to communicate with the EOC.

Amateur Radio volunteers will augment primary communications.

Specific

Telephone Service

- Commercial telephone repair and restoration will be provided by Embarq Telephone Company.
- Mobile phones will be used to supplement the Communications systems in the County.
- Embarq will be furnished with a restoration priority list of telephone service prior to and / or following a major disaster. The Emergency Management Coordinator is responsible for maintenance of this list.
- During emergencies, personnel will staff information telephones in the EOC to respond to questions from the general public.

Two-Way Radio Systems

- The City's Communications System is designated as the principal system to be used for direction and control activities. Principal users are as follows:
- Law Enforcement – Greenville Police
- Fire / Rescue – Greenville Fire Rescue
- Emergency Medical Service – Greenville Fire / Rescue
- Public Works – Greenville Public Works

Emergency Alert System (EAS)

In the event of a natural disaster or technological emergency affecting the City of Greenville, the City Manager, the Emergency Management Coordinator, the Fire Rescue Chief, the Police Chief, or any of their designees may authorize use of the EAS system.

The Pitt County Automatic List Enabled Reactive Telephone (ALERT) System, often referred to as Reverse 911, is an option that can be utilized. The protocols and details for its use can be found as document #730935 and the activation form can be found as document #730936.



Radio Emergency Alert System

Pitt County will utilize radio station WDLX-FM 93.3 as the Common Program Control Station (CPCS).

Cable Television Emergency Alert System

Cable television operators in Greenville are required to provide an emergency override mechanism for their cable systems. The emergency override, or Emergency Alert System (EAS), is a drastic method, to be used judiciously in situations where immediate action is necessary to preserve life, property or the public welfare.

The EAS will be tested annually. Tests of the EAS will be conducted in cooperation with the cable operator and with other municipal officers as are deemed appropriate by the Emergency Management Coordinator.

Tests of the EAS will be conducted between midnight and 6:00 a.m. to ensure the lowest impact on cable subscribers.

The protocols and activation details for this can be found as document #730937.

Organization and Assignment of Responsibilities

It is the responsibility of all parties whom receive notifications and warnings to report them to the Emergency Operations Center. That information will then be disseminated to the appropriate person(s) or the public.

It is also the responsibility of the Emergency Management Coordinator or his designee to ensure that warnings are relayed to the public and emergency response personnel in a timely manner.

Administration and Logistics

The Emergency Management Coordinator or his designee will administer proper communications, notifications, and warnings.



PUBLIC INFORMATION

Lead Agency

City Manager's Office

Purpose

This section describes the process for staffing, operating and maintaining a public information system for emergency / disaster use.

Situation

The broadcast and print media will be relied upon to assist in the dissemination of public information to the general public.

Greenville may receive extensive media coverage during emergencies/disasters.

There is a group of non-English speaking people in the region, primarily Spanish-speaking.

East Carolina University, its School of Medicine and local industries attract people to the City from many areas. Public information is necessary to inform people in the event of a disaster.

The National Weather Service office in Newport, NC is responsible for the issuance of official weather-related advisories, bulletins, special weather statements and warnings.

In the event of a natural disaster, manmade disaster, or technological emergency affecting the City of Greenville, the City Manager, the Emergency Management Coordinator, the Fire Rescue Chief, the Police Chief, or any of their designees may authorize use of the EAS system.

Both the City of Greenville and Pitt County employ a full-time Public Information Officer.

Assumptions

Demands for information may be very heavy; therefore, sufficient numbers of trained staff will be provided to respond to questions from the public.

Special interest groups may disagree with official public information.

The public may accept rumors, hearsay and half-truths as valid information that may cause fear and confusion.

Local print and broadcast media will cooperate in printing and broadcasting detailed disaster-related instructions to the public.

Emergencies and disasters that impact the region may be of interest to media sources beyond the region.

Inquiries will be received regarding the status of family members and missing or injured persons.



The 911 system will be extensively misused as citizens attempt to obtain information. This will result in longer hold times than normal.

Citizens will not be deterred in their efforts to seek information and will continue to call someone until they get answers.

The dependence upon electronic media and web-based information will be an ever growing challenge. Unless the entire infrastructure is out, both local folks and concerned families will be looking to the city web-site for answers.

Concept of Operations

General

Information being released to the general public and media will go through the Public Information Officer.

Ongoing public education programs will be conducted to increase public awareness in the following:

- Potential hazards
- Family preparedness
- Shelter locations
- Flood prone areas
- Evacuation routes
- Necessary action to be taken by the public
- Emergency Services function
- How/where to get official information in a disaster

The National Weather Service will issue weather watches or warnings directly to Pitt County Communications, Greenville Police Department Communications, and to the media for public release. Pitt County will confirm warnings with school officials. Communications will broadcast all weather information on two-way radio channels.

During emergencies/disasters, EOC decisions and general information advisories are prepared on a timely basis and released to the media and the general public.

Action will be taken to correct identified errors in information released by the media or rumors about the emergency situation.

Hard copy news releases will be disseminated by facsimile whenever possible to the media and appropriate government or agency officials.

The magnitude of the disaster may require innovative means of communications to inform the public, for example, aircraft banners, balloons and billboards.

All news releases will be cleared through the EOC Manager / IC and Public Information Officer before being released to the media and the public.



Specific Actions

There may be a special phone number established for questions concerning the status of individuals missing due to an emergency/disaster. No detailed information concerning the loss of life will be released until the next of kin is notified.

Schedule and location for news conferences will be announced.

Public Information contact numbers will be provided as soon as practical.

A Disaster Information Center (DIC) may be established by the City of Greenville. When activated, the DIC will be established near the EOC by the PIO to receive inquiries from the public and provide timely public information. The default location for this activity is the Fire Rescue Conference Room. The DIC will be provided with the best available current information concerning the event. The DIC will be staffed by the City Manager's Office with support by Library Staff.

Organization and Assignment of Responsibilities

The Public Information Officer is the leader of this section but always acts in consultation with the Control Group before releasing any information to the public.

Administration and Logistics

The Public Information Officer will administer this portion of the plan.

The telephone forwarding plan used for the establishment of the Disaster Information Center is in Appendix A.



TRANSPORTATION, EVACUATION, AND REENTRY

Lead Agency

Police Department

Purpose

This section provides for coordinated transportation, evacuation and reentry of the population, when necessary, during emergencies.

Situation

Efforts are made by Pitt County to identify special evacuation problems, such as non-English speaking populations and potential areas of population isolation.

An attempt has been made by the Pitt County Department of Social Services and the Health Department to identify special needs populations, which may have special evacuation requirements.

Greenville emergency personnel have not experienced a general evacuation; thus experience in evacuation and reentry procedures is limited.

Evacuation from coastal counties often results in travel into or through Pitt County and Greenville by evacuees.

There is limited commercial public transportation serving the area.

Neither the City of Greenville, nor Pitt County issues or utilizes formal reentry permits since the need for reentry is so infrequent.

Decisions on reentry into damaged or isolated areas will be made by the City of Greenville Control Group.

Students attending ECU will not always possess a driver's license to show residency.

Assumptions

Emergency situations may require evacuation of all or part of the County. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, bomb threat or other incident.

Sufficient warning time will normally be available to evacuate the threatened population.

Traffic control resources will 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.

If there is a significant threat, some residents will evacuate prior to being advised to do so by public officials.

Many evacuees will seek shelter with relatives or friends rather than accept public shelter.



Some residents may refuse to evacuate regardless of warnings.

Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

Evacuations should be completed during daylight hours, wherever possible.

Large-scale evacuations from oceanfront counties or contiguous counties could impact Pitt County.

Effective traffic control points will facilitate orderly evacuation and reentry into isolated or evacuated areas.

Debris or damage to the roadway could hamper reentry.

The availability of bus support from East Carolina University may be variable depending upon the time of day, day of the week, time of year.

Concept of Operations

General

If a single municipality is to be evacuated, the Mayor or designee will issue the order, but in all events, it will be coordinated with the Pitt County Emergency Services. If the evacuation or reentry involves multiple jurisdictions, or an area outside of a municipality, the order will be issued at the County level by the Chairman of the County Commissioners.

Public information concerning decisions on evacuation or reentry orders will be released by the PIO through all available media.

The incident commander at the scene of an emergency has the designated authority to order an evacuation of the area specific to the incident.

Regional coordination of traffic control, shelter / mass care and public information will enhance the total evacuation and reentry process. The NC Division of Emergency Management will monitor regional evacuation activities, and coordinate these activities.

Law enforcement, with support from Public Works, will implement traffic control for evacuation and reentry.

Specific

Evacuation

- Traffic control points to support evacuation have been pre-determined.
- The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
- Access to defined evacuation areas will be denied to non-essential personnel once an evacuation order has been issued.



- Vehicles experiencing mechanical problems during the evacuation will be moved off the roads by necessary means as authorized by law enforcement officials.
- Law enforcement officers, and other city resources will assist stranded motorists in reaching a location for best available shelter.
- Schools will develop evacuation procedures. Designated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop and file with Pitt County Emergency Services procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
- Designated special needs shelters will be opened to accommodate that population; specialized means of transportation will be needed to accomplish movement of people to shelter. Due to the limited numbers of specialized vehicles available for transport, evacuation of the special needs population by Pitt County will be initiated in advance of a general evacuation.
- There are 4 evacuation scenarios; partial evacuation, citywide evacuation, citywide evacuation with evacuees from other counties coming through Pitt County, and evacuees from other counties coming through Pitt County.

Reentry

- The decision to allow reentry to any evacuated/restricted areas will be with the consent of the Incident Commander and the Mayor or his designee, based on considerations of public safety and security.
- Evacuated emergency service equipment and personnel will reenter prior to the reentry of the public.
- The Control Group will establish the order for the reentry of the public.
- Sections of Pitt County and Greenville may remain isolated or closed to the public even after reentry begins.
- Disputes may exist during reentry due to the lack of documentation, outside resources that are unfamiliar with the local area and boundaries, and the unreliable data on driver's licenses that use mailing addresses.

Transportation

- Populations lacking transportation to a shelter will be assisted by the most appropriate means of transportation available, including law enforcement vehicles, school buses, emergency vehicles, church buses and privately-owned vehicles.



Organization and Assignment of Responsibilities

The responsibility for ordering a countywide evacuation and ensuring the proper transportation of citizens or reentry rests with the Chairman of the County Commissioners or his designee.

The Mayor can order a citywide evacuation.

Once the decision for evacuation or reentry has been made, the order shall flow from the Control Group in the EOC to the on-scene personnel and through the Public Information Officer to disseminate to the media and general public.

It shall be the responsibility of the Police, Fire-Rescue, and Public Works departments to assist and coordinate all evacuations and reentries.

Administration and Logistics

The Police Department has the responsibility to implement decisions regarding transportation, evacuation, and reentry.



FIREFIGHTING– HAZARDOUS MATERIALS

Lead Agency

Fire/Rescue Department

Purpose

This section provides for the coordination of fire, rescue, and hazardous materials activities to ensure the safety of life and property during emergency situations.

Situation

The City of Greenville is the only career department in the County, and serves only the City of Greenville with six stations, but will assist in the County when requested.

The N.C. Division of Forest Resources is the lead agency for forest and wildland fire control in Pitt County. Pitt County is in the D-4 District, which maintains an office in New Bern.

Residential development in wooded areas, known as urban interface, has increased the hazard posed by forest fires.

All fire departments rely on the Pitt County 911 communications system for primary dispatching and communications.

Mutual aid agreements exist among fire departments within Pitt County; some agreements exist with departments in neighboring counties, and many, including Greenville Fire Rescue are part of a statewide mutual aid agreement

Hazardous material emergencies may occur from any of the following sources:

- Fixed facility releases
- Transportation accidents
- Vandalism / Intentional releases
- Agricultural incidents
- The potential for wide spread hazardous materials incidents is high with significant localized flooding

There is no formal hazardous materials response team in the City of Greenville or Pitt County; firefighters are the primary responders to any hazardous materials emergencies, although capabilities are generally limited to defensive actions.

Emergency responders are represented on the Local Emergency Planning Committee (LEPC); the LEPC has been established at the County level by the State Emergency Response Commission to identify the magnitude of the local chemical hazard, assess the vulnerability of the community to the hazard and provide planning guidance for emergency response to hazardous materials events.



A Facility Emergency Coordinator has been identified as a point of contact for each facility in the County that possesses threshold quantities of various chemicals defined as Extremely Hazardous Substances under SARA Title III, Section 302 of EPCRA.

The Pitt County Emergency Services Director serves as the Community Emergency Coordinator for the LEPC.

SARA Facilities can report releases of Extremely Hazardous Substances to the LEPC / Community Emergency Coordinator via notification to the Pitt County 911 Communications Center.

Federal law requires that all first responders to hazardous materials incidents be trained to minimum specified levels.

Current SARA facility information is maintained in the Pitt County Emergency Services Office and in the Pitt County computer system. This information is accessible to emergency responders through the 911 Communications Center.

The NC Division of Emergency Management is the lead state agency for the utilization and coordination of state resources.

The NC National Guard operates the 42nd Civil Support Team out of Pitt Greenville Airport and possesses expertise on chemical, biological, and nuclear events. Requests for deployment or assistance must be placed through the Pitt County Emergency Management at which the request will be relayed to the NC Division of Emergency Management.

Assumptions

Planning and training prior to an incident will significantly reduce the risk to personnel.

Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements, but are likely to be inundated with the sheer volume of persons requesting assistance.

When additional or specialized support is required, assistance can be obtained from state and federal agencies and private sources.

Hazardous Materials incidents may require response from multiple local, state, federal agencies and private sources.

Fire departments may be requested to perform tasks not associated with routine duties, such as search, emergency debris removal, alert and notification, evacuation.

Efforts should be made to discourage fire stations from becoming a community focal point where people seeking basic necessities and information may congregate following an emergency / disaster.

Hazardous materials incidents may require emergency evacuation or sheltering-in-place of the threatened population.

Hazardous materials incidents, for which a responsible party cannot be identified, will be resolved at the expense of the jurisdiction in which the incidents occur.



Concept of Operations

General

The Incident Command System will be implemented on an appropriate scale at the scene of every fire / rescue / hazardous material emergency.

When two or more state agencies respond to an event, the North Carolina Division of Emergency Management's Area Coordinator or his designee will serve as the state lead for coordination of all state resources at the scene of the local emergency.

Firefighting

The Fire-Rescue Department and assisting departments will be operating under their Standard Operating Procedures unless directed otherwise by the Incident Commander.

The North Carolina Division of Forest Resources is the lead agency for wildland and forest fire control. During forest fire events, the local fire departments' role will be protection of structures threatened by the forest fire and assisting the Forest Service.

Resources required by fire departments beyond those available through mutual aid will be requested through the County Emergency Operations Center to the Emergency Services Director.

Hazardous Materials

As prescribed by Federal and State Right-to-Know laws, the Fire Chief will survey facilities within his district to identify types and volume of hazardous materials located within the district. The Chief will consider this information when developing response procedures for hazardous materials incidents within his district.

Facility emergency plans and procedures will coordinate with the overall community plan utilized by the LEPC.

The Pitt County Emergency Operations Plan will serve as the official LEPC plan for hazardous materials incidents.

When a release of a hazardous substance occurs, timely notification by the Facility Coordinator to the Communications Center will result in the following:

- alerting of appropriate response agencies
- alerting the Emergency Services Director
- implementation of the Emergency Operations Plan as needed
- coordination with other potentially affected jurisdictions

The County Emergency Services Director will warn the public of the threat through established systems and procedures, as described in EOP Section Notification and Warning, and will alert the appropriate emergency management officials in that community



Emergency responders have been furnished hazardous materials information form, and can access hazardous materials facility information through the 911 Communications Center.

The current US-DOT Guidebook will be utilized by first responders to a hazardous materials incident.

Hazardous Materials Regional Response Team

The North Carolina Hazardous Materials Regional Response Team (RRT) is located in Williamston, NC. The RRT will be requested to respond to Pitt County when a hazardous materials incident requires Technician Level expertise and certification. The Incident Commander will notify the Pitt County Emergency Services Director and the Emergency Services Director, or his designee, will request the Team through the Division of Emergency Management, State Emergency Operations Center.

All RRT responses will be regarded as assistance by a State resource. The Division of Emergency Management or their representative will coordinate State agency response, including response by the RRT.

A Command Post will be established by the local Incident Commander and the RRT leader will report to the local Incident Commander.

Marine Emergencies

In the event of a major oil spill, the county will respond in accordance with the appropriate state and federal authorities.

The Incident Command System will be utilized for recovery operations.

Organization and Assignment of Responsibilities

The Fire-Rescue Department will follow its Standard Operating Procedures and its Chain of Command.

Administration and Logistics

It is the responsibility of the Fire-Rescue Chief to administer this section of the plan.



LAW ENFORCEMENT

Lead Agency

Police Department

Purpose

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

Situation

Law enforcement in Greenville is provided by the Greenville Police Department.

State law enforcement agencies that operate in cooperation with City of Greenville Police Department are: the Pitt County Sheriff's Department, the NC Highway Patrol, NC Wildlife Commission, State Bureau of Investigation, Division of Motor Vehicles, East Carolina University Police and Alcohol Law Enforcement. The NC Highway Patrol Troop A Office is located in Greenville.

Federal law enforcement agencies that operate cooperatively with the City of Greenville Police Department include the U. S. Fish and Wildlife Service, U. S. Marshal and the Federal Bureau of Investigation.

A spirit of cooperation exists among the City, County, State and Federal law enforcement agencies that operate within the City of Greenville.

When N. C. Highway Patrol is requested to support traffic control in the City of Greenville, a ranking officer from the Patrol will be requested to be present in the City EOC to coordinate the Highway Patrol operations.

Traffic control points will be coordinate by the NC Highway Patrol, Pitt County Sheriff's Department and Greenville Police Department to facilitate management of traffic flow during evacuations.

Assumptions

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.

An evacuation from the Outer Banks will impact City of Greenville law enforcement / traffic control operations since Pitt County is a designated County for hurricane shelters.

During evacuations, traffic accidents or mechanical failure could significantly impede the evacuating traffic flow; procedures must anticipate and address these situations.

The number of law enforcement personnel normally available may not be adequate to provide for security during an emergency.

During or following an emergency, it may be necessary to supplement local law enforcement personnel with officers from other jurisdictions to provide security and traffic control.



Within the City of Greenville, there is no predicted need for traffic contra-flow

In the event that portable generators are used to augment certain critical traffic signals, provisions to safeguard the generator will be required.

Well meaning groups who free lance and set up unapproved distribution sites will place inordinate demands upon law enforcement.

It is unknown if law enforcement officers from another state under an EMAC deployment have powers.

Concept of Operations

The City of Greenville Police Department will be the coordinating agency for law enforcement operations in the City of Greenville during multi-jurisdictional emergencies until that power or authority is superseded by declaration, ordinance or other measures.

Emergency law enforcement operations will interrupt routine functions and responsibilities. Expanded emergency responsibilities will include:

- enforcement of the provisions outlined in the Proclamation of a State of Emergency
- maintenance of law and order
- traffic control
- crowd control
- security of damaged areas and shelters

Law enforcement activities will remain under the control of the Chief Law Enforcement Officer for the jurisdiction in which the emergency is taking place.

Law enforcement officers will assist with the dissemination of emergency information to isolated populations and to motorists.

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.

When evacuation is required, traffic control points will be in place prior to the order to evacuate.

Law enforcement officers in the field will help with an initial assessment of the situation and report to the Emergency Operations Center.

The chief law enforcement officer of the jurisdiction will coordinate handling of inquiries and informing families on the status of individuals missing due to a disaster. They will coordinate dissemination of information with the PIO Officer.

Organization and Assignment of Responsibilities

It is the responsibility of the Chief of Police to organize the law enforcement response and coordinate with other law enforcement agencies who may assist in this service.



Administration and Logistics

The Chief of Police will administer and provide resources for this section of the plan.



EMERGENCY RESPONSE PERSONNEL SHELTERING

Lead Agency

Fire/Rescue Department

Purpose

This section provides for the coordination of fire, rescue and law enforcement activities to ensure their safety during hurricanes and high winds.

Situation

The City of Greenville is served by six fire rescue stations.

The City of Greenville has one Police facility.

The Sheriff's department is responsible for law enforcement in the County.

With the exception of emergency generators, none of the six fire rescue stations, or the police department, is designed to withstand any extraordinary weather events.

Assumptions

Planning and training prior to an incident will significantly reduce the risk to personnel.

Both police and fire rescue staff will likely have to be ordered to discontinue response duties when conditions begin to endanger their safety.

If public safety resources must be sheltered, it is predictable that a significant back load of calls will develop.

Concept of Operations

General

The Incident Command System will be implemented on all incidents with the Emergency Operation Center opening on all major emergencies.

In the absence of other more viable alternatives or assignments, all response personnel, without regard to what department they may be from, are free to seek shelter at the nearest fire rescue station.

Family members of emergency personnel cannot seek shelter at the fire-rescue station, or any other emergency station. Instructions on where families of emergency personnel may seek shelter and how to prepare to weather an emergency without that member of the family while they are on duty is located in the Emergency Personnel Family Preparation Section.



When law enforcement stops answering calls, they will go to the nearest shelter and stand by in the shelter, unless otherwise assigned.

Organization and Assignment of Responsibilities

It is the responsibility of all personnel to seek shelter. The Chief of Police, Director of Public Works, and the Fire-Rescue Chief will ensure there is proper shelter for all emergency personnel

Administration and Logistics

The Chief of Police, Director of Public Works, and the Fire-Rescue Chief are concurrently responsible for providing this resource.



PUBLIC HEALTH, EMS, MASS CARE, AND SHELTERING

Lead Agencies

Pitt County Health Department and the Emergency Medical Services Manager

Purpose

The purpose of this section is to provide for the public health and welfare during emergencies / disasters.

Situation

The City of Greenville is served by a potable water distribution system and sewage system.

A portion of Pitt County's population is dependent upon private wells, private sewage treatment systems and private septic systems. These systems are susceptible to flooding problems when flooding occurs.

Pitt Memorial Hospital is the only medical facility within Pitt County that can accept emergency medical patients. Pitt Memorial Hospital is a Level 1 trauma center.

Unless the State of NC establishes a State Medical Assistance Team (SMAT) within Greenville or Pitt County, there is no viable local divert option should PCMH be overwhelmed with patients that does not necessitate excessive travel times.

Pitt County is primarily served by East Care medical helicopter from Pitt Memorial Hospital in Greenville. Other helicopter services include: Nightingale Helicopter from Sentara Hospital in Norfolk, Virginia; Life Flight Helicopter from Duke Hospital in Durham; Carolina Air Care from Chapel Hill, Air Link from Wilmington, and Wake Med, and military helicopters.

A large mass casualty event has the potential to quickly overwhelm the existing emergency medical resources within both Greenville and in Pitt County.

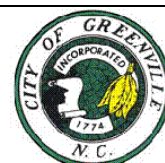
All EMS units within Pitt County are typically dispatched by Pitt County communications.

Greenville Fire-Rescue operates with 4 paramedic level transport units, along with 6 paramedic level fire engines. Depending on the number of units that may be down for repair, there are generally 2 reserve transport units that could be made available for deployment.

Based upon the hazard analysis, there are several emergencies for which shelters may be required, including severe storms, tornadoes, floods, hazardous material accidents, fires and hurricanes.

There are 30 identified hurricane shelters for pre-landfall use in Pitt County, of which four (4) are in the City of Greenville.

The City of Greenville is not prepared to deliver limited auxiliary power to sections of designated schools for shelter and mass care.



Sheltering for Pitt County evacuees in other counties will be coordinated through the NC Division of Emergency Management.

Written agreements exist between the Pitt County Department of Social Services, American Red Cross and the Pitt County Board of Education for the coordination of shelter and mass care.

Special needs shelters will be opened to accommodate the homebound.

Assumptions

A large-scale emergency / disaster will result in increased demands on Public Health and medical personnel.

Emergency operations for Public Health personnel will primarily be an extension of normal agency duties.

Following an emergency / disaster, the Pitt County 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.

A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures, including establishing a temporary morgue.

When local resources can no longer meet the demand of the situation, additional resource requirements will be requested through the local Emergency Services Director who will in turn contact the Division of Emergency Management.

Disruption of the County's communications system will severely impede delivery of emergency medical service.

Catastrophic disasters may affect large areas of the City and surrounding counties, and medical facilities may be damaged, destroyed or unavailable.

Following a disaster, field emergency medical facilities may be established. These may include a temporary morgue, first aid station, and a triage holding area along with a transportation area.

Unorthodox procedures may be employed based upon the situation. These may include the transportation of multiple patients from multiple incidents, rapid "load and go" procedures, and transportation of "walking wounded" through non-traditional resources. Persons other than trained medical personnel, using some unconventional means, will transport many of the injured to medical facilities.

Victims of a hazardous material incident may require unique or special medical care not typically available in Pitt County.

Mutual aid emergency medical service assets from outside Pitt County and will be working under their own medical protocols and medical control.

Local grocery stores, restaurants and other businesses may support initial shelter / mass care operations with donations of emergency supplies. These should not be relied on as an initial or sustainable source of supplies.



For out-of-county evacuation, sufficient shelter capacity may exist in surrounding counties. Shelter locations can be arranged and made available.

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

A regional special needs shelter may be opened and the County will share in the operational expense. The NC Division of Emergency Management will coordinate activation of this shelter.

Concept of Operations

The primary concern of Public Health is disease control. The Pitt County Health Department will implement environmental health, nursing, and health education practices to minimize the incidence of disease.

The Pitt County Health Director will coordinate with the Pitt County Public Information Officer concerning distribution of information to the general public on disaster related health matters.

The Pitt County Health Department will inspect shelters to insure the safety of food preparation, drinking water supplies and proper disposal of waste.

The Pitt County Health Department will provide nursing assistance to shelters under the direction of the Red Cross.

The Pitt County Health Department will assist in the coordination of medical services provided at shelters and other facilities.

EMS units may provide field medical care, as practical, during emergency situations and coordinate necessary medical transportation to available facilities.

During mass casualty incidents, EMS will establish patient triage and treatment/transport areas.

An EMS official may be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the County Communications Center (or EOC).

When additional EMS resources are needed, the Pitt County Emergency Services Director will request those resources through the NC Division of Emergency Management or the State EOC.

Local industry, including farmers, may be called upon to provide specialized equipment such as refrigerated trucks, backhoes and heavy equipment for extrication of victims, storage of the deceased, etc.

The Pitt County Control Group will make decisions on when and where to open shelters in a county-wide emergency. However, in a small, isolated emergency, the Incident Commander may request the opening of a shelter through the Pitt County Emergency Services Director.

The Pitt County DSS, serving as the lead agency for Shelter / Mass Care, will coordinate shelter location and operation with the American Red Cross (ARC), and will mutually



support shelter operations with shared personnel and support services whenever possible. (Reference Assignment of Responsibilities Annex of the plan)

If additional shelter support is needed during a disaster, requests for assistance must be made to the NC Division of Emergency Management.

Public and private providers of institutional care (medical and residential) remain responsible for shelter plans for their residents. However, it is reasonable to plan for overflow from private facilities whose resource are exhausted and/or those that are unprepared. These situations may manifest themselves as rescue operations given the lack of mobility of a large number of these residents. This will in all likelihood, divert Fire/Rescue resources.

At each Red Cross supported shelter location, the Red Cross will provide food / water and health / medical support, communications, fire protection and security.

Churches and community centers can be used as pick-up points for persons or groups requiring transportation to shelters. Critical infrastructure facilities such as Police stations, Fire-Rescue facilities, and medical aid stations should not be used for this purpose.

Crisis intervention and mental health counseling may be provided at shelters.

First Aid Stations

First Aid Stations may be opened at various locations in the city if needed. They will be located so that EMS units can transport patients to these locations to be triaged. If the patient needs to go to the hospital, they can be sent from the First Aid Station via a wide variety of transportation means including mass transport capabilities.

Shelter

Pitt County will open shelters according the needs of the event. Shelter locations have been prioritized into tiers. There is at least one designated special needs shelter which is located within the city.

In the event that more emergency medical services are needed, the NC state medical director may issue a directive to allow certified EMTs of all levels to operate in such capacities as he sees fit to fulfill response and recovery operations.

Organization and Assignment of Responsibilities

The welfare of the citizenry is the ultimately the responsibility of Pitt County. The Fire-Rescue Department will provide EMS and Mass Care. Pitt County is responsible for the Public Health, Mass Care, and Sheltering.

Administration and Logistics



Administration of this plan is the joint responsibility of the Fire-Rescue EMS Manager, Pitt County Health Department, and Pitt County Department of Social Services.



**AMERICAN RED CROSS
MID-ATLANTIC SERVICE AREA
HURRICANE READINESS ASSESSMENT - SHELTERS**

Chapter Code	Shelter Name	Address	City	Zip	Contact Phone #	Capacity	Kitchen (Yes / No)	Back-Up Generator (Yes / No)	Number of toilets	Number of showers
33-348	Shelter Name	Address	City	Zip	Contact Phone #	Capacity	Kitchen (Yes / No)	Back-Up Generator (Yes / No)	Number of toilets	Number of showers
Primary	Ayden-Grifton H.S.	7653 NC 11 West	Ayden	28513	252-746-4183	215	Y	N	52	32
Primary	D.H. Conley H.S.	2006 Worthington Rd.	Greenville	27834	252-756-3440	200	Y	N	61	42
Primary	E.B. Aycock M.S.	1325 Red Banks Rd.	Greenville	27858	252-756-4181	145	Y	N	42	24
Primary	Farmville M.S.	800 Grimmersburg St.	Farmville	27828	252-753-2116	215	Y	N	33	24
Primary	J.H. Rose H.S.	600 W. Arlington Blvd	Greenville	27834	252-321-3640	325	Y	N	54	40
Primary	North Pitt H.S.	5659 NC 11 North	Bethel	27812	252-825-0054	120	Y	N	44	14
Primary	Wellcome M.S.	3101 N. Memorial Dr.	Greenville	27834	252-752-5938	200	Y	N	35	24
Second	Ayden M.S.	1207 West 3rd Street	Ayden	28513	252-746-3672	185	Y	N	19	24
Second	Belvoir Elem.	2568 NC 33 West	Greenville	27834	252-825-3801	200	Y	N	13	?
Second	Bethel Elem.	210 E. Washington St	Bethel	27812	252-825-3801	150	Y	N	36	12



Second	C.M. Eppes M.S.	1100 S. Elm St.	Greenville	27834	252-757-2160	200	Y	N	33	20
Second	Farmville Central H.S.	900 E. Wilson St.	Farmville	27828	252-753-5138	215	Y	N	57	36
Second	Wintergreen Inter.	4720 Cnty. Home Rd	Greenville	27858	252-355-2411	225	Y	N	26	0
Second	Wintergreen Primary	4710 Cnty. Home Rd	Greenville	27858	252-353-5270	225	?	N	?	0
Third	A.G. Cox Middle	2657 Church St.	Winterville	28590	252-756-3105	215	Y	N	31	10
Third	Eastern Elem.	1700 Cedar Ln.	Greenville	27858	252-758-4813	200	Y	N	20	0
Third	Falkland Elem.	503 NC 121	Greenville	27834	252-752-7820	175	Y	N	17	0
Third	Grifton Elem.	513 E. McCrae St.	Grifton	28530	252-524-5141	185	Y	N	31	12
Third	Pactolus Elem.	3405 Yankee Hall Rd.	Greenville	27834	252-752-6941	205	Y	N	24	0
Fourth	Ayden Elem.	1304 W. Third St.	Ayden	28513	252-746-2121	195	Y	N	21	0
Fourth	Chicod School	7557 NC 43 South	Greenville	27834	252-746-6742	200	Y	N	16	12
Fourth	Elmhurst Elem.	1815 W. Berkley Rd.	Greenville	27858	252-756-0180	215	Y	N	22	0
Fourth	G.R. Whitfield Elem.	4839 School Rd.	Grimesland	27837	252-752-6614	175	Y	N	35	6
Fourth	H.B. Sugg Primary	3992 Grimmesburg St	Farmville	27828	252-753-2671	180	?	N	?	?
Fourth	Northwest Elem.	1471 Holland Rd.	Greenville	27834	252-752-6329	175	?	N	?	?
Fourth	Sadie Saulter	1019 Fleming St.	Greenville	27834	252-758-4621	185	Y	N	10	0
Fourth	Sam Bundy Elem.	3994 Grimmesburg St	Farmville	27828	252-753-2013	165	Y	N	28	0
Fourth	South Central H.S.	570 West Forlines Rd	Winterville	28590	252-321-	225	?	N	?	?



					3232					
Fourth	South Greenville Elem.	811 Howell St	Greenville	27834	252-756-7004	200	Y	N	28	0
Fourth	Stokes Elem.	2683 NC 903 North	Stokes	27884	252-752-6907	175	Y	N	20	0
Fourth	Third Street School	600-700 W. 3rd St	Greenville	27834	252-752-3227	180	Y	N	15	0
Fourth	Wahl-Coats	2200 East 5th St.	Greenville	27858	252-752-2514	180	Y	N	12	0
	W.H. Robinson	2439 Railroad St.	Winterville	28590	252-756-3707	175	Y	N	34	0
					Totals:	6425				
	JH Rose High School	*Designated Special Medical Needs Shelter								



SEARCH OPERATIONS

Lead Agency

Police Department

Purpose

This functional section addresses the need for organized, well-managed search operations and briefly describes the preferred organizational structure for search, the available resources and the circumstances when a search is necessary.

Situation

"Search" is an emergency. A missing/lost person may be injured or incapacitated, may be a victim of foul play, or may otherwise be in danger; therefore, a rapid response is essential.

The most common search missions involve lost persons, missing aircraft and missing watercraft. The incidence of search may include:

- Overdue hunters or boaters
- Elderly walk-a-way from homes or nursing facilities
- Investigation of overdue aircraft or citizen reports of a possible crash
- Children who wander away from home while playing
- Unexplained disappearance of persons involved in routine travel or other normal activity

Use of the Incident Command System will result in a well-organized, managed search effort, thus maximizing the chance for a successful outcome.

This section is NOT intended to address Search and Rescue (SAR) Operations that may be a component of a collapse, natural disaster, etc.

Assumptions

Utilization of this procedure of action will result in an improved search, management awareness, accurate expenditure of resources, and coordination between agencies, good communication, and accurate planning techniques.

Prompt execution of this procedure will be accomplished by individual(s), specially trained in directing, coordinating and executing search operations.

Search capabilities will be improved by the rapid identification of essential resources and the prompt provision of the resources by municipalities, counties, State, Federal government, or the private sector.



Concept of Operations

The Police Chief, or his/her designee, will be the designated Search Coordinator for all search events including felony searches and manhunts; the Search Coordinator will serve as Incident Commander for most events, particularly during the initial phase of operations. Other functions will include resource management and technical advice.

The following sequence of events will normally occur:

- Notification - Requests for search assistance will be received by 911 Telecommunications or Greenville Police Communications and relayed to the Search Coordinator.
- Investigation - Upon notification, the Search Coordinator will conduct an investigation to determine the credibility of the search request and alert local resources.
- Organization - Resources will arrive. Personnel will assemble and be briefed on information from the investigation. Operations will be organized in accordance with Incident Command. Overall goal and tactical objectives will be established. Resource needs will be reviewed and additional resources requested consistent with objectives.
- Deployment - Resources will be deployed based on tactical objectives for the event.
- Conclusion - Operations will be concluded when the victim is located and removed. Following an inconclusive search, operations will be suspended pending new information.

Organization and Assignment of Responsibilities

The Police Chief serves as the Search Coordinator in the City of Greenville.

Administration and Logistics

Resources not available locally will be requested and coordinated through the use of existing mutual aid agreements, the Pitt County Emergency Services Director, and the North Carolina Division of Emergency Management. The Division of Emergency Management will coordinate all State agency response.



STAGING AREAS

Lead Agency

Public Works Department

Purpose

This standard operating procedure (SOP) establishes procedures and assigns responsibilities for establishing and operating a City Staging Area (CSA). The responsibility for implementation of this SOP is with the City Emergency Management Coordinator.

Situation

Staging areas may be initiated for the following:

- Any major incident that requires the use of resources from other counties, the state of NC or federal resources.
- A major incident that requires activation of the Emergency Operations Center and the majority of both city assets.
- Within the City of Greenville Fire Station #6/Training Center (10th Street East near Brook Valley) will serve as the pre-designated staging area.

Assumptions

- Some resources will not report to designated staging areas but will instead proceed to the scene.
- An existing building may NOT be available for use within the Staging Area.

Concept of Operations

City Staging Areas are initiated during disaster operations (and maybe during Search Operations) to provide a central point to:

- Stage personnel and equipment that are in a "ready status" and may be immediately dispatched on a support mission or demobilized.
- Provide a check-in point for personnel and equipment that are either reporting in to the city or are returning from a mission.
- Start the process of maintaining accountability of mission support personnel and equipment being utilized during disaster operations.
- Provides limited logistics support to staged personnel and equipment.



- Depending upon the nature and extent of the emergency, initial staging areas may initially be established along functional lines, such as a staging area for fire rescue assets. As the extent of the event escalates, it may transition to a multifunctional area that will come under the direction of the EOC and then operated by Public Works.
- The EOC will determine the location of the Staging areas.
- Public Works will provide the staffing needed to staff the specific positions for extended 24 hour operational periods, but may be reinforced by other departments.
- The EOC will keep the staging area manager updated on resources that are expected to arrive at the staging area.

Organization and Assignment of Responsibilities

The Staging Area Manager (assigned by and reports to the Operations Section Chief in the City of Greenville EOC) is responsible for the following:

- Physical set up, management, environmental concerns and closing the CSA on direction from the Operations Chief.
- Ensuring the safety of all operations in the CSA.
- Maintaining accurate records of all personnel and equipment moving in and out of the CSA.
- Ensure that personnel and equipment in the CSA are available for mission dispatch within 10 minutes of mission assignment.
- Provide a “break area” where drivers and crews may wait prior to dispatch.
- Ensure that at least limited maintenance support is available.
- Ensure security of the staging area.

City Staging Area Personnel

- Manager
- Dispatcher
- Mechanic/Generator Operator
- Support Personnel (2 or more)

The primary task of the CSA is accountability of resources, both personnel and equipment that are either checking into the city for the first time, being dispatched, or returning from an assigned mission. The following guidelines are established to maintain accountability:

Newly arrived (to the incident) personnel and equipment:

- Sign in on ICS form 211. (sections 1-13).
- Determine if mission ready (fueled, require food, rest, etc). Refuel and refit immediately, if not otherwise mission ready.



- Notify Operations Section Chief of the resource's arrival and mission capability.
- Resource will either be sent to Operations for a briefing, dispatched on a mission, held in the CSA for a mission, or sent to a base camp for rest.

Dispatch based on mission tasking from Operations Chief:

- Sign in / out on ICS form 211.
- Conduct quick equipment safety check.
- Check for adequate life support supplies (if required for mission).
- Provide general safety briefing with known and general hazards, and arrange for assignment specific safety briefing where specific hazards may exist based upon the assignment.
- Determine Estimated Time of Arrival (ETA) at mission site and communicate same to Operations Section Chief.
- Dispatch mission.

Returning from assigned mission:

- Sign in on ICS Form 211.
- Notify the Operations and Logistics Section Chiefs the resources have returned from their mission, and their status.
- Send to base camp for refuel, feeding, and rest as directed.

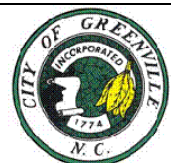
Demobilization:

Resources that are being demobilized remain under the control of the city and continue to be the responsibility of the city until the asset is safely returned to their home station. As such, ensure the following procedures are briefed during the exit briefing, as well as the final dispatch briefing at the CSA.

- Teams: Steps are the same as mission dispatch, but also ensure that Team Leader understands that arrival at Home Station must be reported back to either the Staging Area or Operations Section.
- Single Resource (Individual): Ensure it is understood by that person that they are to report back to either the CSA or Operations Section that they have arrived at home station.
- Single Resource (Equipment): Ensure that whoever is taking the equipment back to home station understands that they have to notify the CSA or Operations Section that the equipment is back at home station.

Communications back to the Forward SERT:

The Forward State Emergency Response TEAM (SERT) has to be kept in the loop of resource management. During a disaster, Pitt County will likely, and the City of Greenville may be assigned a Liaison from the Forward



SERT. If so, utilize the Liaison for communicating the following back to the Forward SERT. Otherwise it will be the responsibility of the Operations Section Chief.

Regardless, the following information has to be immediately communicated to the Forward SERT:

- The arrival at the CSA of any asset requested by this city.
- Completion of the overall mission that the resource was dispatched to the city to execute.
- Completion of demobilization (safe return to home station).
- ICS Form 221.

Communications

Primary communications should be land line. If land line is not available and cannot be installed for the incident, radio will be the back up source.

Administration and Logistics

The Public Works Director is responsible to administer this portion of the plan.

The CSA may be required to be fully operational 24 hours a day. Unless the CSA is co-located with a Base Camp, personnel and crews awaiting dispatch will not require a sleeping area. The Staging Area Manager will make the decision to either sleep CSA support personnel in the CSA or in a base camp. Personnel requirements are based on an Operational Period or "per shift" basis:

The following list is minimum recommended equipment based on the following assumptions: (1) a fixed facility is not available and (2) crews awaiting dispatch will not be in the CSA for more than two hours:

- Good road network supporting the CSA
- Area will support "check-in and check-out" procedures
- Area will support one way traffic (preferred) inside the CSA
- Tents (shelter) for CSA administrative requirements, check-in / out and break area
- Tables and chairs
- Port-a-johns
- Generator (s)
- Light Sets (for both CSA and interior lighting)
- Potable water source
- Gravel
- Coolers (to ice down drinks, water, etc)
- Assigned vehicle for administrative and internal support use
- Internal and external communications



RESOURCE MANAGEMENT

Lead Agency

City Manager's Office

Purpose

This section provides for the identification and management of resources that may be utilized during emergencies / disasters.

Situation

Several categories of resources have been identified, including:

- Personnel
- Equipment
- Facilities
- Information

Many of these resources are critical to the immediate emergency response following a major emergency / disaster event and others may be critical for the long recovery operation.

Both the City of Greenville and Pitt County Emergency Services maintains a list of public and private sector resources that may be utilized during an emergency / disaster response.

Resource inventories are updated on a regular basis.

Assumptions

During or following an emergency/disaster, the initial response to a disaster will be solely dependent upon local public and private resources.

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

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

Concept of Operations

Municipal departments and agencies will use their own resources and equipment during emergencies / disasters and will have control over the management of these resources needed to respond to the situation.

The commitment of resources from outside city government will be initiated by the City Manager or the Emergency Management Coordinator through the Pitt County Emergency Services Director, with operational control being exercised by the on-site commander or the service requiring that resource.

Resources will be allocated based on availability and priority of need.



Resource management will be coordinated through the Pitt County Emergency Operation Center during countywide emergency/disaster and for Municipal Emergency Operation Centers during municipal emergencies/disasters.

Staging areas for resources coming from outside the affected area will be established per the Emergency Operations Plan section regarding resource management.

Personnel and equipment reporting from outside the County will be routed to a staging area. Personnel and equipment reporting from inside the County will report to a location assigned by either the EOC or the Incident Commander. Please refer to the Staging Areas section of this plan for more information.

The Pitt County/Greenville Convention and Visitor's Bureau will serve as the Greenville Coordination point for volunteers.

Privately-owned sites for forward staging throughout the County will be negotiated and utilized as needed.

The Division of Emergency Management Area Coordinator / state EOC will be the point of contact for all state resources requested by the EOC.

Organization and Assignment of Responsibilities

It is the responsibility of the City Manager to be the lead individual in ensuring efficient and effective management of city resources.

Administration and Logistics

The City Manager will administer this section of the plan.



RECOVERY OPERATIONS

Lead Agency

City Manager's Office

Purpose

This section presents a system for the provision of disaster recovery operations.

Situation

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 interdependent and coordinated actions. These actions are undertaken at several levels (individual, organizational, community, state, national) and over a long period of time.

A properly managed recovery program will allow the prompt restoration of essential services, the reconstruction of damaged

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 City to recover without assistance.

The President's Disaster Relief Program is designed to supplement the efforts and available resources of state and local governments, voluntary relief organizations, and other forms of assistance such as insurance. The President's declaration of a major disaster or an emergency authorizes federal assistance under the Stafford Act and triggers other Federal Disaster Relief Programs as well.

A full Presidential Declaration of disaster includes all of the following emergency assistance programs:

- Public Assistance Programs
- Individual Assistance Programs
- Small Business Administration assistance
- Hazard Mitigation Programs

In lieu of a full Presidential Declaration, federal assistance can also be delivered through a partial Declaration and any combination of the following:

- Search and Rescue Assistance
- Fire Suppression Assistance
- Health and Welfare measures
- Emergency Conservation Program
- Emergency Loans for Agriculture



- Disaster Loans for Homeowners and Businesses
- Repairs to Federal Aid System Roads
- Tax Refunds / IRS Assistance to victims
- Voluntary Agency Assistance via Red Cross
- Department of Defense Pre-declaration Emergency Assistance (via the Stafford Act)

There exists in Pitt 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. Guidance, direction and assistance on emergency programs are provided by the USDA State Emergency Board.

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.

Close cooperation among the agents of Local, State and Federal government will be essential in expediting assistance to the County after any Presidential Declaration.

Hazard Mitigation Grants will be available through FEMA after a Presidential Declaration; the grant total will be based on the amount of Public Assistance (PA) funds provided to Pitt County PA applicants.

As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset of an emergency / disaster.

Businesses which intend to apply for Small Business Administration Disaster Loans, etc. will need thorough documentation of the history of the business and the effect of the disaster on the business.

Pitt County will automatically become eligible for Federal assistance if a county contiguous to Pitt receives a declaration for emergency Federal assistance.

Assumptions

A major disaster will have a significant long-term economic impact on the City of Greenville and Pitt County.

Unsolicited resources and donated goods can be expected from outside the impacted area. The City of Greenville must be prepared to manage this influx of resources and goods as part of the recovery effort. See the section regarding Donated Goods Management in this EOP for more information.

Pitt County will provide available space for the operation of one or more Disaster Application Centers in the County following a Presidential Declaration of Disaster.

A Disaster Field Office (DFO) will be set up in North Carolina by the Federal Emergency Management Agency. The DFO will be near the disaster area. A DFO could be established in Pitt County due to suitable facilities for such an office.

The damage assessment process will identify most local individuals with unmet needs.



Concept of Operations

General

Responsibility for coordination and support of the recovery effort lies with local government.

Recovery operations will initially be coordinated from the Emergency Operations Center.

Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency / organization. Standardized forms have been developed for local government; these forms will be available through the City's/County's Financial Services Department/Office.

Specific

A Public Assistance Damage Survey team will be comprised of the following:

- A Federal representative who will serve as the team leader
- A State representative
- Local applicant's representative

Following any major emergency or disaster, a critique will be held to evaluate the jurisdiction's response to the event. A critique will include the following issues related specifically to recovery:

- Mitigation of potential problems through use of Hazard Mitigation Grants
- Plan revision based on lessons learned
- Unmet needs status
- Management of donated goods
- Interagency cooperation
- Damage survey report process/documentation
- Recovery training needed
- Debriefing of emergency workers

Recovery from a significant disaster will be managed in two identifiable phases:

Short Term Recovery Phase

This is the emergency reaction phase, which begins with the implementation of emergency plans. Actions under this phase will include:

- Initial emergency response (i.e., firefighting, law enforcement, EMS operations, mass care)
- Initial impact assessment



- Emergency debris removal
- Restoration of vital services
- Security of damaged / evacuated areas
- Management / distribution of donated goods
- Preliminary damage assessment

Long Term Recovery Phase

Actions under this phase will include:

- Completion of damage assessment
- Completion of debris removal
- Request for Disaster Declaration / assistance
- Restoration of essential facilities
- Repair/rebuilding of damaged public and private buildings and facilities
- Repair/rebuilding of roadways and bridges
- Repair/rebuilding of private homes and businesses
- Hazard mitigation project

Organization and Assignment of Responsibilities

Planning and direction of overall recovery operations is the responsibility of the City Manager and his office. He or his designee shall coordinate recovery operations as other departments will be returning to their normal duties.

Administration and Logistics

As the overall responsibility for recovery operations is the responsibility of the City Manager, he or his designee shall provide for the resources and oversight required for both short-term and long-term recovery.



HEALTH, SAFETY, & DAMAGE ASSESSMENT

Lead Agency

Public Works Department

Purpose

This section describes the process of damage assessment occurring immediately after an emergency / disaster.

Situation

Most emergencies/disasters have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.

If a significant emergency/disaster occurs, the following series of damage assessment activities will be conducted by local government:

- Initial impact assessment by personnel in the field
- Preparation of an Immediate Situation Report for the EOC Control Group
- Determination of the need for outside assistance/resources
- Notification/transmittal of Immediate Situation Report to Pitt County Emergency Management, through the City EOC.
- Initiation of detailed damage assessment activities including the dispatch of teams to the field
- Summarization of field information gathered by damage assessment teams for the Control Group
- Submission of detailed damage assessment information to Pitt County and NC Emergency Management as may be appropriate

The magnitude of the emergency/disaster may necessitate training additional personnel in damage assessment.

Persons trained and experienced in damage assessment can be found throughout the state, in local and state government and in the business community.

Following a disaster, independent damage assessment activities will be conducted by a variety of organizations including, but not limited to:

- City, County, State and Federal damage assessment teams
- American Red Cross
- Insurance companies
- Utility companies



Assumptions

A catastrophic disaster will exceed the damage assessment resources of the City and County and will require additional damage assessment personnel.

County and municipal personnel not impacted by the emergency / disaster may be available to assist with impact assessment.

A catastrophic disaster will impede the ability of emergency services to provide immediate situation reports.

The demand for information by the media may interfere with the City's ability to conduct impact assessment.

Damage to the roads, bridges, utility systems and communications systems may hamper the impact assessment process.

The thoroughness and accuracy of damage assessment can affect the receipt of recovery assistance.

Concept of Operations

General

Responsibility for preliminary and detailed damage assessment lies with local government.

Damage assessment assistance will likely be requested from other counties through Pitt County.

Specific

Damage assessment activity will be coordinated from the Emergency Operations Center.

A Damage Assessment Officer will coordinate the compilation of damage assessment information. Where practical, plotting of damaged areas on local maps will be done by the Geographic Information System (GIS). This system can print maps showing the damaged area. Damage assessment reports will be given to the EOC Control Group.

Damage Assessment Reports will include, but not be limited to, information on persons affected, victim mass care, infrastructure survival, damage to vital facilities and economic impact.

The City Control Group will forward damage assessment reports to Pitt County Emergency Management.

The City Control Group will review damage assessment reports to determine if any outside assistance will be necessary to recover from the emergency / disaster.



Organization and Assignment of Responsibilities

It is the responsibility of the Control Group of the EOC to carry out this portion of the plan. The Public Works Department has the trained personnel to determine what type of damage and safety problems remain during and after an emergency.

Administration and Logistics

It is the responsibility of the Director of Public Works to administer this plan. He or his designee may recruit assistance from other city departments who are knowledgeable in damage assessment.



DONATED GOODS MANAGEMENT

Lead Agency

Greenville Convention and Visitor's Bureau

Purpose

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

Situation

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

The timely release of information to the public regarding needs and points of contact is essential to management of donated goods.

At the national level, several organizations have established telephone numbers for disaster relief inquiries; these organizations include FEMA, the American Red Cross and the Salvation Army.

Donated goods are essential to recovery in most cases.

Suitable facilities, equipment and personnel are needed for the management of donated goods.

The coordination of the collection, packaging and shipment of goods to a disaster area is best accomplished at the county level.

Historically, churches, fire stations and EMS stations in Pitt County have served as collection points for donated goods.

Monetary donations, staple goods and those items specifically requested to best serve the needs of victims can be expected.

The distribution of donated goods must be coordinated with the identification of unmet needs.

Assumptions

Suitable space and equipment will be available to receive, sort and store the influx of donated goods.

A regional reception and distribution site for donated goods will be established by the State.

Unsolicited donations of goods can be expected.

Local distribution sites will be convenient to the affected populations.

Donations of non-useful and unwanted goods can be expected; these include loose, unsorted clothing, extremely perishable items and worn-out items, at times in overwhelming quantities.



People unaffected by the disaster will nevertheless seek to receive donated goods.

Some donors will seek to bypass the distribution system established.

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

Citizens and businesses that elect to donate money and goods to disaster victims elsewhere will need and seek guidance on methods of participation. The state Emergency Management agency has staff to coordinate these donations.

Transportation will be available to ship donated goods from the area to other destinations.

The opportunity for unscrupulous persons to seek donations from unsuspecting persons exists.

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

Concept of Operations

Receipt of Donated Goods

- Pitt County Social Services will serve as the lead agency for the receipt and distribution of donated goods.
- 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.
- Social Services will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of effort.
- Public information regarding distribution sites, needed goods, volunteers and other pertinent matters will be coordinated by the Public Information Officer (both county and city).
- Requests for needed goods and re-supply of needed goods will be channeled through the regional distribution center or State EOC.
- Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
- When identifiable, unwanted goods should be refused.
- Surplus donated goods will be sold or otherwise disposed of in a manner consistent with the donor's apparent intent.
- An attempt will be made to identify the needs of the intended destination prior to collection of goods.
- A systematic method will be established for collection of the donated goods to be shipped.
- Recipient will be contacted to determine the most appropriate method of packaging. 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 ease of unloading at the destination
 - Elimination of inappropriate / unwanted goods
-
- Shipments of donated goods will be coordinated with the receiving destination prior to departure.
 - A suitable means of transportation will be arranged to allow for delivery of the shipment in a timely manner.
 - When appropriate, shipments of donated goods should be coordinated with the State office of the Division of Emergency Management.

While it is not the City of Greenville's desire to circumvent Pitt County's donated goods plan, it is wise to plan for the inevitable delivery of goods into the city of Greenville from those who are either unfamiliar with the County's plan, or who choose to disregard it. Therefore, the Convention Center is a donated goods receiving site of last resort for goods that make it into the city. This site will be staffed initially by the Convention and Visitor's Bureau staff, with support staff provided by the EOC when called for.

Organization and Assignment of Responsibilities

The overall control of donated goods for Pitt County shall be the responsibility of the Pitt County Department of Social Services. The Greenville Convention and Visitor's Bureau will administer this portion of the EOP.

Administration and Logistics

Per the Pitt County Emergency Operations Plan, the county department of Social Services shall administer and provide the resources to implement this section of the plan.



Use of Emergency Facilities as Collection Points

- Critical infrastructure facilities and sites including, but not limited to Fire Rescue facilities, Police Department, and the Public Works Facilities will not be used a collection sites for donated goods to avoid the congregating of donors and blocking of ingress or egress.



VITAL FACILITIES & RESTORATION OF ESSENTIAL SERVICES

Lead Agency

Public Works Department

Purpose

The purpose of this section is to identify vital facilities that need special hazard mitigation efforts due to being vital in the continuation of response and recovery efforts during and after an emergency. This section also provides for essential public works services during an emergency/disaster, including solid waste disposal, water distribution, electric distribution, water treatment and debris removal.

Situation

Many of these identified facilities are vital to continuing response and recovery efforts, including continuation of essential services, during and following an emergency. Several categories of facilities have been identified in Greenville and Pitt County including:

- Electric distribution system components
- Healthcare/medical facilities
- Transportation networks
- Communication networks
- Public buildings
- Emergency services facilities
- Water distribution/ treatment facilities
- Landfill/ debris sites
- Public/ private supply centers
- Aircraft/helicopter landing sites/zones
- Fuel depots

GPS coordinates for those facilities identified as vital facilities are located in Appendix A.

A regional landfill utilized by several counties, including Pitt County, is located in Bertie County off of S.R. 1225, Republican Road. This landfill is owned and operated by a private contractor.

Greenville Utilities operates an electric utility, water department, sewer department and gas department.



The area's electric utilities have mutual aid agreements with other companies that allow augmentation of emergency repair crews during emergencies/disasters.

Land-based commercial and residential telephone service for the City of Greenville is provided by Embarq.

The Pitt County Board of Education has a limited staff that could be utilized during time of disaster for repairs to the schools.

Pitt County is served by a NC DOT Highway Division maintenance district/facility. The maintenance yard for Pitt is located on North Greene Street in Greenville.

Some municipalities within Pitt County have mutual aid agreements among themselves for emergency public works assistance.

The amount of medium to heavy-duty equipment owned by the City of Greenville is minimal at best for day to day public works operations and inadequate for disaster operations.

Debris is a consequence of certain disasters; the emergency removal of debris by public works forces is critical to the restoration of vital/essential services.

Numerous pieces of heavy equipment suitable for debris removal can be found throughout the County at various farm, business and industry sites.

The North Carolina Division of Forest Resources maintains an equipment headquarters on County Home Road with limited equipment for debris removal operations.

Certain facilities will receive priority in the restoration of essential services. (See Vital Facilities)

State owned or supported vehicles can be refueled at the Division of Highways yard equipped with auxiliary power or field-fueled from DOT tanker trucks.

The Pitt County Board of Education has mobile refueling assets.

Assumptions

The identification of vital facilities will make it possible to predict certain consequences of disasters and to expedite the response of necessary resources from outside the area of impact.

Knowledge of vital facilities will reduce the dependence on unwritten and assumed information. It will also allow for implementation of planned mitigation approaches in an attempt to reduce vulnerabilities and allow for the prioritization of post-disaster areas and restoration.

A catastrophic event affecting multiple counties and/or states may result in the following consequences related to essential services:

- loss of some or all essential services for extended periods of time
- a shortage of available outside assistance
- a shortage of materials for repair of utilities
- overall delay in restoration of essential services
- rapid exhaustion of local resources
- inability to relay resource requests / needs



- attempted price gouging for repair of essential services

Volunteers will be available and willing to assist with emergency debris removal; however, their limited abilities and training bring on additional burdens.

Following a catastrophic event, all roads and streets may be impassable due to debris.

The North Carolina Division of Highways will remove debris from the state highway and road system. The Division will not remove debris from private property except in extraordinary cases cleared through the State EOC.

The North Carolina Division of Forest Resources can perform emergency debris removal beyond State property when requested and approved through the State EOC.

Privately owned farm and industrial equipment will be heavily utilized by volunteers assisting with debris removal.

Controlled burning of debris may be allowed as a means of disposal of debris when approved by the proper authorities.

Concept of Operations

Information pertaining to vital facilities and resources will be maintained by the Emergency Management Coordinator and accessible to the Emergency Operations Center.

These identified vital facilities will have priority for restoration of electrical services.

Action will be taken to minimize the vulnerability of losing utilities.

Priority for emergency debris removal will be given to all listed vital facilities and other sites as deemed appropriate by the Control Group.

Temporary debris storage, sorting and chipping sites will be established throughout the affected area to facilitate management of debris. Sites will be located in areas where burning of debris can be done within applicable regulations.

The regional landfill will assist in the storage and disposal and sorting of large quantities of debris.

Sites will be established throughout the affected area for distribution of emergency water supplies to the public.

Available emergency generators will be deployed to vital public facilities that do not have power.

If available, portable toilets will be provided to the general public and to work sites.

Organization and Assignment of Responsibilities

The Public Works Department shall be responsible for the overall restoration of essential services being that the restoration of utilities is vital to support other essential services provided by the city. Each department head is responsible to ensure that his or her department resumes normal activities as soon as possible and safe. This restoration will be coordinated through the EOC.



The Director of Public Works or his designee shall organize the way in which the city will restore essential services based upon the conditions resulting from the emergency.

Administration and Logistics

The Public Works Department serves as the lead agency for restoration of essential services. Public Works will provide for the administration and procurement of resources necessary for restoration through purchasing and mutual aid agreements.



ANIMAL CONTROL

Lead Agency

Police Department in cooperation with Pitt County Emergency Services

Purpose

This section provides for the animal control in the event of a disaster or emergency.

Situation

- Any disaster that threatens humans, threatens animals as well, and it will be necessary to provide water, shelter, food and first aid to both.
- Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
- Animal shelter locations may be required to provide domesticated animal control, due to sheltered persons bringing their pets with them.
- Livestock left in evacuated areas will need to be cared for and provisions will need to be made for re-entry to fulfill this need.
- Specially trained large animal rescue teams are available as a NC Emergency Management asset and may be accessed through Pitt County Emergency Services.

Assumptions

- The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- Natural, technological, or manmade disasters could affect the well being of domesticated or non-domesticated animals.
- The City will plan both for emergency situations and to carry out response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large-scale emergencies affecting the County.



- Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, to communicate animal welfare information to the public, and procedures for reuniting them with their owners.
- Public information statements will be issued through the various media outlets. This information will include locations where domestic and non-domestic animals (including livestock) may be accepted during emergency situations.
- A large-scale emergency in Pitt County may warrant immediate response from State and local personnel, agencies, and organizations. However, emergency situations may intensify to the point where activation of additional specialized agencies through mutual aid would be required.

Concept of Operations

The sheltering and protection of domestic and non-domestic animals (including livestock) are the responsibility of their owners.

Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of Pitt County Animal Services Officials. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal services guidelines.

Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that endanger themselves or the public will be the responsibility of the N.C. Wildlife Resource Commission personnel, in cooperation with local animal services officials, and returned to their natural habitat, if possible.

The exception of service animals, shelters that have been established for disaster victims may not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and to provide them with proper care.

Organization and Assignment of Responsibilities

The Animal Control Division of the Police Department shall is responsible for animal control on a daily basis and in the event of an emergency they will coordinate their efforts with Pitt County Emergency Services. The division, at the direction of the Chief of Police, shall organize and deploy as the need arises depending on the type and scale of the emergency.

Administration and Logistics

The city's Animal Control is a division of the Police Department. Therefore, it is the responsibility of the Police Department to administer and acquire the resources to implement this section of the plan.



EMERGENCY PERSONNEL FAMILY PREPAREDNESS

Lead Agency

City Manager's Office

Purpose

This section provides for the welfare of the families of emergency personnel in times of disaster/emergencies.

Situation

In times of emergency/disaster some families have a difficult time coping with the absence of a family member who has an emergency and/or mandatory response role.

It is necessary to direct families of responders to prepare to be without their loved one to be proactive.

Assumptions

Each individual person having an emergency response role within the City of Greenville is responsible for educating their families about their roles during an emergency.

It should be understood by spouses and children alike that the responder may not be able to be with the family at all during and after a disaster/emergency.

Families of responders will be well prepared to cope with the absence of their family member.

Some families of responders will try to shelter at emergency response stations.

Concept of Operations

While each responder may seek shelter at any police/fire/public works station, family member of responders may not.

It is the responsibility of each responder to instruct their families on how to prepare for disasters and cope with their absence.

Families should provide for a range of options for the care for of children and pets, long ahead of an event.



Families should consider a full range of housing and sheltering options both in and out of the region. Staying with family and friends that are in a safer zone is preferred option over depending upon public shelters. In the best of conditions, public shelter life leaves a lot to be desired.

Our employees and their families should share a communications list with the names, addresses, and phone numbers of family and friends that may be used as a “communications bridge” that allows for welfare reports to be exchanged. A range of contacts both in and out of the region is provided, and the plan should not be dependant upon cellular phone carriers. Resources to assist with this effort can be found at <http://www.ready.gov/america/downloads/familyemergencyplan.pdf>

Families must understand that our employees will likely not be readily available for phone calls, and that the communications that does get through will be hurried and may be at inconvenient times. The families must also accept that they may be without their family member (city employee) for an extended period of time before a more regular schedule is resumed.

There should be a common understanding between our employees and their families as to what constitutes an emergency that may require the employee be released from his/her emergency critical or emergency essential duties.

Organization and Assignment of Responsibilities

It is the responsibility of each family to prepare for emergencies to include the absence of their loved one.

Each responder will ensure that his or her family is prepared. There are several articles of literature regarding disaster preparedness readily available through various sources that can be used by emergency responders to help their families prepare for disaster. Resources to help with this effort can be found at:

<http://www.ready.gov/america/index.html>

Administration and Logistics

The City Manager will bi-annually remind all emergency responders to create disaster plans for their families, and to provide resources to assist them in this effort.



GLOSSARY OF TERMS – ACRONYMS - ABBREVIATIONS

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

American Red Cross

The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Attack

A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.

Checklist

Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Chief Executive Official

The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

Community

A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each State defines its own political subdivisions and forms of government.

Contamination

The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Dam

A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.



Damage Assessment

The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

Decontamination

The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Disaster

An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a "large-scale disaster" is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a "major disaster" is "any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Disaster Field Office

The office established in or near the designated area of a presidentially declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.

Disaster Recovery Center

Places established in the area of a presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).

Earthquake

The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

Emergency

Any occasion or instance--such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion,



nuclear accident, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety.

Emergency Alert System

A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

Emergency Health Services

Services required to prevent and treat the damaging health effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing first aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention, and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from State and Federal governments.

Emergency Medical Services

Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center

The protected site from which State and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency.

Emergency Operations Plan

A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Emergency Response Team

An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.



Evacuation

Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

Evacuation - Spontaneous

Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.

Evacuation - Voluntary

This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or orders are NOT required to evacuate, however it would be to their advantage to do so.

Evacuation - Mandatory or Directed

This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuees

All persons removed or moving from areas threatened or struck by a disaster.

Flash Flood

Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition.

Flood

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Hazard Mitigation

Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.



Hazardous Material

Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

High-Hazard Areas

Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

Hurricane

A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

Incident Command System

A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

Mass Care

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been placed from their homes because of a disaster or threatened disaster.

Public Information Officer

A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

Preliminary Damage Assessment

A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to



the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

Recovery

The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Resource Management

Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Standard Operating Procedure

A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.

Terrorism

The use of--or threatened use of--criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

Tornado

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

Warning

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the NWS (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.



Watch

Indication by the NWS that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).



NIMS - ACRONYMS

ALS	Advanced Life Support
DOC	Department Operations Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC or UC	Incident Command or Unified Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LNO	Liaison Officer
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research & Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
UC	Unified Command
US&R	Urban Search and Rescue



GENERAL ACRONYMS AND ABBREVIATIONS

ARES:	Amateur Radio Emergency Service
ATC:	Air Traffic Central Approach
CFR:	Code of Federal Regulations
DCI:	Division of Criminal Information (Police Information Network)
DSR:	Disaster Survey Report
EAS:	Emergency Alerting System
EHS:	Extremely Hazardous Substance
ES:	Emergency Services
ESD:	Emergency Services Director
EMS:	Emergency Medical Services
EMT:	Emergency Management Technician
EOC:	Emergency Operations Center
EOP:	Emergency Operations Plan
FCC:	Federal Communications Commission
FEMA:	Federal Emergency Management Agency
FSS:	Flight Service Station
GS:	General Statute
HAZMAT:	Hazardous Materials
IA:	Individual Assistance
IC:	Incident Commander
ICS:	Incident Command System
IEMS:	Integrated Emergency Management System
LEPC:	Local Emergency Planning Committee
IFR:	Instrument Flight Rules
JIC:	Joint Information Center
JOC	Joint Operations Center
MSDS:	Material Safety Data Sheet
NCEM:	North Carolina Division of Emergency Management
NCERC:	North Carolina Emergency Response Commission
NCGS:	North Carolina General Statues



NCNGCST North Carolina National Guard Civil Support Team
NCP: National Contingency Plan
NFPA: National Fire Protection Association
NIMS National Incident Management System
NOAA: National Oceanic and Atmospheric Administration
NRP National Response Plan
NRT: National Response Team
NWS: National Weather Service
OSHA: Occupational Safety and Health Act
PA: Public Assistance
PIO: Public Information Officer
RRT: Regional Response Team
SARA: Superfund Amendments and Reauthorization Act
SERC: State Emergency Response Commission
SERT: State Emergency Response Team
SOP: Standard Operating Procedure
SWP: State Warning Point
TPQ: Threshold Planning Quantity
TRQ: Threshold Reporting Quantity
USCG: United States Coast Guard
USDA: United States Department of Agriculture
VFR: Visual Flight Rules



City of Greenville Evacuation Traffic Control Plan

The city Emergency Operations Plan dictates that the city create an Evacuation Traffic Control Plan. In creation of this plan there are four evacuation scenarios that were considered: (1) Regional evacuation, (2) Coastal evacuation (coastal residents coming inland into and around the city), (3) city-wide evacuation, and (4) partial city evacuation.

This region has never experienced a full evacuation and it is unlikely that it will ever occur.

Scenario #1 and #2 would likely occur upon an approaching hurricane while scenario #3 and #4 would most likely occur due to man-made events such as a hazardous materials incident.

The Greenville Police Department's Traffic Enforcement Unit Supervisor or designee is responsible for coordinating traffic control efforts during any Level I, II, or III emergency. It is the unit's policy to use mechanical and physical control devices if at all possible in lieu of personnel manually controlling the traffic. Non-sworn (i.e. public works) personnel may be used to assist in traffic control in conjunction with physical and mechanical barriers. However, non-sworn personnel should not be assigned to manual traffic control except in extreme emergency circumstances.

Scenario #1 and #2

In the event of scenarios #1 and #2, coastal residents will be coming through and around the city through both designated hurricane evacuation routes and non-designated roads. The two hurricane evacuation routes that come through Pitt County are US264 and NC33. In both cases it would be more efficient to route traffic around the city rather than through it. In scenario #1 city residents would also be leaving the city, which would increase the volume of traffic on the roadways. In scenarios #1 and #2 the city would be evacuated along with residents from coastal areas. Traffic control should prevent inland bound coastal residents from coming into the city, rather they should be directed around the city via the US264 By-Pass. In both scenarios the NC Highway Patrol has plans to station four troopers at the intersection of US264 By-Pass and US264 Business. Also, one trooper would be stationed at the intersection of US264 By-Pass and US264 West.

Scenario #3

This plan would be implemented most likely after a hazardous materials incident. In this case the city would want to move all traffic out as soon as safely possible. The highest traffic volume intersections for the city have been designated to receive backup traffic control, in the form of electric



generators or manual control, first. These designated high volume intersections are listed below. Currently the city does not have adequate resources to provide backup power to each of these intersections so that mechanical control can continue uninterrupted. The city should secure funding to provide backup power to these intersections.

Scenario #4

This scenario would also likely result from a hazardous materials incident. The areas evacuated and the routes for evacuation would depend upon the incident, weather conditions, and time of day. Evacuation routes would have to be determined with those factors in mind. There is no way to plan this out perfectly due to the unforeseen. The city can rely upon the designated high volume intersections as a starting point for traffic control but they would not be the only points for control in this scenario.

Designated High-Volume Traffic Intersections

1. Arlington Blvd. and Stantonsburg Rd.
2. Memorial Dr. and Stantonsburg Rd.
3. Memorial Dr. and Dickinson Ave.
4. Memorial Dr. and Arlington Blvd.
5. Memorial Dr. and Greenville Blvd.
6. Greenville Blvd. and Evans St.
7. Greenville Blvd. and Arlington Blvd.
8. Greenville Blvd. and Charles Blvd.
9. Greenville Blvd. and 10th St.
10. Arlington Blvd. and Evans St.
11. Memorial Dr. and Thomas Langston Rd.
12. Arlington Blvd. and Dickinson Ave.
13. Memorial Dr. and 5th St.
14. Greenville Blvd. and 14th St.

In the event of Scenario #1 and #2 the NC Highway Patrol will control the following intersections:

1. US264 By-Pass and US264 Business
2. US264 By-Pass and US264 West



TROOP A COASTAL REGION EVACUATION PLAN



2007

Revised: 27 March 2007

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	16. Craven	
	17. Pamlico	
	18. Lenoir	
	19. Jones	
	20. Carteret	

TROOP A COASTAL REGION EVACUATION PLAN

The following counties listed below are the twenty counties that comprise Troop A. Of those twenty four (Currituck, Dare, Hyde and Carteret) are coastal counties. The sixteen other counties have major East-West evacuation highways that are pertinent to the overall evacuation plan. The major evacuation route from North-South is US17.

- Dare and Currituck
- Hertford, Gates and Bertie
- Pasquotank, Chowan, Perquimans, Camden
- Beaufort, Washington, Tyrrell, Hyde
- Pitt and Martin
- Craven and Pamlico
- Lenoir and Jones
- Carteret

For each of the above counties, the following has been identified.

- Emergency Management Directors information, along with EOC
- Local Police Departments contact information and number of personal
- County Sheriff's Departments contact information and number of personal
- Local Hospitals for each county and contact information
- Local Emergency Weather Shelters for each county
- All NCDOT Facilities in each county complete with contact information
- Critical Roadways and Intersections along evacuation routes
- The number of personnel needed at each location (traffic post)
- The number of supervisory personnel needed in each county
- A description of each intersection and the responsibility of each member directing traffic
- Assistance needed from NCDOT, barricades, traffic cones, signs, message boards
- Demographics for each county normal vs. seasonal
- Specific county concerns and challenges along with alternate evacuation routes
- Alternate Fuel Resources and Locations
- Housing of Patrol Personnel

Troop A Coastal Region Evacuation Personnel Needs

County	Post Identified	Troopers Needed	Supervisors Needed
Dare	8	11	
Currituck	6	7	
Carteret	9	18	
Hyde	2	3	

Camden	2	4	
Pasquotank	1	4	
Pamlico	3	5	
Craven	5	13	FLOATING
Jones	3	5	
Lenoir	3	9	
Tyrrell	1	3	
Washington	2	3	SUPERVISORS
Beaufort	0	9	
Chowan	0	3	
Perquimans	2	4	
Martin	2	6	
Pitt	2	5	
Bertie	3	6	
Gates	4	8	
Hertford	2	6	
Total	60	132	15

Decision Process Guidelines for the Troop A Coastal Regional Evacuation

An estimated time of 14 to 18 hours is needed to complete evacuations from immediate coastal counties of Dare, Currituck, and Carteret as well as Ocracoke Island.

- **The decision for evacuation will be the responsibility of each individual county.**
- District First Sergeants will maintain constant communication with the local Emergency Management Director and participate in the decision to evacuate when requested.
- As a general rule, the threat of a Category III Hurricane or greater, the District First Sergeants should begin the decision process in planning for evacuation of effected counties. , i.e., manpower, lodging, meals

Actions- Pre-Evacuation Process

- The Troop A Commander (or designee) will participate in each Eastern Regional Conference call at 6:00 a.m. and every 6 hours until the threat has passed or the evacuation plan implemented.
- District First Sergeants will participate in local briefings held by the County EM Director and report evacuation concerns to the Troop A Commander (or designee).
- District First Sergeants will communicate with the Sheriff and local police agencies to coordinate any assistance they may provide during the evacuation.
- Topics to cover locally are; forecast onset of tropical storm winds and/or hurricane force winds, volume of traffic expected to evacuate, time evacuation may begin, resources needed (local & state), and any actions needed by Troop A during the next six (6) hour period.
- Troop A Commander will communicate with the State EOC (Patrol Member) and/or Field Operations Major after each conference call to discuss the potential of evacuation and the deployment of personnel.

- Upon reaching a consensus for a county to evacuate, the District First Sergeant shall immediately pass that information to the Troop Commander, and the Troop Commander to the EOC and Field Operations Major.
- The District First Sergeant shall immediately notify the local NCDOT officials for assistance.
- When approved for evacuation, Patrol personnel will disseminate the decision and its execution time to local respective organizations providing assistance.

Actions during Evacuation

- At the beginning of the evacuation, conference calls will be conducted every 4 hours with the District First Sergeant to determine the following: evacuation status, problems encountered, and other actions needed, potential ending time.
- SHP will man each post identified in priority order at the beginning of the evacuation and remain on post until relieved by the District First Sergeant.
- The US70 Rest Area in Craven County will be utilized as the staging area for personnel and/or resources if needed for the southern part of Troop A. US64 Business in Martin County at the SHP Communications Center in Williamston will be utilized as the staging area for personnel and/or resources if needed for the northern part of Troop A.
- Wreckers Services on SHP Rotation will be utilized for quick clearance. Troopers familiar with the area may make a Trooper's request for nearest wrecker.
- The local county EOC shall be manned with a District Supervisor and will be utilized as the Command Post for each county's evacuation.

Action- Termination

- Termination of Traffic post to allow members to seek shelter will be ordered a minimum of 1 hour before sunset or when sustained winds reach 35 mph which ever occurs first.
- SHP will recommend termination of traffic post assignments when the traffic levels or other hazardous circumstances warrant. (At the discretion of Troop Commander with consultation with Fields Ops. Major)

Supplementary Guidance

- The decision to evacuate is a county responsibility.
- The 800 VIPER communication systems should provide effective and continuous communications between agencies and the Patrol which is critical for a safe and successful execution of the evacuation plan.
- Evacuation Operations should be conducted during daylight hours when at all possible.
- NCDOT should stage equipment in its local/division yards 24 hours prior to the implementation of the evacuation plan.
- SHP personnel and resources will be drawn from outside the local county, however; fire, rescue and ambulance resources will be drawn from the local county agencies within the threat area. Local EM coordinators have identified those resources and will make assignments and coordinate their mobilization.

- District First Sergeants in the effected areas should attend any local control group meetings prior to hurricane season each year to update contact information and make any necessary modifications to the plan or decision process.

Troop B Coastal Regional Evacuation Responsibilities

NC DOT Dynamic Signs

1. 15 signs utilized
2. Preplanned locations
3. Preplanned messages
4. Remove before severe conditions
5. Redeploy for reentry

DOT Traffic Control Plans

- Loaded traffic control trailers on stand by
- Crews assigned to implement and maintain
- NCDOT will be responsible for providing all barricades and signs related to the evacuation. This will include placing them in position prior to the beginning of the evacuation and removing them at the conclusion.
- NCSHP will be responsible for ensuring that the evacuation lanes are clear of all traffic and all abandoned vehicles have been removed from the WEST bound lanes of NC 168, NC 158, US 64, US 264, US 70 at the beginning of the evacuation.
- NCSHP (local district members) will be responsible for investigating all collisions and assist disabled motorists that occur on US64 to Nash County, US264 to Wilson County, US158 to North Hampton, US168 to Virginia Border, US70 to Johnston County.
- NCSHP will be responsible for recommending termination of the evacuation when traffic volume and/or other circumstances warrant.

Communications Procedures: Troop B Coastal Regional Evacuation Plan

- The Troop A Evacuation plan calls for all Troopers assigned to the event to utilize 800MHz radios to communicate with each other, the Command Post, and local police agencies as much as possible.
- To conduct this exercise the plan is to utilize the Patrol's existing radio communications, both low band and 800MHz radios. The 800MHz (VIPER) radio system is now operational in each of the effected counties of the evacuation plan. The Patrol will utilize each county EOC as a command post with the supervisor on duty having access to an 800MHz radio.
- All members assigned to this event should be issued 800MHz radios programmed with Troop A Common 2 Channels. Twenty Five (25) spare 800MHz radios will be available for issue to members for the duration of this assignment. Field Operations will be responsible to contact TSU in Raleigh to ensure the necessary number of 800MHz radios are available to forward to the staging area for the assignment.

- All communications will be conducted between the local command post and the troopers on Troop A Common 1 on 800MHz with Troop A Common 2 being utilized as a backup. Channel 19 low band, frequency 42.20MHz will be a secondary backup.
- The channels normally worked by local cars assigned to the districts in the Coastal Region area are as follows:

County Assigned	Communications Center	Low Band Channel	Frequency (mhz)
Dare	Williamston	17/18	42.720/42.920 Station
Currituck	Williamston	17/18	42.720/42.920 Station
Carteret	Williamston	7/8	42.760/42.640 Station
Hyde	Williamston	17/18	42.720/42.920 Station
Camden	Williamston	9/10	42.700/42.500 Station
Pasquotank	Williamston	9/10	42.700/42.500 Station
Pamlico	Williamston	7/8	42.760/42.640 Station
Craven	Williamston	7/8	42.760/42.640 Station
Jones	Williamston	7/8	42.760/42.640 Station
Lenoir	Williamston	7/8	42.760/42.640 Station
Tyrrell	Williamston	17/18	42.720/42.920 Station
Washington	Williamston	17/18	42.720/42.920 Station
Beaufort	Williamston	17/18	42.720/42.920 Station
Chowan	Williamston	9/10	42.700/42.500 Station
Perquimans	Williamston	9/10	42.700/42.500 Station
Martin	Williamston	1/2	42.780/42.620 Station
Pitt	Williamston	1/2	42.780/42.620 Station
Bertie	Williamston	9/10	42.700/42.500 Station
Gates	Williamston	9/10	42.700/42.500 Station
Hertford	Williamston	9/10	42.700/42.500 Station

Command and Control

- An NCSHP Supervisor will serve as the Officer in Charge from the local EOC Center during the entire evacuation process.
- Troop A Executive Officers will be assigned to effected counties and will command this operation from either a local District Officer or a local county EOC Center.
- Troop A Executive Officers will be responsible for briefing the Supervisors and all personnel who will be assisting with traffic control in their assigned area of responsibility. A backup briefing location may be the US70 Rest Area in Craven County. US64 Business in Martin County at the SHP Communications Center in Williamston may also be utilized as a back up briefing location.
- Troop A Executive Offices will meet with Supervisors of incoming personnel for briefing concerning post assignments, relief personnel, fuel, and lodging.

You can see the key evacuation routes below highlighted on the map

- NC 168
- NC 158
- US 64
- US 264
- US 70
- NC 5



Evacuation Population Figures

- Dare County – Residents (34,000)
Tourists (300,000)
- Currituck County – Residents (23,000)
Tourists (50,000)
- Ocracoke Island – Residents (1,000)
Tourists (14,000)
- Carteret County – Residents (70,000)
Tourists (150,000)

DOT Ferry Division

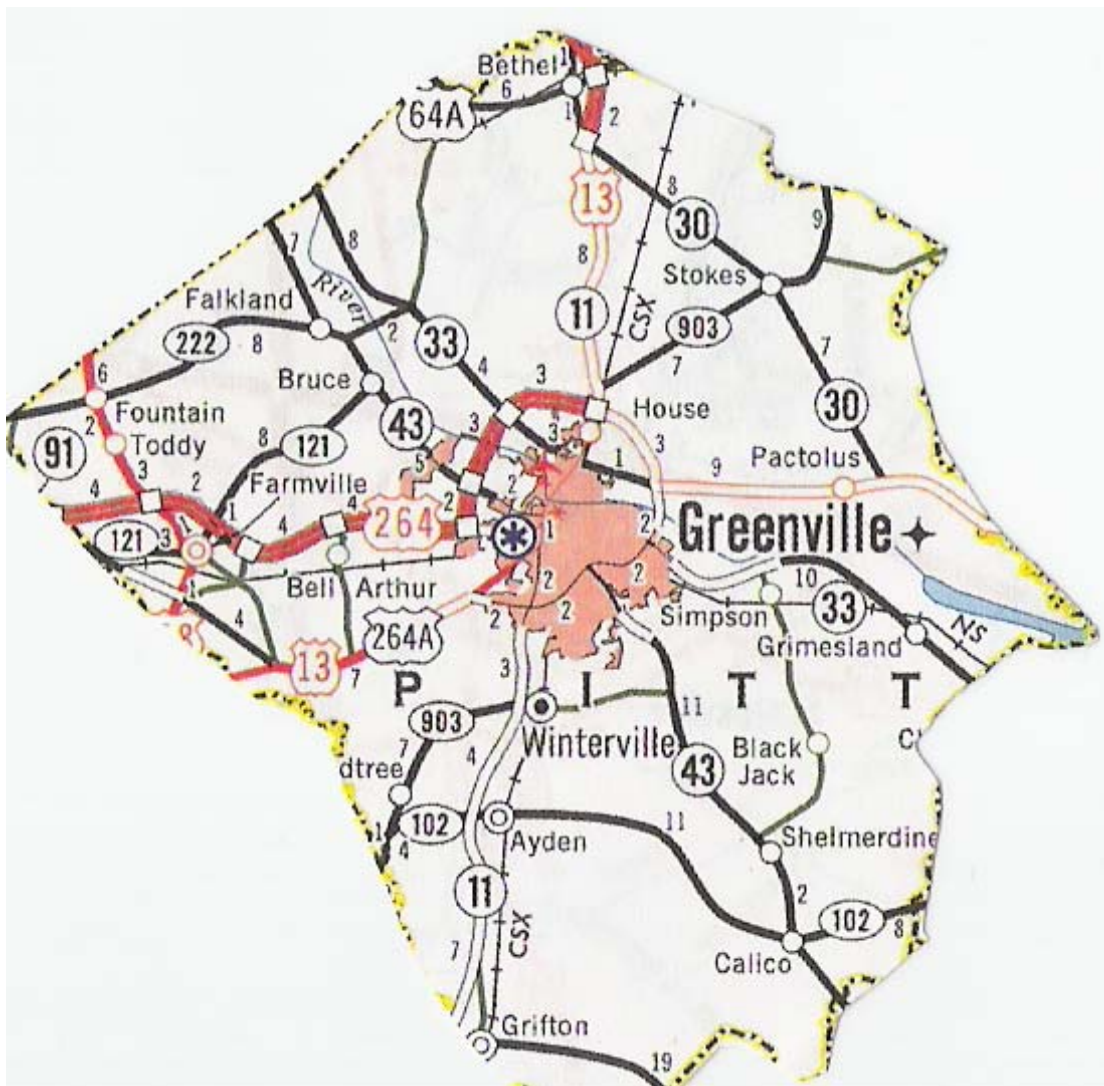
DOT Ferry division is and intricate part in support for the evacuation of Ocracoke Island. This ferry division is the only connection anyone has to this island. Emergency landings are ready if Herbert G. Bonner Bridge becomes impassable. These Emergency landings are at ? A Hatteras class ferry can run 30 cars in about 40 minutes. The Sound class ferry can hold from 35-50 cars yet it takes 2.5 hours. to complete its trip.

Major Bridges on Evacuation Routes

Bridges two miles + in length include:

- Alligator River (US 64) Tyrrell/Dare Co.
- Virginia Dare (US 64) Dare Co.
- Wright Memorial (US 158) Dare/Currituck
- Bonner Bridge (NC 12) Dare Co.
- Neuse River (US 17) Craven Co.

Pitt County



Pitt

Contact Information for Emergency Management Director and EOC:

Contact	Address	Telephone Number	Fax Number
Lee Noel		(252) 902-3952	

Local Law Enforcement Agencies:

	Contact	Telephone Number
Pitt County Sheriffs Office	Sheriff Mack Manning	(252) 902-2990
Greenville Police Department	Chief William Anderson	(252)329-4332
Ayden Police Department	Chief Charles Crudup	(252) 746-7015
Bethel Police Department	Chief Barry Stanley	(252) 825-5481
Farmville Police Department	Chief Robert Smith	(252) 753-4111
Fountain Police Department	Deputy Doug Coley	(252) 749-2881
Grifton Police Department	Chief Morrisette	(252) 524-4161
Winterville Police Department	Chief Billy Wilkes	(252) 756-1105
East Carolina University Public Safety	Chief Robert Shroud	(252) 252-6787

Local Hospitals for Pitt County:

	Contact	Telephone Number
Pitt Memorial Hospital	Dr. Juan March	(252) 816-4100

Local Shelters for Pitt County:

Shelters have not yet been designated. If shelters are needed Emergency Director should be called.

NCDOT Facility Information for Pitt County:

Contact	Title	Telephone Number
Bill Kincannon	County Engineer	(252) 830-3142

Fuel Needs:

A-5

1. Fuel may be obtained at the Troop A District 5 Office.
2. In the event power is lost at the District Office, fuel may be obtained at the following locations for each county
Pitt – Department of Transportation Facility on NC 11, Greenville on Memorial Drive, south of the Pitt County Air Port.
3. In an emergency situation where fuel cannot be obtained at either of the aforementioned locations, fuel may be obtained commercially by using the Voyager Fleet Card, which will be in the possession of a District Supervisor.

Troop A Alternate Fuel Facility Locations

Troop A	Name of Station	Physical Street Address	Phone Number
Troop A District 5	The Pantry, #3104	1301 West Arlington Blvd, Greenville, NC	(252) 321-0364
Troop A District 5	The Pantry, #3083	700 South Memorial Drive, Greenville	(252) 830-6825

- **Evacuation Routes**
 - US264

US264 By-Pass & US264 Business Greenville (4 Trp)
Traffic Lights – Direct traffic west to US264

US264 By-Pass & US264 West Greenville (1 Trp)
Two lanes with one merge onto US264 West. Assigned member will monitor. DOT resources will be utilized.

Pitt County / Concerns - Challenges

- Traffic flow from US264 By-pass onto US264 west from the merge lane
- Flooding in the area of Greenville on US264

Lodging Locations:

A-5: None listed

AIRCRAFT INCIDENT CHECKLIST

Mitigation/Preparedness

- Keep a list on the type and number of aircraft that use the airport and local landing sites.
- Ensure that responding agencies meet OSHA 1910.120.
- Plan and execute at least one exercise every three years.
- Conduct a hazard analysis for each vital facility.
- Ensure that the County and the local American Red Cross has adequate shelter available.

Response

- Immediately carry out actions required to preserve life and property.
- Utilize the incident command system.
- Activate the EOC at the level required if necessary.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Establish traffic control around the affected area.
- In the initial assessment determine the following; number of killed or injured, general boundaries of the affected area, extent of damage, and utility operations.
- Establish communications with the County EOC, Pitt Greenville Airport Authority, NCEM, FAA, and NTSB.

Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open a shelter exists.
- Ascertain how long before all utilities will be operational.
- Assess the need for public and individual assistance.
- Generate reports for FEMA, NCEM, FAA/NTSB, City Council, and City Manager.
- Apply for disaster recovery assistance as soon as possible.
- Ensure the public is made aware of the application process for disaster recovery assistance.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.



HAZARDOUS MATERIALS (IN TRANSIT) CHECKLIST

Mitigation/Preparedness

- Ensure the Emergency Alert System (EAS) is tested regularly and is in proper working order.
- Ensure that facilities of mass gathering, such as hospitals, schools, and daycare centers are taking full precautions and have an action plan in place for hazardous materials.
- Plan and execute at least one exercise every three years.
- Conduct a hazard analysis for each vital facility.
- Procure and distribute hazardous materials preparedness information to the general public.
- Ensure that the County and the local American Red Cross has adequate shelter available.
- Obtain lists of hazardous materials held by local businesses and facilities as required by SARA Title III.
- Acquire lists of transportation routes for those businesses transporting hazardous materials through the area by contacting the state DOT.
- Ensure that response personnel meet OSHA 1910.120.

Response

- Immediately carry out actions required to preserve life and property.
- Utilize the incident command system.
- Identify the material that was spilled and contact Chemtrec for information on the material (1-800-424-9300).
- Activate the EOC at the level required if necessary.
- Release information regarding the hazard as soon as possible through the Public Information Officer and/or the EAS.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Establish traffic control around the affected area.
- In the initial assessment determine the following; number of killed or injured, general boundaries of the affected area, extent of damage, and utility operations.
- Establish communications with the County EOC, and NCEM.



Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open a shelter exists.
- Ascertain how long before all utilities will be operational.
- Assess the need for public and individual assistance.
- Generate reports for FEMA, NCEM, City Council, and City Manager.
- Apply for disaster recovery assistance as soon as possible.
- Ensure the public is made aware of the application process for disaster recovery assistance.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.



FIXED FACILITY CHEMICAL SPILL CHECK LIST
Emergency Management / Incident Commander

Planning

- Ensure the public is well informed through Community Right to Know.
- Coordinate with local plants, businesses or other facilities that have hazardous material and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- Provide an avenue for such facilities to report chemical spills.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a chemical spill or accident.
- Coordinate and plan at least one exercise (table top or practical) bi-annually.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize potential release of hazardous materials.
- Coordinate with State Title III Compliance department.
- Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- Procure or produce information pamphlets for distribution to the public as appropriate.
- Coordinate with the facility for response and information.
- Establish or facilitate joint incident command concept with each facility.
- Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.

Response

- Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- Refer to the facility listing for Extremely Hazardous Substances, if needed.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- On order, evacuate effected areas with assistance from response or predetermined evacuation forces.
- Establish communications with responding agencies.
- Establish traffic control and security with law enforcement.
- Through communications with responding agencies determine as quickly as possible:
 - Number of killed or injured (if any)
 - General boundary of the effected area
 - The general extent of damages
 - The general extent of power or other utility disruption
 - Immediate needs of response forces
 - If voluntary evacuations of the population have begun
 - Location of any congregate care area established or ad hoc
- Evaluate overall county situation.
- Establish communications with the facility reporting the spill or leak.
- Request a technical liaison from the facility report to the EOC (or command post).
- Establish communications with the state.
- Request hazardous materials team response if appropriate.
- Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- Establish communications with area schools, and or businesses that might be affected.
- Establish ongoing reporting from the response forces, private agencies and utilities.
- Establish incident command.

- Establish command post(s) as needed.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.
- Establish, as appropriate a Joint Information Center (JIC) with the facility.
- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the state.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Obtain information from technical sources regarding health effects duration.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Obtain information from utilities regarding outages, length of repair, safety, etc.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports

- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- Establish donated goods management based on policy and procedure.
- If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

CIVIL DISORDER CHECKLIST

Mitigation/Preparedness

- Ensure the Emergency Alert System (EAS) is tested regularly and is in proper working order.
- Keep a proper eye on the political and social unrest within the region and its potential for escalation.
- Ensure that facilities of mass gathering, such as hospitals, schools, and daycare centers are taking full precautions and have an action plan in place for civil disorder.
- Plan and execute at least one exercise every three years.
- Conduct a hazard analysis for each vital facility.
- Procure and distribute civil disorder preparedness information to the general public.
- Ensure that all public safety agencies benefit from critical intelligence.
- Ensure that the County and the local American Red Cross has adequate shelter available.

Response

- Immediately carry out actions required to preserve life and property.
- Utilize the incident command system.
- Activate the EOC at the level required if necessary.
- If particular targets are involved or intelligence suggests, request a hazardous materials response team if needed through the County Emergency Management whom will then request it through NCEM.
- Release information regarding the hazard as soon as possible through the Public Information Officer.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Establish traffic control around the affected area.
- In the initial assessment determine the following; number of killed or injured, general boundaries of the affected area, extent of damage, presence of working fires, and utility operations.
- Prepare mutual aid agencies assisting with an operational briefing and the rules of engagement.
- Establish communications with the County EOC, and NCEM.



Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open a shelter exists.
- Ascertain how long before all utilities will be operational.
- Generate reports for FEMA, NCEM, City Council, and City Manager.
- Apply for disaster recovery assistance as soon as possible.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.



EXPLOSION CHECKLIST

Mitigation/Preparedness

- Ensure the Emergency Alert System (EAS) is tested regularly and is in proper working order.
- Coordinate with local facilities that possess potentially explosive materials.
- Ensure that facilities of mass gathering, such as hospitals, schools, and daycare centers are taking full precautions and have an action plan in place for explosions.
- Plan and execute at least one exercise every three years.
- Conduct a hazard analysis for each vital facility.
- Procure and distribute information regarding explosives to the general public.
- Ensure that all response personnel are trained in explosive devices, handling, and victim treatment.
- Ensure that the County and the local American Red Cross has adequate shelter available.

Response

- Immediately carry out actions required to preserve life and property.
- Utilize the incident command system.
- Activate the EOC at the level required if necessary.
- Release information regarding the hazard as soon as possible through the Public Information Officer or the EAS.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Request a technical liaison from law enforcement that has knowledge of bombs and explosives. Also keep in mind that this could be a crime scene and possibly a terrorist incident.
- Anticipate high media interest.
- Establish traffic control around the affected area.
- In the initial assessment determine the following; number of killed or injured, general boundaries of the affected area, extent of damage, presence of working fires, and utility operations.
- Establish communications with the County EOC, and NCEM.



Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open a shelter exists.
- Ascertain how long before all utilities will be operational.
- Generate reports for FEMA, NCEM, City Council, and City Manager.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.



HURRICANE/FLOOD CHECKLIST

Mitigation/Preparedness

- Ensure the Emergency Alert System (EAS) is tested regularly and is in proper working order.
- Keep up to date as to the presence of threatening weather.
- Ensure that facilities of mass gathering, such as hospitals, schools, and daycare centers are taking full precautions and have an action plan in place for floods.
- Plan and execute at least one exercise every three years.
- Conduct a hazard analysis for each vital facility.
- Procure and distribute flood preparedness information to the general public.
- Ensure the local community participates in the National Flood Insurance Program and that hazard mitigation plans are in place and are being enforced.
- Ensure that the County and the local American Red Cross has adequate shelter available.
- Ascertain lists of roads and bridges likely to be flooded based on current forecasts through the state DOT.

Response

- Immediately carry out actions required to preserve life and property.
- Utilize the incident command system.
- Activate the EOC at the level required if necessary.
- Release information regarding the hazard as soon as possible through the Public Information Officer or the EAS.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Establish traffic control around the affected area.
- In the initial assessment determine the following; number of killed or injured, general boundaries of the affected area, extent of damage, presence of working fires, presence of hazardous materials issues, and utility operations.
- Establish communications with the County EOC, and NCEM.

Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open shelters exists.



- Ascertain how long before all utilities will be operational.
- Generate reports for FEMA, NCEM, City Council, and City Manager.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Apply for public disaster recovery assistance as soon as possible.
- Inform the public on the availability of public and private disaster recovery assistance and the application process.
- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.



MAJOR POWER FAILURE CHECK LIST

Emergency Management / Incident Commander

Planning

- Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.
- Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.
- Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.
- Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.
- Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- Procure or produce information pamphlets for distribution to the public with assistance from utilities. "What to do When the Lights Go Out".
- Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.

Response

Notation: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist.

- Identify immediate action or response requirements.
- Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- Activate the EOC as appropriate.
- Organize or establish the EOC, based on operational procedure.
- Issue alert and warning based on procedure, as warranted.
- Establish communications with responding agencies.
- Through communications with responding agencies determine as quickly as possible:
 - General boundary of the effected area
 - The general extent of power or other utility disruption
 - Immediate needs of response forces or utilities
 - Estimated time of repair or duration of outage
 - Estimated population affected
- Evaluate overall county situation.
- Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (Freezing temperatures, etc.)
- Establish communications with the state.
- Establish communications with and request a liaison from electric and gas utilities as appropriate.
- Establish ongoing reporting from the response forces and utilities.
- Establish incident command.
- Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- On order, evacuate effected areas using available response forces.
- Conduct first staff briefing as soon as practical after EOC activation.
- Activate or establish rumor control through the public information officer (PIO).
- Establish a schedule for briefings.
- Brief city/county/agency/utility executives.
- Provide PIO with updated information.

- Provide response forces with updated information, as appropriate.
- Cause public information to be released, via the public information officer (PIO) as soon as practical.
- If appropriate, establish a Joint Information Center (JIC) with the utility.
- Issue action guidance as appropriate.
- Establish 24/7 duty roster for the EOC and/or command post.
- Develop and post any required maps or diagrams.
- Activate an events log.
- Review and follow resource procurement procedure.
- Inventory additional resources that may be used or called upon for use.
- Activate formal resource request procedure and resource tracking.
- Coordinate all resource requests being forwarded to the state.
- Activate financial tracking plan coordinated by the Finance Officer.
- Activate damage assessment and follow damage assessment procedure.
- Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- Conduct a "second shift" or relieving shift briefing.
- Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- Gather damage assessment information (public, housing, business) from damage assessment teams.
- Gather information from utilities regarding potential for additional immediate or prolonged outages.
- Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- Assess citizen / community needs for individual assistance and or public assistance.
- Activate local unmet needs committee if appropriate.
- Gather financial information from the Finance Officer.
- As appropriate gather additional information to include:
 - Personnel that responded and the time involved in the response.
 - Time sheets or time logs.
 - Supplies used.
 - Contracts issued.
 - Purchase orders issued.
 - Any other expenditures.
 - Damages to public buildings, equipment, utilities, etc.
 - Loss of life of any public servant.
 - Documents regarding economic impact.
- Develop or generate reports for the following, as appropriate:
 - FEMA
 - State
 - Local elected officials
 - County/City /Town Managers
 - Others requiring or requesting reports
- Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.

- Establish donated goods management based on policy and procedure.
- Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- Ensure public officials are made aware of the assistance application process, if applicable.
- Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- Perform an incident critique as soon as possible with all possible response organizations.
- Review agency and self performance.
- Review the weaknesses of the plan.
- Correct weaknesses.
- Implement hazard mitigation or modify hazard mitigation plan accordingly.
- Brief elected officials with updated information and disaster recovery progress.

TORNADO CHECKLIST

Mitigation/Preparedness

- Ensure the Emergency Alert System (EAS) is tested regularly and is in proper working order.
- Ensure that facilities of mass gathering, such as hospitals, schools, and daycare centers are taking full precautions and have an action plan in place for tornados.
- Plan and execute at least one exercise every three years.
- Conduct a tornado hazard analysis for each vital facility.
- Procure and distribute tornado preparedness information to the general public.
- Ensure that the County and the local American Red Cross has adequate shelter available.

Response

- Immediately carry out actions required to preserve life and property.
- Utilize the incident command system.
- Activate the EOC at the level required if necessary.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Establish traffic control around the affected area.
- In the initial assessment determine the following; number of killed or injured, general boundaries of the affected area, extent of damage, and utility operations.
- Establish communications with the County EOC, and NCEM.

Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open a shelter exists.
- Ascertain how long before all utilities will be operational.
- Assess the need for public and individual assistance.
- Generate reports for FEMA, NCEM, City Council, and City Manager.
- Establish Donated Goods Management based on procedure.
- Apply for disaster recovery assistance as soon as possible.



- Ensure the public is made aware of the application process for disaster recovery assistance.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.



TERRORISM CHECKLIST

Mitigation/Preparedness

- Ensure the Emergency Alert System (EAS) is tested regularly and is in proper working order.
- Ensure that facilities of mass gathering, such as hospitals, schools, and daycare centers are taking full precautions and have an action plan in place for terrorism incidents.
- Plan and execute at least one exercise every three years.
- Conduct a hazard analysis for each vital facility.
- Procure and distribute terrorism preparedness information to the general public.
- Ensure that the County and the local American Red Cross has adequate shelter available.

Response

- Immediately carry out actions required to preserve life and property.
- Utilize the incident command system.
- Plan for extraordinary media interest.
- Activate the EOC.
- Contact the County Emergency Services Director, the NCEM, and the FBI in Raleigh.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Establish traffic control around the affected area.
- Establish communications with the County EOC, and NCEM.
- Activate the Traffic Control Plan.
- The FBI will provide a credibility and threat assessment.

Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open a shelter exists.
- Generate reports for FEMA, NCEM, City Council, and City Manager.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Apply for public disaster recovery assistance as soon as possible.



- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.

Contact List

FBI NC Headquarters	400 S. Tryon St Suite 900 Charlotte, NC 28285
WMD Coordinator: Dave C. Martinez	704-331-4564
WMD Coordinator Pager	704-581-4574
Main Switchboard	704-377-9200
Fax	704-331-4595
Greenville Resident Agency	2200 S. Charles Blvd. Room 225 Greenville, NC 27858
Business Phone	252-353-6900
Fax	252-353-3060



WINTER STORM CHECKLIST

Mitigation/Preparedness

- Ensure the Emergency Alert System (EAS) is tested regularly and is in proper working order.
- Ensure that facilities of mass gathering, such as hospitals, schools, and daycare centers are taking full precautions and have an action plan in place for winter storms.
- Ensure that plans account for the potential to be without electricity for extended periods.
- Plan and execute at least one exercise every three years.
- Conduct a winter storm hazard analysis for each vital facility.
- Procure and distribute winter storm preparedness information to the general public.
- Ensure that the County and the local American Red Cross has adequate shelter available.
- Ensure that the State and the Public Works Department is taking adequate steps to prevent the icing of roadways.
- Understand those many in Eastern NC have limited experience with true winter storms.

Response

- Immediately carry out actions required to preserve life and property.
- Review accompanying checklists for potential secondary events such as major power failure.
- It is safe to assume that being "snowbound" for greater than 24 hours will bring about increased requests for EMS, with longer response times and transport times.
- Alternative and creative means of transportation may be required to provide emergency services.
- Establish Incident Command.
- Activate the EOC at the level required if necessary.
- Follow standard response procedures as dictated in the Emergency Operations Plan, Standard Operating Procedures, and the Continuity of Operations Plan.
- Order evacuations as warranted.
- Establish traffic control around the affected area.



- In the initial assessment determine the following; number of killed or injured, general boundaries of the affected area, extent of damage, and utility operations.
- Establish communications with the County EOC, and NCEM.

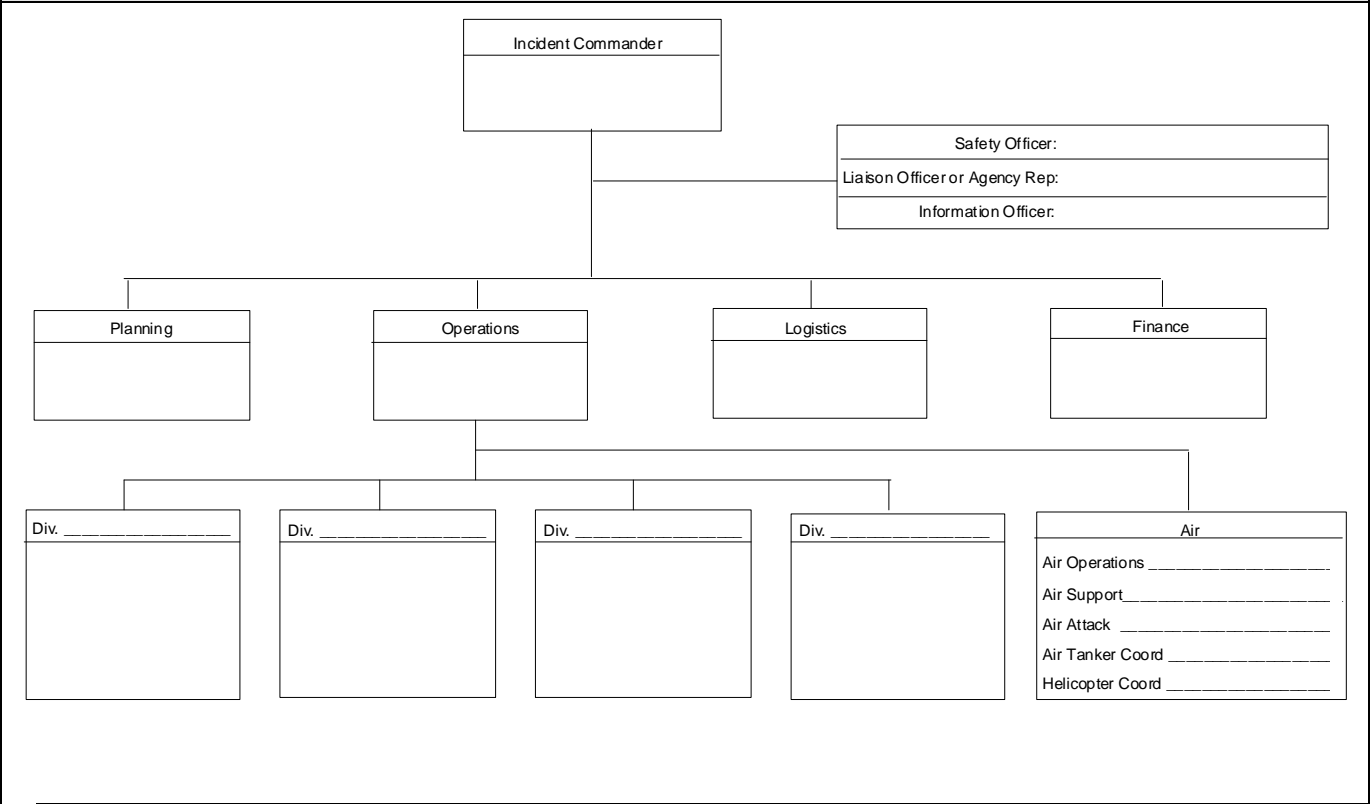
Recovery

- Initiate the primary health, safety, and damage assessment.
- Determine whether the need to open a shelter exists.
- Ascertain how long before all utilities will be operational.
- Assess the need for public and individual assistance.
- Generate reports for FEMA, NCEM, City Council, and City Manager.
- Establish Donated Goods Management based on procedure.
- Apply for disaster recovery assistance as soon as possible.
- Ensure the public is made aware of the application process for disaster recovery assistance.
- Perform an incident review with all responding agencies as soon as possible once recovery operations are complete.
- Correct the weaknesses of the Emergency Operations Plan, Standards Operating Procedures, and the Continuity of Operations Plan as highlighted through the response and recovery efforts.
- Implement proper hazard mitigation plans accordingly.



INCIDENT BRIEFING	1. Incident Name	2. Date	3. Time
	4. Map Sketch		

5. Current Organization



Page 1 of	6. Prepared by (Name and Position)
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6. Resources Summary

Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment

7. Summary of Current Actions

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)	
INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time

4. Operational Period		
5. General Control Objectives for the Incident (include alternatives)		
6. Weather Forecast for Period		
7. General Safety Message		
8. Attachments (mark if attached)		
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>
9. Prepared by (Planning Section Chief)	10. Approved by (Incident Commander)	

ORGANIZATION ASSIGNMENT LIST		Facilities Unit	
1. Incident Name Multiple Greenville Church Fires		Ground Support Unit	
		Communications Unit	
2. Date 1/13/07 - 1/14/07		3. Time 0100 1/14/07	
4. Operational Period 1100 on 1/13/-07 through 0800 on 11/14/07		Medical Unit	
		Security Unit	
		Food Unit	
Position	Name	9. Operations Section	
5. Incident Commander and Staff		Chief	
Incident Commander	Chief Burton	Deputy	
Deputy		a. Branch I - Division/Groups	
Safety Officer	A.C. Ciezsko - Winterville FD Capizzi-	Branch Director	Memorial Fire - Ch. Harris GFR
		Deputy	Units on separate chart
		Division/Group	
Information Officer	Burton/Anderson/Gaskins	Division/Group	
Liaison Officer		Division/Group	
6. Agency Representative		Division/Group	
Agency	Name	Division/Group	
SBI	John Unphreys	b. Branch II - Division/Groups	
GPD	Chief Anderson	Branch Director	Unity Fire - AC Moore WFD
PCSO	Sheriff Manning	Deputy	AC - Ciezsko
Pitt EM	Noel Lee	Division/Group	
		Division/Group	
		Division/Group	
7. Planning Section		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
		c. Branch III - Division/Groups	
Resources Unit		Branch Director	
Situation Unit		Deputy	
Documentation Unit		Division/Group	
Demobilization Unit		Division/Group	
Technical Specialists		Division/Group	
Human Resources		Division/Group	
Training		Division/Group	
		d. Air Operations Branch	
		Air Operations Branch Director	
		Air Attack Supervisor	
		Air Support Supervisor	
8. Logistics Section		Helicopter Coordinator	
Chief	Captain Owens	Air Tanker Coordinator	
Deputy		10. Finance Section	
Supply Unit		Chief	

Deputy	
Time Unit	
Procurement Unit	
Compensation/Claims Unit	
Cost Unit	
Prepared by (Resource Unit Leader)	

DIVISION ASSIGNMENT LIST		1. Branch		2. Division/Group			
3. Incident Name		4. Operational Period					
		Date:		Time:			
5. Operations Personnel							
Operations Chief				Division/Group Supervisor			
Branch Director				Air Attack Supervisor No.			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
7. Control Operations							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	
Prepared by (Resource Unit Leader)		Approved by (Planning Section Chief)		Date		Time	

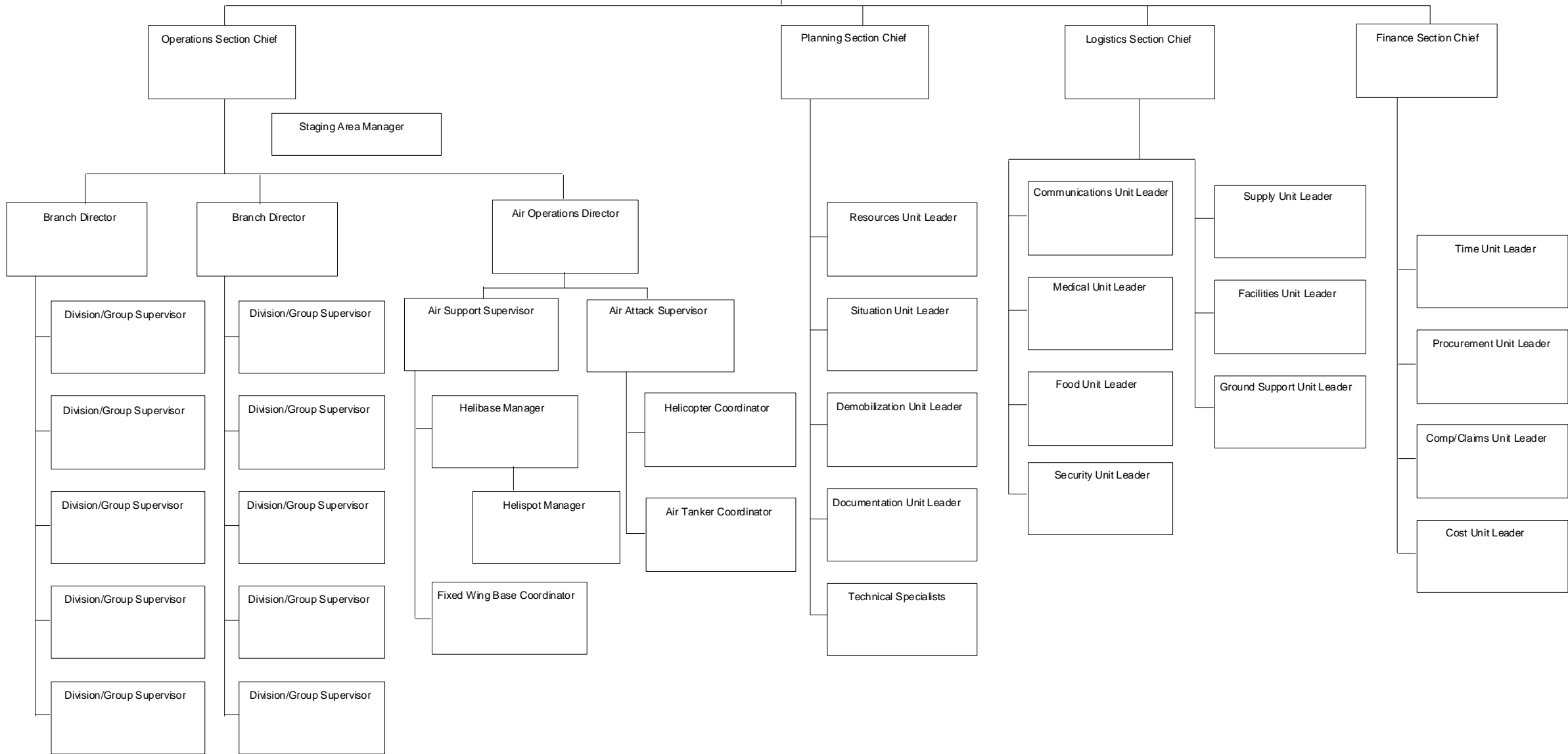
INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name		2. Date/Time Prepared		3. Operational Period Date/Time	
4. Basic Radio Channel Utilization							
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks		
5. Prepared by (Communications Unit)							

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period				
	5. Incident Medical Aid Station							
Medical Aid Stations	Location			Paramedics		Yes	No	
6. Transportation								
A. Ambulance Services								
Name	Address		Phone	Paramedics		Yes	No	
B. Incident Ambulances								
Name	Location			Paramedics		Yes	No	
7. Hospitals								
Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
8. Medical Emergency Procedures								
Prepared by (Medical Unit Leader)					10. Reviewed by (Safety Officer)			

Incident Commander

Safety Officer
Liaison Officer or Agency Representative
Information Officer

Incident Name _____
Operational Period _____
Date _____ Time _____



INCIDENT STATUS SUMMARY FS-5100-11

1. Date/Time		2. Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/>		3. Incident Name				4. Incident Number					
5. Incident Commander		6. Jurisdiction		7. County		8. Type Incident		9. Location		10. Started Date/Time			
11. Cause	12. Area Involved		13. % Controlled		14. Expected Containment Date/Time		15. Estimated Controlled Date/Time		16. Declared Controlled Date/Time				
17. Current Threat					18. Control Problems								
19. Est. Loss	20. Est Savings		21. Injuries		Deaths		22. Line Built		23. Line to Build				
24. Current Weather			25. Predicted Weather				26. Cost to Date				27. Est. Total Cost		
WS	Temp		WS	Temp			WD	RH		WD	RH		

28. Agencies

29. Resources																									TOTALS		
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	
ENGINES																											
DOZERS																											
CREWS Number of Crews:																											
Number of Crew Personnel:																											
HELICOPTERS																											
AIR TANKERS																											
TRUCK COS.																											
RESCUE/MED.																											
WATER TENDERS																											
OVERHEAD PERSONNL																											
TOTAL PERSONNEL																											

30. Cooperating Agencies

31. Remarks

32. Prepared by		33. Approved by				34. Sent to:					
						Date		Time		By	

INCIDENT STATUS SUMMARY FS-5100-11

1. Date/Time		2. Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/>		3. Incident Name						4. Incident Number																	
5. Incident Commander		6. Jurisdiction		7. County		8. Type Incident		9. Location		10. Started Date/Time																	
11. Cause		12. Area Involved		13. % Controlled		14. Expected Containment Date/Time		15. Estimated Controlled Date/Time		16. Declared Controlled Date/Time																	
17. Current Threat						18. Control Problems																					
19. Est. Loss		20. Est Savings		21. Injuries		Deaths		22. Line Built		23. Line to Build																	
24. Current Weather		25. Predicted Weather				26. Cost to Date				27. Est. Total Cost																	
WS Temp		WS Temp																									
WD RH		WD RH																									
28. Agencies																											
29. Resources																								TOTALS			
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	
ENGINES																											
DOZERS																											
CREWS Number of Crews:																											
Number of Crew Personnel:																											
HELICOPTERS																											
AIR TANKERS																											
TRUCK COS.																											
RESCUE/MED.																											
WATER TENDERS																											
OVERHEAD PERSONNL																											
TOTAL PERSONNEL																											
30. Cooperating Agencies																											
31. Remarks																											
32. Prepared by						33. Approved by						34. Sent to:															
												Date Time By															

General Instructions

General Instructions

Completion of the Incident Status Summary will be as specified by Agency or municipality. Report by telephone, teletype, computer, or facsimile to the local Agency or municipality headquarters by 2100 hours daily on incidents as required by Agency or municipality (reports are normally required on life threatening situations, real property threatened or destroyed, high resource damage potential, and complex incidents that could have political ramifications). Normally, wildland agencies require a report on all Class D (100 acres plus) and larger incidents (unless primarily grass type in which case report Class E (300 acres or larger). The first summary will cover the period from the start of the incident to 2100 hour the first day of the incident, if at least four hours have elapsed; thereafter the summary will cover the 24 hour period ending at 1900 (this reporting time will enable compilation of reporting data and submission of report to local agency or municipality headquarters by 2100 hours) daily until incident is under control. Wildland fire agencies will send the summary to NIFC by 2400 hours Mountain Time.

1. Enter date and time report completed (mandatory).
2. Check appropriate space (mandatory).
3. Provide name given to incident by Incident Commander or Agency (mandatory).
4. Enter number assigned to incident by Agency (mandatory).
5. Enter first initial and last name of Incident Commander (optional).
6. Enter Agency or Municipality (mandatory).
7. Enter County where incident is occurring (optional).
8. Enter type of incident, e.g. wildland fire (enter fuel type), structure fire, hazardous chemical spill, etc. (mandatory).
9. Enter legal description and general location. Use remarks for additional date if necessary (mandatory).
10. Enter date and zulu time incident started (mandatory - maximum of six characters for date and four characters for time).
11. Enter specific cause or under investigation (mandatory).
12. Enter area involved, e.g. 50 acres, top three floors of building, etc. (mandatory).
13. Enter estimate of percent of containment (mandatory).
14. Enter estimate of date and time of total containment (mandatory).
15. Enter estimated date and time of control (mandatory).
16. Enter actual date and time fire was declared controlled (mandatory).
17. Report significant threat to structures, watershed, timber, wildlife habitat or other valuable resources (mandatory).
18. Enter control problems, e.g. accessibility, fuels, rocky terrain, high winds, structures (mandatory).
19. Enter estimated dollar value of total damage to date. Include structures, watershed, timber, etc. Be specific in remarks (mandatory).
20. Enter estimate of values saved as result of all suppression efforts (optional).
21. Enter any serious injuries or deaths which have occurred since the last report. Be specific in remarks (mandatory).
22. Indicate the extent of line completed by chains or other units of measurement (optional).
23. Indicate line to be constructed by chains or other units of measurement (optional).
24. Indicate current weather conditions at the incident (mandatory).
25. Indicate predicted weather conditions for the next operational period (mandatory).
26. Provide total incident cost to date (optional).
27. Provide estimated total cost for entire incident (optional).
28. List agencies which have resources assigned to the incident (mandatory).
29. Enter resource information under appropriate Agency column by single resource or strike team (mandatory).
30. List by name those agencies which are providing support (e.g. Salvation Army, Red Cross, Law Enforcement, National Weather Service, etc. mandatory).
31. The Remarks space can be used to (1) list additional resources not covered in Section 28/29; (2) provide more information on location; (3) enter additional information regarding threat control problems, anticipated release or demobilization, etc. (mandatory).
32. This will normally be the Incident Situation Status Unit Leader (mandatory).
33. This will normally be the Incident Planning Section Chief (mandatory).
34. The ID of the Agency entering the report will be entered (optional).

INCIDENT CHECK-IN LIST <i>Check one:</i> <input type="checkbox"/> Personnel <input type="checkbox"/> Handcrew <input type="checkbox"/> Misc. <input type="checkbox"/> Engines <input type="checkbox"/> Dozers <input type="checkbox"/> Helicopters <input type="checkbox"/> Aircraft	1. Incident Name		2. Check-In Location (complete all that apply)					3. Date/Time	
			<input type="checkbox"/> Base	<input type="checkbox"/> Camp	<input type="checkbox"/> Staging Area	<input type="checkbox"/> ICP Restat	<input type="checkbox"/> Hellbase		

Check-In Information

4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:					5.	6.	7.	8.	9.		10.	11.	12.	13.	14.	15.	16.	
Agency	Single	Kind	Type	I.D. No/Name	Order/Request Number	Date/ Time Check-In	Leader's Name	Total No. Personnel	Manifest Yes No		Crew or Individual's Weight	Home Base	Departure Point	Method of Travel	Incident Assignment	Other Qualifications	Sent to RESTAT Time/Int	

Page 2 of

17. Prepared by (Name and Position) *Use back for remarks or comments*

GENERAL MESSAGE

TO:	POSITION:
-----	-----------

FROM:	POSITION:
-------	-----------

SUBJECT:	DATE:	TIME:
----------	-------	-------

MESSAGE:

SIGNATURE:	POSITION:
------------	-----------

REPLY:

DATE:	TIME:	SIGNATURE/POSITION:
-------	-------	---------------------

OPERATIONAL PLANNING WORK SHEET

1. Incident Name

2. Date Prepared

Time Prepared

3. Operational Period (Date/Time)

4. Division/ Group or Other Location	5. Work Assignments	Resource by Type (Show Strike Team as ST)																			6. Reporting Location	7. Requested Arrival Time	
		Engines				Water Tenders		Hand Crews		Dozers			Helicopters				Air Tankers			Other			
		1	2	3	4	1	2	1	2	1	2	3	1	2	3	4	1	2	3				
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
		Req																					
		Have																					
		Need																					
9.	Total Resources - Single	Req																					
		Have																					
		Need																					
Total Resources - Strike Teams	Req																					Prepared by (Name and Position)	
	Have																						
	Need																						

RADIO REQUIREMENTS WORKSHEET			1. Incident Name			2. Date			3. Time		
4. Branch			5. Agency			6. Operational Period			7. Tactical Frequency		
8. Division/Group			Division/Group			Division/Group			Division/Group		
Agency			Agency			Agency			Agency		
9. Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements	Agency	ID No.	Radio Requirements
Page 1 of			10. Prepared by (Name and Position)								

AIR OPERATIONS SUMMARY		1. Incident Name		Helibases Fixed Wing Bases						
4. Personnel and Communications	Name	Air/Air Frequency	Air/Ground Frequency	5. Remarks (Spec. Instructions, Safety Notes, Hazards, Priorities)						
Air Operations Director										
Air Attack Supervisor										
Helicopter Coordinator										
Air Tanker Coordinator										
6. Location/Function	7. Assignment	8. Fixed Wing		9. Helicopters		10. Time		11. Aircraft Assigned	12. Operating Base	
		No.	Type	No.	Type	Available	Commence			
13. Totals										
14. Air Operations Support Equipment					15. Prepared by <i>(include Date and Time)</i>					

DEMOBILIZATION CHECKOUT		
1. Incident Name/Number	2. Date/Time	3. Demob. No.
4. Unit/Personnel Released		
5. Transportation Type/No.		
6. Actual Release Date/Time	7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number	
8. Destination	9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:	
10. Unit Leader Responsible for Collecting Performance Rating		
11. Unit/Personnel		
You and your resources have been released subject to sign off from the following: <i>Demob. Unit Leader check the appropriate box</i>		
Logistics Section		
<input type="checkbox"/> Supply Unit		
<input type="checkbox"/> Communications Unit		
<input type="checkbox"/> Facilities Unit		
<input type="checkbox"/> Ground Support Unit Leader		
Planning Section		
<input type="checkbox"/> Documentation Unit		
Finance Section		
<input type="checkbox"/> Time Unit		
Other		
<input type="checkbox"/>		
<input type="checkbox"/>		
12. Remarks		
DEMOBILIZATION CHECKOUT		
1. Incident Name/Number	2. Date/Time	3. Demob. No.
4. Unit/Personnel Released		
5. Transportation Type/No.		

6. Actual Release Date/Time	7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number
8. Destination	9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:

10. Unit Leader Responsible for Collecting Performance Rating

11. Unit/Personnel

You and your resources have been released subject to sign off from the following:
Demob. Unit Leader check the appropriate box

Logistics Section

Supply Unit _____

Communications Unit _____

Facilities Unit _____

Ground Support Unit Leader _____

Planning Section

Documentation Unit

Finance Section

Time Unit

Other

12. Remarks

DEMOBILIZATION CHECKOUT

1. Incident Name/Number	2. Date/Time	3. Demob. No.
-------------------------	--------------	---------------

4. Unit/Personnel Released

5. Transportation Type/No.

6. Actual Release Date/Time	7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number
-----------------------------	--

8. Destination	9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:
----------------	--

10. Unit Leader Responsible for Collecting Performance Rating

11. Unit/Personnel

You and your resources have been released subject to sign off from the following:

Demob. Unit Leader check the appropriate box

Logistics Section

- Supply Unit
- Communications Unit
- Facilities Unit
- Ground Support Unit Leader

Planning Section

- Documentation Unit

Finance Section

- Time Unit

Other

12. Remarks

13. Prepared by (include Date and Time)

Instructions for completing the Demobilization Checkout (ICS form 221)

Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

Item No.	Item Title	Instructions
1.	Incident Name/No.	Enter Name and/or Number of Incident.
2.	Date & Time	Enter Date and Time prepared.
3.	Demob. No.	Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released.
5.	Transportation	Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. <i>Additional specific details should be included in Remarks, block # 12.</i>
6.	Actual Release Date/Time	To be completed at conclusion of Demob at time of actual release from incident. <i>Would normally be last item of form to be completed.</i>
7.	Manifest	Mark appropriate box. If yes, enter manifest number. <i>Some agencies require a manifest for air travel.</i>
8.	Destination	Enter the location to which Unit or personnel have been released. <i>i.e. Area, Region, Home Base, Airport, Mobilization Center, etc.</i>
9.	Area/Agency/ Region Notified	Identify the Area, Agency, or Region notified and enter date and time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. <i>Not all agencies require these ratings.</i>
11.	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check, (unit requirements as needed), i.e. Safety Officer, Agency Rep., etc.
12.	Remarks	Any additional information pertaining to demob or release.
13.	Prepared by	Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.

INCIDENT/PROJECT ORDER NUMBER	RESOURCE ORDER			INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME				3. INCIDENT /PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER						
	5. DESCRIPTIVE LOCATION/RESPONSE AREA					6. SEC.	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER				9. JURISDICTION/AGENCY					
						7. MAP REFERENCE								10. ORDERING OFFICE					
	11. AIRCRAFT INFORMATION					LAT.				LONG.									
BEARING		DISTANCE		BASE OR OMNI	AIR CONTACT		FREQUENCY		Ground Contact		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT/HAZARDS				
12. Request Number	Ordered Date/Time		From To	QTY	RESOURCE REQUESTED			Needed	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED			ETD ETA	RELEASED		Time ETA
								Date/Time									Date	To	
13. ORDER RELAYED				ACTION TAKEN					ORDER RELAYED				ACTION TAKEN						
Req. No.	Date	Time	To/From						Req. No.	Date	Time	To/From							