



# EMERGENCY OPERATIONS PLAN

Halifax County, NC

March, 2016

## Administrative Handling Instructions

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2. The information outlined in this plan is classified as **For Official Use Only** and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives.
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5. For more information, please consult Halifax County Emergency Management:

**Halifax County Emergency Management**

10 N King St

Halifax, NC 27839



## Letter of Promulgation

**To: County Government  
Municipal Governments  
Halifax County Public Safety Partners  
Residents of Halifax County**

By virtue of the powers and authority vested in me as the Chairperson, County Board of Commissioners, I hereby promulgate and issue the Halifax County Emergency Operations Plan for All-Hazards, revised in \_\_\_\_\_ of 2016, as regulation and guidance to provide for the protection of the residents of Halifax County.

This plan outlines the coordinated actions to be taken by the County Officials and volunteer organizations to protect lives and property in natural or man-made disasters. It identifies forces and resources available for employment to prevent, minimize and recover from injury, loss of life, and destruction of property which tragically characterizes disasters.

This plan is effective for planning on receipt and for execution when directed and replaces and supersedes all previously adopted emergency plans. The Emergency Management Coordinator is responsible for the maintenance and updating of this plan, as required, in coordination with appropriate participating agencies and units of government.

Sincerely,

\_\_\_\_\_  
Chairperson, Halifax County Board of Commissioners

\_\_\_\_\_  
Date

## Plan Concurrence and Distribution

The undersigned agree to the responsibilities assigned to their organization in the Halifax County Emergency Operations Plan. Halifax County Emergency Management will maintain a record of signatures and plan receipt. Future updates to this document will require updated signatures to verify receipt of plan changes.

Emergency Management

Social Services

Central Communications

Tax

Central Permitting and Inspections

Cooperative Extension

County Manager

County Commissioners

Assistant County Manager

Deputy County Manager

Economic Development Commission

Elections

Emergency Services

Finance

Health Department

Human Resource Management

ITS

Legal

Library

Natural Resources

Operations

Public Utilities

Register of Deeds

Sheriff



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## Purpose

The Halifax County Emergency Operation Plan (EOP) describes a comprehensive emergency management system which provides for a coordinated response to emergencies or disasters within Halifax County. This plan predetermines actions that should be taken by the governmental agencies, non-profit organizations, and private organizations in Halifax County to reduce the vulnerabilities of people and property to disaster and to establish capabilities to respond effectively to the actual occurrence of a disaster.

## Scope

The Scope of the Halifax County Emergency Operations Plan includes all county, municipal, non-profit, and private sector agencies that may provide services during an emergency or disaster. The plan provides a listing of responsibilities for agencies to fulfill when an emergency or disaster impacts any area within Halifax County.

The Emergency Operations Plan has been developed to address multiple hazards which threaten the Jurisdiction and has been formatted in an “All Hazards” layout providing responsibilities for organizations to fulfill regardless of hazard and based on the needs of the jurisdiction during an emergency or disaster.

It is understood that incident commander(s) generally retain the flexibility to modify procedures or organizational structures to align as necessary with the operating characteristics of their specific jurisdictions or to accomplish the mission in the context of a particular hazard scenario, as long as the deviations do not infringe on other legal or statutory roles, responsibilities or relationships already designated through this plan or other means. Failure to follow this plan shall not create legal rights in others.

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

## Situation and County Overview

Halifax County is located in the Northeastern region of North Carolina contiguous to Northampton on the North, to Edgecombe and Nash on the South side, to Warren on the West side, and to Bertie and Martin Counties on the East side. The economy is largely dependent on agriculture, however, industry is playing a larger role in the County. Some specialized industry exists, including several timber related industries in the county. The current population of the County and municipalities within the County is estimated at 53,453 (2013 census estimate). Transient populations along I-95 may increase the total population to as many as 65,000 persons at any given time. There are seven municipalities within the County; the largest of these is Roanoke Rapids, with a population of 15,623. Total square miles is approximately 725. Population density is 79 persons per square mile.

Halifax County includes numerous multi-modal transportation methods which include CSX railway which includes both cargo and passenger rail services. Major highways within the County include Interstate 95, US 158, US 301 and NC 48. Highway routes into and through Halifax County would possibly be used by hurricane evacuees and persons seeking shelter from coastal counties. Public roadways within Halifax 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.

The Halifax / Northampton Regional Airport serves the county, and has one runway for general aviation traffic. The nearest commercial airline service in North Carolina is at Raleigh-Durham Airport, a distance of approximately 70 miles. There are several private grass strip runways throughout the county as well.

Piedmont Natural Gas serves the cities of Halifax, Roanoke Rapids, and many rural residents throughout the County

Halifax County organizations and agencies that may have expanded roles during a disaster include:

- Animal Control
- Damage Assessment
- Education
- Emergency Management
- Fire Departments
- Health Department
- Law Enforcement
- Social Services
- Solid Waste Operations
- Transportation and Roads

## Hazard Analysis Summary

Halifax County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The County has experienced many hazards, all of which have, at some particular time, caused disruption to communities, great amounts of damage and in some cases even created casualties. Potential hazards (natural, technological, and manmade) for Halifax County are:

- Aircraft Accidents
- Civil Disorder/Riots
- Dam Failure
- Drought / Extreme Heat
- Earthquake
- Floods
- Forest Fires
- Hazardous Materials
  - Rail
  - Highway Accidents
  - Industry / Fixed Facilities
  - Pesticide Dealers
  - Unidentified spills of dumping activity
- Hurricane (Latent Effects)
- Infrastructure Damage (roads, bridges, etc)
- Landfill Fires
- Large Structural Fires
- Mass Casualty
- National Security Emergencies
- Pipeline Break/Gas Lines
- Power Failure
- Severe Thunderstorms
- Terrorist Activity
- Tornados
- Waste water spills
- Winter Storms

## Capability Assessment

Halifax County and incorporated municipalities offer many governmental services and programs to the residents and visitors of Halifax County. The agencies and organizations (public, private, and non-profit) are well equipped to provide the essential services to Halifax residents and visitors for day to day emergencies. Due to the potential for disasters within Halifax County which would overwhelm the capabilities of the response system, Halifax County will utilize mutual aid agreements and private sector partnerships to increase the capability to response to widespread disasters within the region.

## Mitigation Overview

Halifax County maintains a separate plan for Hazard Mitigation titled the “Halifax County Multi-Jurisdictional Hazard Mitigation Plan” which assesses the likelihood of all hazards possible in Halifax County. It addresses mitigation measures for those hazards that pose a "high" or "moderate" risk where mitigation measures are possible and easily identifiable.

## Planning Assumptions

1. The occurrence of any one or more of the emergency/disaster events previously listed could impact Halifax County severely, and include several of the following possibilities:
  - Loss of electric service.
  - Loss of water distribution and storage system.
  - Loss of part or all of waste treatment systems.
  - Severance of road / highway network, including bridges.
  - Evacuation of people from the county.
  - Necessity for mass care (shelter) and feeding operations.
  - Need for debris clearance and removal.
  - Mass injuries and fatalities.
  - Drastic increase in media attention.
  - Damage to the communications and telephone networks.
  - Severe economic impact.
  - Increased number of vermin.
  - Need for official public information and rumor control.
  - Need for State or Federal assistance.
  - Re-entry of essential personnel and equipment.
  - Re-entry of the public into damaged/evacuated areas.
  - Damage to vital records.
  - Need for damage assessment.
  - Need for auxiliary power.
  - Coordination of solicited/unsolicited goods.
  - Contamination of private wells.
  - Exhaustion of local resources (medical, law, fire, rescue).
  - Lack of depth of staffing.
  - Loss of facilities vital to maintaining essential services.
  - Environmental impact on wildlife with natural resource destruction.
  - Need for management in reconstruction.

- Need for coordination of staged resources.
  - Damage to historical sites.
  - Isolation of populations.
  - Need for increased services for at-risk populations.
  - A State or Federal Disaster Declaration.
2. The occurrence of one or more of the previously listed emergency/disaster events could result in a catastrophic disaster situation which could overwhelm local and state resources.
  3. It is necessary for the County and Towns to plan for and to carry out coordinated disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major disaster situations affecting the County.
  4. Emergency and disaster occurrences could result in disruption of government functions. This necessitates that all levels of local government and departments develop and maintain standard operating procedures to ensure continuity of government. These procedures will address depth of staffing, line of succession, and mode of operation.
  5. Most natural disasters will leave at least some part of the County isolated and on its own for a period of time. Families should be encouraged to train and prepare for these events and able to be self-supportive for at least 72 hours.
  6. Officials of the County and municipalities are aware of the threat of a major emergency or disaster and will fulfill identified responsibilities as needed to the extents possible.
  7. 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.
  8. All disasters will require some degree of recovery to get back to normal.

## Concept of Operations

Halifax County utilizes the four phases of Comprehensive Emergency Management in designing and implementing the emergency services program. These phases are:

1. **Preparedness:** Through disaster planning and recognition of hazards likely to affect the area, the county and municipal agencies prepare for potential disasters. County agencies are offered training in preparation for a disaster and each department is responsible for seeing that their responders have adequate training to carry out assigned functions. Many other programs are offered to the residents of Halifax County to help them also be prepared such as printed materials and public education

programs. Members of the public are kept informed and urged to prepare for disaster by local media and the Emergency Management Office.

- A. As required by General Statute NCGS 166A-19.1, it is the responsibility of County/City government to organize and plan for the protection of life and property from the effects of hazardous events or disasters.
  - B. Facilities vital to the operations of county and local government have been identified. These facilities will receive priority for restoration of services.
  - C. Records generated by all emergency program stakeholders, functional areas of county government, and municipal government should be preserved for continuity of government during times of disaster.
  - D. Planning and training are necessary and integral parts of emergency and disaster preparation and are vital to effective emergency operations.
  - E. Coordination with adjoining jurisdictions is essential when events occur that impact beyond County or jurisdictional borders.
  - F. It is the responsibility of the elected officials to insure that all legal documents of both a public and private nature, recorded by designated officials, be protected and preserved in accordance with existing laws, statutes, and ordinances.
  - G. Records generated by each functional area of the County and Municipal government should be preserved for continuity of government during times of disaster.
2. **Response:** When a disaster occurs, the county and municipal agencies respond either as direct assistance to the disaster area or as a support agency to the first-responders on-scene. The response agencies will act within their scope of training and will call upon outside resources as needed to mitigate further damages. Additional resources are coordinated by the Halifax County Emergency Operations Center.

Emergency Support Functions, Plan Annexes, and information contained within the remainder of the Basic Plan outline how Halifax County will operate during the response phase of an incident. All operations will fall within the scope of NCGS 166A, the North Carolina Emergency Operations Plan and the National Response Framework.

3. **Recovery:** After the immediate short-term emergency needs of an area are controlled, the county and municipal governments begin a recovery process that may take several days to many months or years. Response agencies will determine what impacts have been made on the community and what will need to be done to put the community back to pre-disaster conditions. Many times this effort will overwhelm the jurisdiction and assistance from State and Federal partners will be needed.

4. **Mitigation:** Through the planning and building inspection programs, the county and municipal governments use codes and standards to prevent industry from impacting on residential areas and prevent sub-standard building construction. Education of the public about potential disaster effects also prevents injury and death from disasters. Public participation in preparedness exercises can also prevent injury and death from disasters.

Following any major emergency/disaster event, a critique(s) will be held to evaluate the jurisdictions response to the event. A critique will include the following issues related specifically to recovery:

- A. Mitigation of potential problems through use of Hazard Mitigation Grants.
- B. Plan revision based on lessons learned.
- C. Unmet needs status.
- D. Management of donated goods.
- E. Interagency Cooperation.
- F. Damage survey report process and documentation.
- G. Training Needed.

## Organization and Assignment of Responsibilities

This section tasks departments within local government with emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency response and preparedness procedures. Responsibilities for certain organizations, which are not a part of local government, are also outlined. All agencies are to comply with NIMS regulations and use ICS during an event.

### A. Policy/Administrative Group

1. The Halifax County Emergency Policy/Administration Group consists of the following:

- Halifax County Commission Chairperson
- County Manager
- Deputy County Manager
- Sheriff
- Emergency Management Coordinator
- Designees as necessary

2. The Municipalities Emergency Policy/Administrative Group may consist of the:

- Mayor
- Board Members
- City Manager / Clerk
- City Finance Director
- Police Chief
- Fire Chief
- Emergency Management Coordinator
- Designees as necessary

### **B. Emergency Support Functions**

1. The Emergency Support Functions will consist of representative from predetermined governmental and volunteer agencies as defined within the Halifax County Emergency Operations Plan
2. These groups are tasked with the implementation of Policy/Administration Group decisions.
3. Adhoc groups may be formed by the Policy Group as needed to meet the needs of Halifax County.
4. Agencies not listed within the Emergency Support Function sections of this plan are still expected to support the overall county operation during disasters.

### **C. Assignment Responsibilities**

#### **1. Universal Agency and Organizational Responsibilities**

- a. Develop and maintain standard operating guidelines or procedures for responsibilities listed within the Emergency Operations Plan.
- b. Train personnel within the organization on policies and procedures to fulfill the responsibilities listed in the Emergency Operations Plan.
- c. Train personnel in basic NIMS implementation and other roles as outlined in the Training Annex of the Emergency Operations Plan.
- d. Keep accurate documentation of emergency / disaster expenditures for potential reimbursement.
- e. Maintain a process to ensure Continuity of Operations for your organization to ensure that essential functions can be maintained during emergencies and disasters.

- f. Participate in the jurisdictions exercise program to evaluate the effectiveness of the Emergency Operations Plan and organization plans and procedures.
- g. Communicate any potential resource shortfalls that would impede the organization from meeting its emergency responsibilities with the Emergency Management Agency.
- h. Participate in regular reviews and updates of the Emergency Operations Plan.
- i. Participate in post incident or exercise after action reviews to continually improve the readiness of Halifax County.
- j. Maintain and coordinate any required Mutual Aid Agreements, Contracts, or procedures to utilize outside assistance to fulfill the requirements listed in the Emergency Operations Plan.
- k. Provide personnel and regular situational updates to the County Emergency Operations Center when requested by the Emergency Management Agency.

**2. Chairperson, Halifax County Commissioners or Designee**

- a. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
- b. Issue and distribute, as appropriate, a local proclamation declaring a State of Emergency or terminating a State of Emergency.
- c. Execute the Halifax County Emergency Operations Plan.
- d. Implement other measures as necessary to provide for the protection of live and property, including orders for evacuation and re-entry.
- e. Nominate members for the Local Emergency Planning Committee to the Chairman of the State Emergency Response Commission.
- f. Coordinate emergency response actions with the Elected Officials from adjoining jurisdictions.
- g. Maintain all required training in compliance with the adopting of the Resolution by the Halifax County Board of Commissioners, the National Incident Management System (NIMS) on the 11<sup>th</sup> day of July, 2005.
- h. Additional duties are also found in the various Annexes and Procedures.

## 2. County Manager

- a. Implement the County Emergency Management Plan by the authority of the County Chairperson.
- b. Direct County agencies to develop and continually update emergency plans and stand operating guidelines (SOG's) to respond to emergencies.
- c. Support the Emergency Management Agency in the development of periodic exercises and test of the emergency systems.
- d. Function as the official spokesman and Public Information Officer or assure that a qualified, trained PIO is in place.
- e. Authorize the release of emergency public information statements.
- f. Coordinate emergency response actions with County Managers from adjoining jurisdiction.
- g. Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- h. Ensure that financial records of expenditures are kept during emergencies.
- i. Maintain all required training in compliance with the adopting of the Resolution by the Halifax County Board of Commissioners, the National Incident Management System (NIMS) on the 11<sup>th</sup> day of July, 2005.
- j. Additional duties are also found in the various Annexes and Procedures.

## 3. Mayors/City Managers

- a. Utilize and commit municipal personnel, facilities and equipment resources in support of Halifax County emergency/disaster response operations, not to conflict with the town's needs.
- b. Assess needs of the municipalities and request resources through the Emergency Management Coordinator.
- c. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
- d. Chairperson or the designee will declare and rescind a State of Emergency for the Municipality.
- e. Execute the Halifax County Emergency Operations Plan for the municipality

- f. Implement other measures as necessary to provide for the protection of life and property, including evacuation and re-entry orders.
- g. Provide, as requested, municipal personnel and equipment resources to the County or other jurisdictions to support emergency operations and evacuations.
- h. Assure the protection of public documents and public facilities during an emergency.
- i. Additional duties are also found in the various Annexes and Procedures.

#### **4. Emergency Management Coordinator**

- a. Develop and maintain standard operating guidelines for emergency operations for/during emergency and disaster situations.
- b. Perform assigned duties according to state statutes and local ordinances.
- c. Develop plans in accordance with Federal and State Guidelines.
- d. Coordinate emergency operations within the jurisdiction and develop mutual aid agreements.
- e. Develop and maintain a current notification list of emergency operation personnel.
- f. Provide for delivery of programs to properly train the emergency services organization.
- g. Maintain a current list of available resources.
- h. Coordinate the procurement of resources requested from municipalities within the County and direct aid to areas where needed.
- i. Coordinate with private industry for use of privately owned resources.
- j. Request additional resources through the NCEM Central Branch office in those cases where County resources cannot meet resource or recovery requirements.
- k. Coordinate exercises and tests of the emergency systems within the jurisdiction.
- l. Alert and activate, as necessary, the County Emergency Operations Center when informed of an emergency within the County.
- m. Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.
- n. Assume the role of the EOC manager when the EOC is activated.
- o. Maintain Contact with the Central Branch Office (NCEM) Area 6 Coordinator during Emergency Situations.
- p. Serves as the Community Emergency Coordinator as defined by SARA Title III and on the Local Emergency Planning Committee.

- q. Coordinate emergency response actions with the Emergency Management and/or Emergency Services Coordinators in adjoining jurisdictions.
- r. Serve as principle liaison and advisor for emergency operations during emergency/disaster situations.
- s. Designate an EOC Safety Officer during activation.
- t. Ensure event logs are compiled and displayed in the EOC during an event.
- u. Ensure staff and public officials are briefed periodically during an emergency.
- v. Assist the PIO in disseminating public information during emergencies.
- w. Maintain operational readiness of County Emergency Operations Center.
- x. Perform hazard analysis to determine potential evacuation routes.
- y. Identify and arrange suitable shelter locations.
- z. Maintain all required training in compliance with the adopting of the Resolution by the Halifax County Board of Commissioners, the National Incident Management System (NIMS) on the 11<sup>th</sup> day of July, 2005.
- aa. Additional duties are also found in the various Annexes and Procedures.

## Direction, Control, and Coordination

- A. In significant emergencies/disasters, direction and control will be managed by the Policy/Administrative Group.
- B. Emergency Operating Centers (EOC) will be staffed and operated as the situation dictates. When activated, operations are supported by ranking representatives from a number of local government, private sector, and volunteer organizations to provide information, data, and recommendations to the Policy/Admin Group.
- C. When an emergency situation develops, the senior elected official or the designee of the jurisdiction (as defined in GS 14-288) may declare a State of Emergency to exist within the jurisdiction (or part thereof), and begin implementing emergency procedures. (See Authorizations and Authorities Section).
- D. The County Manager and County Emergency Management Coordinator will coordinate County resources. The Mayor or the designee will coordinate and control the resources of the municipality.
- E. The County Manager will utilize all available media outlets for the dissemination of emergency information to the public.

- F. All agencies within Halifax County will participate in disaster operations through either direct responsibilities listed within the Emergency Support Functions or through activation of the Halifax County Core Team. The Core Team is made up of all department directors (or their designee) at the activation of the County Manager. When activated, the Core Team is responsible for filling resource shortfalls and supporting the overall emergency through non-traditional roles.
- G. Should local government resources prove to be inadequate during emergency operations, request for assistance will be made to other jurisdictions, higher levels of government, and / or other agencies, in accordance with existing Mutual-aid agreements and understanding. Request for State or Federal Resources must be made through the Halifax County Emergency Management Coordinator to the Central Branch office of the Division of Emergency Management and forwarded to the State EOC.
- H. The National Response Framework establishes the basis for fulfilling the Federal Governments role in providing response and recovery assistance to the State and its affected local governments impacted by a significant disaster of any kind, which results in a required Federal response.
- I. Under the National Response Framework, departments and agencies having various authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with State agencies to provide the needed resource(s).
- J. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the Presidents representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall directions of the Federal Coordinating Officer.

## Continuity of Government

### 1. General

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

### 2. Line of Succession

- A. For county government, the Chief Elected Official is the primary position with the Vice-Chairman being the second in line and third will be the County Manager. In Municipalities, the Mayor is the

primary with the Mayor Pro-Tem being second in line and third will be the Town Administrator. If no Town Administrator, then the next town official appointed by the Mayor will be third in line.

- B. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate procedures.

### **3. Preservation of Vital Records**

- A. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances.
- B. Each department/agency is responsible for the preservation of essential records to ensure continued operational capabilities.
- C. Halifax County Information Technology Systems Coordinator will ensure that all servers that contain county vital records are adequately maintained and backed-up on a routine basis during normal operations. The IS Coordinator will also ensure these records are backed-up before, during and after an event.

### **4. Relocation of Government**

- A. The County provides for the relocation of the governing body to the Emergency Operations Center during times of emergency if necessary.
- B. If the primary Emergency Operations Center is determined inoperable, the governing body will relocate to an alternate Emergency Operations Center facility as needed.
- C. City/Town government will relocate to facilities within their jurisdictions capable of providing emergency operations. If needed, the County EOC will help support this.

## Administration, Finance, and Logistics

### **A. Records and Reports**

1. Records of expenditures and obligations during emergency operations must be maintained by county government.
2. Narratives and operational journals of response actions will be kept.

### **B. Consumer Protection**

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

### **C. Nondiscrimination**

1. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.
2. This policy applies equally to all levels of government, contractors, and labor unions.

### **D. Agreements and Understandings**

1. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations. This includes, but not limited to, the following: adjoining municipalities within Halifax County, Fire Departments, EMS providers, Rescue providers, hospitals in surrounding counties, surrounding counties (both in NC and Virginia), and the State of North Carolina. Copies of executed agreements are on file with the Clerk to the Board of Commissioners.
2. Requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings should local government resources prove to be inadequate during emergency operations. Requests for State and Federal resources must be made through the local Emergency Management

Coordinator to the Area Office. From there, such requests are forwarded to the State Emergency Operations Center.

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

### Plan Development and Maintenance

- A. Each agency of local government is responsible for the development of standard operating procedures in the support of this plan.
- B. The County Manager mandates the development and annual review of this plan by all officials involved and will coordinate necessary revision efforts through the Emergency Management Agency. This shall include a critique of the actions taken in support of the plan following any event requiring implementations of the plan.
- C. The Emergency Management Coordinator will have authority to make changes as needed to ensure this plan remains functional, efficient, and meets the objectives of a comprehensive disaster plan.
- D. This plan shall be exercised annually in lieu of actual response to real emergency events.
- E. This plan will be reviewed annually and revised at a minimum every three years.

### Authorities and References

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

- G.S. 166A (Emergency Management Act)
- Halifax County Emergency Management Ordinance
- Proclamation of a State of Emergency (including description of Imposition of Prohibitions and Restrictions)
- Termination of a State of Emergency
- National Incident Management System (NIMS)
- National Response Framework (NRF)

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

- N C Emergency Management Act, G.S. 166A

## EMERGENCY OPERATIONS PLAN

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390
- Halifax County Emergency Management Ordinance
- Proclamation of a State of Emergency
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- Mutual Aid Agreements for Fire and Rescue
- Mutual Aid Agreement with Municipalities
- Agreements with American Red Cross
- Agreements with County School System
- North Carolina Oil Spill Act
- Emergency Planning and Community Right-to-Know Act (SARA Title III)
- OSHA 1910.120
- FAA Authority (FAR) to close airspace over disaster areas
- Model Ordinance concerning Price Gouging
- Civil Defense Act of 1950, Public Law 81-920
- N.C. Governor's Executive Order 73
- Local Emergency Planning Committee Bylaws and Roster

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

## ESF-01: Transportation

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This emergency support function (ESF-01) describes the roles and responsibilities for providing transportation coordination during emergencies or disasters in or near Halifax County.

### Agency Responsibilities

<b>Primary Agency:</b>	NC Department of Transportation
<b>Support Agency:</b>	Halifax County Emergency Management

### Assumptions

1. Halifax County does not operate a mass transportation system.
2. During times of disaster, mass transportation may be required to ensure life safety during hazardous events
3. The County road system is mainly state owned and maintained; therefore, North Carolina DOT will take a lead role in clearing roadways and bridges following a disaster.

### Concept of Operations:

1. Coordinate with and support law enforcement in establishing evacuation routes and traffic control patterns.
2. Advise the Emergency Operations Center Director of roadway conditions and support the removal of disabled vehicles or other roadblocks to evacuation.
3. Halifax County Emergency Management will maintain a list of alternate transportation services (potentially through the Statewide Mutual Aid Agreement) to facilitate evacuations if the school system resources are not available.
4. Obtain additional transportation resources as needed from adjacent jurisdictions, the State, and private resources.

## ESF-02: Communications

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This emergency support function (ESF-02) describes Halifax County's emergency communication, notification and warning systems. It identifies and defines the communication systems, along with the various roles and responsibilities of primary and support agencies during a potential or imminent emergency or disaster situation. Currently, Halifax County operates a Central Communications Center located in the basement of the Historic Courthouse. Halifax Central Communications serves as the 911 Center and County Warning Point.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax Central Communications
<b>Support Agency:</b>	Centurylink Telephone Halifax County Emergency Management

### Assumptions

1. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.
2. Emergency / disaster occurrences could have a detrimental effect on the county's communication system.
3. The commercial telephone system serving Halifax County is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.
4. Commercial electric power may be shut off during significant emergencies, necessitating the use of auxiliary power.
5. It is possible for communities within the county to be isolated from communications for extended periods of time.
6. Loss of the communication towers or the county's law enforcement, Fire or EMS repeater systems could hamper communication or the ability to page emergency personnel throughout the county.
7. The ability to repair damage to the county communication system is contingent upon the availability of private commercial repair technicians.
8. State assistance may be needed to procure supplemental communication equipment or to locate available repair technicians following a major disaster.

## Concept of Operations:

### General

1. The County Warning Point will initiate notification and warning of appropriate personnel. Telephone, radio communications or pagers may be utilized to notify public officials, EOC staff, emergency personnel, and others as required.
2. Emergency services vehicles equipped with public address systems may be used to warn the general public.
3. The National Weather Service may issue weather watches or warnings directly to the public and Communications Center.
4. The Communications Center is operated 24 hours a day and serves as the Halifax County Warning Point.
5. The N. C. Highway Patrol's Raleigh Communication Center Serves as the State Warning Point.
6. Notification of governmental officials and emergency personnel by the County Warning Point will follow established procedures.
7. Emergency communications standard operating guidelines will be implemented. Backup capabilities will be activated as necessary.
8. The County Manager or Emergency Management Coordinator must authorize the use of the Emergency Alert System.
9. Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:
  - a. Local Radio and Television Stations
  - b. NOAA Weather Radio (National Weather Service)
  - c. Sirens, Horns, Mobile PA Systems
  - d. Telephone
  - e. General broadcast over all available radio frequencies
  - f. Newspaper
  - g. Internet
  - h. Code Red
  - i. Social Media
10. Field emergency service personnel utilize the county emergency communications networks to communicate with the EOC.
11. Amateur Radio volunteers can augment primary communications. The Central Branch office will operate an amateur radio station during periods of activation.

12. The Central Branch Office will assist the National Weather Service with dissemination of severe weather advisories and forwarding of related information, situation reports, etc., as needed by the county.

### Specifics

1. Telephone Service:
  - a. Commercial telephone service in the county is provided by Centurylink telephone.
  - b. Mobile telephone service is provided by several companies in the area to include Centurylink, T-Mobile, Suncom, US Cellular, AT&T, and Verizon.
  - c. During emergencies, personnel will staff information telephones in the EOC to respond to questions from the general public.
2. Two-way Radio System
  - a. The county two-way radio system is designated as a principal system to be used for direction and control activities. It provides voice communications between mobile units operated by department heads or chiefs of emergency services and the County Emergency Communications Center. The principal operators are:
    - i. Law Enforcement
    - ii. Emergency Management
    - iii. Fire/Rescue
    - iv. Emergency Medical Services
    - v. Public Utilities
    - vi. Medical Facilities
    - vii. County/Municipal Administration
  - b. Other two-way communications systems which may be used to communicate with the State Emergency Operations Center during emergencies include:
    - i. Division of Criminal Information (DCI) {Formerly Police Information Network [PIN]}
    - ii. Satellite Phone
    - iii. Amateur Radio Emergency Service (ARES)
    - iv. National Warning System (NAWAS)
    - v. State Emergency Management FM Voice Radio Network
    - vi. Commercial Telephone (FAX)
    - vii. Internet (EM 43), E-Mail
  - c. The Emergency Communications Center Director will be responsible for maintaining the operational readiness.

3. Emergency Alerting System (EAS)
  - a. The individuals shown below are authorized to request activation of the EAS in order to disseminate emergency information and instructions. A list of these individuals by title has been provided to the operational area CPCS-1 and a mutually agreeable method of authentication by code has been established. The EAS CPCS-1 has furnished the county with a list of telephone numbers to be used by the authorized personnel when requesting activation of the EAS.
    - i. Chairman of the Board of County Commissioners or their designated representative.
    - ii. The Mayor or their designated representative
    - iii. City or County Managers.
    - iv. Emergency Management Coordinator or their designated representative.
  - b. CPCS-1 (or primary station) will disseminate the emergency information through AM-FM radio or TV according to the State Plan.
  - c. Primary Station will disseminate the emergency information only through its own facility.
  - d. Follow-up messages as needed, upon request of the originating officials.
  - e. The Emergency Alert System Broadcast Procedure outlines additional authority and steps pertaining to EAS activation, dissemination and system termination.

## ESF-03: Public Works

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The purpose of this section is to provide for essential public works services during an emergency/disaster to including solid waste disposal, water distribution, fleet maintenance, and buildings and grounds. Debris is a predictable consequence of disaster. Halifax County has limited public works capabilities and therefore will work to coordinate major disaster response efforts through mutual aid, private sector partnerships, and requests for assistance through North Carolina Emergency Management. A Debris Management annex describes additional roles and responsibilities for Halifax County for Debris recovery operations.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Public Utilities Department Municipal Public Works Departments
<b>Support Agency:</b>	North Carolina Department of Transportation

### Assumptions

1. Halifax County will require assistance from State agencies and other localities for significant debris removal and for utility restoration.
2. Municipal forces will require assistance from the State in clearing debris from city/town streets.
3. The county road system in Halifax County is mostly State-owned and maintained; therefore, North Carolina DOT will take a lead role in clearing roads and bridges following a major disaster.
4. Damage to utility distribution systems is a predictable consequence of disaster.

### Concept of Operations:

1. Priority debris clearance will be given to streets and to primary roadways to allow passage of emergency vehicles.
2. Operations will request outside resources and manage the assignment of priorities for debris clearance.
3. If a Debris Management contractor is used for debris removal, regular purchasing processes will be used to ensure compliance with FEMA reimbursement guidelines.
4. The County and the municipalities will keep individual records on debris clearance expenditures.

5. The Public Works Director is responsible for securing buildings and maintaining generators for use in emergencies.
6. Halifax County Public Works will be involved in the restoration of the water distribution system, while private sector resources are restoring electric and communications systems.
7. Priority will be given to restoration of the public water systems damaged during disaster.
8. Halifax County will identify landfill sites for debris removal and disposal.
9. Halifax County Solid Waste will be responsible for the coordination of waste haulers to reestablish garbage collection in the unincorporated areas of the county. The manager shall coordinate with necessary officials, private collectors, and others in matters regarding storm debris collection, transportation and disposal.
10. Halifax County Solid Waste will be responsible for debris management and cleanup at solid waste facilities.
11. The Solid Waste Manager will provide a status report on the availability of disposal capacity and the types and quantities of storm debris being delivered to the landfill facilities for processing or storage.
12. At the Direction of the County Manager, the Solid Waste Manager may be directed to serve as the Debris Manager and coordinate with Public Utilities and other agencies in the process of Debris Management.

**POSSIBLE DISPOSAL SITES FOR COUNTY RESIDENTS TO USE IN A DISASTER / EMERGENCY**

**APPROVED BY THE PUBLIC UTILITIES DIRECTOR**

1. Halifax County Landfill – 921 Liles Road.
2. Field behind County Water distribution center on NC 903 west of the Town of Halifax.
3. Town of Littleton site – turn off NC 158 beside Wilson Satellite, across RR tracts, take first right, go through iron gate to end.
4. Town of Weldon site – turn on path beside old WPTM radio station on Aurelian Springs Rd. (SR 1600).
5. Intersection of NC 903 and Aurelian Springs Rd. (SR 1600) at old green box site.

## ESF-04: Fire Services

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This emergency support function (ESF-04) provides for the coordination of fire service activity to ensure the safety of life and property within Halifax County during emergency situations. Halifax County is served by eleven fire departments; seven departments are located in municipalities and four serve the unincorporated areas. The N.C. Division of Forest Resources is the lead agency for forest fire control within the county, with Halifax County located in the Division's Rocky Mount District. The Halifax County Firefighters Association, composed of all fire departments, serves as an advocacy group for firefighters.

### Agency Responsibilities

<b>Primary Agency:</b>	The fire department having jurisdiction where the fire, emergency and/or disaster occurs.
<b>Support Agency:</b>	N.C. Division of Forest Resources Halifax County Emergency Management Halifax County Fire Marshal Halifax County Firefighters Association Other fire departments

### Assumptions

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

## Concept of Operations:

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

## ESF-05: Emergency Management

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This emergency support function (ESF-05) describes the roles and responsibilities for providing Emergency Management functions for Halifax County. Halifax County has an Emergency Manager within the Emergency Services Department that oversees the Emergency Management program for Halifax County. The Emergency Manager maintains close working relationships with surrounding Emergency Management agencies and with North Carolina Emergency Management. The role of the Halifax County Emergency Management agency is to coordinate a county-wide program to ensure that Halifax County is prepared to respond to and recover from any emergencies or disasters that may impact the County as described in North Carolina General Statute 166A.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Emergency Management
<b>Support Agency:</b>	North Carolina Emergency Management

### Assumptions

1. Halifax County maintains an Emergency Manager that fulfills the roles identified in NCGS 166A
2. North Carolina Emergency Management maintains systems to support counties with Emergency Management functions such as mutual aid coordination, incident management team deployments, day to day planning support, and State / Federal disaster declaration coordination.

### Concept of Operations:

1. Halifax County Emergency Management will coordinate a county-wide Emergency Management program to include municipalities falling within Halifax County.
2. Halifax County will maintain active participation in the North Carolina Emergency Management Statewide Mutual Aid Agreement
3. Halifax County will actively participate in Domestic Preparedness Regional planning efforts
4. Halifax County Emergency Management will maintain supporting plans, policies, and procedures to implement the Emergency Operations Plan
5. Halifax County Emergency Management will coordinate and implement trainings and exercises to support the Emergency Operations Plan and supporting documents

6. Halifax County Emergency Management will maintain the Emergency Operations Center as organized in the EOC Annex
7. Halifax County Emergency Management will make recommendations for a State of Emergency to the County Manager and or Chair of the Board of Commissioners when appropriate
8. Halifax County Emergency Management will request assistance from North Carolina Emergency Management and surrounding jurisdictions when incidents require additional resources to respond to and recover from emergencies or disasters
9. Halifax County Emergency Management will coordinate State and Federal assistance to Halifax County when required

## Vital Facilities

Halifax County Emergency Management will maintain a county-wide listing of vital or critical facilities. This listing will be updated as needed or every five years just prior to the update of the Hazard Mitigation Plan updated. Vital facility categories within Halifax County are:

### Facilities:

- a. Shelter Facilities
- b. Health/Medical Facilities
- c. Government Facilities
- d. Communications Facilities
- e. Public Buildings
- f. Emergency Service Facilities

### Vital Utilities:

- a. Communications network components
- b. Electric distribution system components
- c. Transportation networks
- d. Water distribution/waste water facilities

### Special Needs Facilities:

- a. Correctional Facilities
- b. Congregate Care Facilities
- c. Day Care Facilities

### Vital Resources and services sites:

- a. Private Shelter / Reception Centers
- b. Landfill and debris collection sites
- c. Public / Private supply centers
- d. Helicopter landing sites

## ESF-06: Mass Care, Emergency Assistance, Housing, & Human Services

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This emergency support function (ESF-06) details Halifax County's provision of Human Services to include Mass Care, Housing, and other forms of Emergency Assistance. Halifax County is at risk for a number of incident types that may drive the need for sheltering including various severe weather scenarios and fires. There are 6 identified shelters in Halifax County.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Department of Social Services – Health Department
<b>Support Agency:</b>	Frederick E. Turnage Chapter – American Red Cross Halifax County Board of Education

### Assumptions

1. Sheltering for Halifax County evacuees will be coordinated with the Central Branch Office of Emergency Management.
2. Local grocery stores, restaurants and other business may support initial shelter/mass care operations with donations of emergency supplies.
3. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
4. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.
5. Evacuees will be provided with public information in the shelter concerning the emergency event.
6. Following a major disaster, there will be an over abundance of unsolicited goods delivered to the disaster area by well intended citizens outside the impacted area. (See Donated Goods Annex).
7. Public and private providers of institutional care (medical and residential) remain responsible for having evacuation and shelter plans for their populations.

## Concept of Operations:

1. The County Emergency Management Coordinator, DSS and the ARC will coordinate shelter locations and operation, and will mutually support shelter operations with shared personnel and support services whenever possible. These agreements will be included in the local written plan.
2. If additional shelter support is needed, requests for assistance should be made through the Division of Emergency Management, Central Branch Office.
3. Halifax County is only responsible for shelters that are approved and opened in alignment with the written plan.
4. The ESF-6 partners and the shelter property representative in coordination with the County Policy/Administration Group will decide when shelters should be closed.
5. The Director of Social Services will direct and control limited special needs shelter operations for the public.
6. All County supported shelters and American Red Cross shelters shall be ADA compliant (Part 35).
7. At each County supported shelter location, the County will provide medical support, communications, security and crisis intervention and mental health services.

## ESF-07: Resource Management

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This emergency support function (ESF-07) provides for the identification and management of resources that may be utilized during emergency and disaster situations. Halifax County and its municipalities have identified several categories of resources to include, but not limited to, personnel, equipment, facilities, information and commodities. Many of these resources will be critical to the immediate emergency response, as well as long-term recovery operations following a major emergency or disaster event. Resources and capabilities may be leveraged through Federal and State logistic partners, public and private stakeholders, and nongovernmental organizations (NGOs) in support of response and recovery operations.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Emergency Management
<b>Support Agency:</b>	None currently identified

### Assumptions

1. During or following an emergency/disaster situation, the initial emergency response will be dependent upon local, public and private resources.
2. Adequate local resources do not exist to cope with a catastrophic emergency/disaster response.
3. Identified public and private sector resources will be available when needed for emergency/disaster response.
4. Necessary personnel and supplies will be available to support emergency resource response.

### Concept of Operations:

1. Halifax County and Municipality Departments and Agencies will use their own resources and equipment during emergency/disaster situations and will have control over the management of the resources as needed to respond to the situation.
2. The commitment of resources from outside county government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.

3. Resource management will be coordinated from the Halifax County Emergency Operations Center (EOC) during countywide emergency/disaster situations and from municipality Emergency Operation Centers during smaller, localized (smaller, in-town) emergencies/disasters.

## ESF-08: Public Health & Emergency Medical Services

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This emergency support function (ESF-08) details Halifax County's provision of public health and medical services during both a man-made or natural emergency, identifying and defining key agencies roles and responsibilities. The primary agency responsible for ESF-08 will be determined by the incident with a response being lead by either the Health Department or Emergency Medical Service (EMS)

Halifax County EMS agency operates at the Paramedic level. Additionally, 1 volunteer rescue squad and 2 volunteer EMS agencies serve Halifax County. Halifax County is served by two hospitals, Halifax Regional Medical Center in Roanoke Rapids and Our Community Hospital in Scotland Neck. Vidant Eastcare is the primary provider of air ambulances for the county with the availability of 3 other air ambulance services via mutual aid. Along with the acute and ambulatory facilities Halifax is home to a multitude of residential nursing facilities of varying levels.

Halifax County Health Department, located on Dobbs Street in Halifax, NC, addresses Public Health Emergency Preparedness. The Health Department has multi-disciplinary staff and also operates a Home Health agency.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Public Health Halifax County Emergency Medical Services
<b>Support Agency:</b>	Halifax County Emergency Management Halifax County Social Services NC Office of the Chief Medical Examiner

### Assumptions

1. A large-scale emergency, such as a mass casualty, will result in increased demands on the Health Department and the EMS Agency and quickly exceed their respective capacities.
2. Emergency operations for Public Health and EMS personnel will primarily be an extension of normal agency duties.
3. Following a disaster many of the injured will be transported to medical facilities by persons other than trained medical personnel.

4. Disruption of the County's communications system will severely impede delivery of emergency services.
5. Debris on roadways will hamper EMS unit response and movement of health department staff.
6. Following a disaster occurrence, field emergency medical facilities will have to be established; this may include a temporary morgue. Overall mass fatality planning and response is the responsibility of the NC Office of the Chief Medical Examiner.
7. Following an emergency/disaster, the Health Department will take action to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of insects, spoiled or contaminated food supplies and a lack of functional sanitary facilities.
8. A large portion of Halifax 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.
9. In anticipation of a major natural or man-made public health disaster, the Federal Government established the Strategic National Stockpile (SNS) to augment local supplies of critical medical items. The SNS is managed by the Centers for Disease Control and Prevention (CDC) and contains large quantities of medicines, antidotes, and medical supplies needed to respond to a wide range of expected problems or scenarios.

## Concept of Operations:

### Public Health:

1. The primary concern of Public Health is disease control. The County Health Department will implement effective environmental health, nursing and health education practices, to minimize the incidence of disease.
2. The Health Department will coordinate health care in approved shelters.
3. Frequent inspections of damaged areas and emergency shelters will be necessary to determine the need for pest control, sanitation, or other protective measures.
4. The Health Department will establish temporary morgues and coordinate with Medical Examiners in the identification and proper recovery of human remains.
5. The Health Department will oversee the expeditious testing of emergency water supplies to ensure potability.
6. The Health Director must coordinate with the Public Information officer concerning distribution of information to the general public on disaster-related health matters.
7. The Halifax County Health Department is the lead local SNS agency and will request, receive, manage, repackage, and distribute the SNS to those who need it in the county. The Health Director/designee,

after consultation with the local entities, will request the SNS deployment through the Halifax County Emergency Management office, who will forward the request to the Division of Emergency Management Central Branch office and the State EOC.

#### Emergency Medical Services:

1. EMS units will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
2. Incorporating volunteer fire and rescue squad personnel serving the respective response areas will expand EMS capabilities. Fire personnel will assist rescue units in performing rescue of trapped victims.
3. During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas.
4. When necessary an EMS official will be located at an established command post to participate with Unified Command and to coordinate responding medical units and establish communication links with hospitals and the County Communications Center (or EOC).
5. Duke Life Flight, Carolina Air Care air ambulances could be utilized for patient evacuation. Military aircraft, coordinated through NC Division of Emergency Management, from Fort Bragg and/or the NC National Guard could also assist in evacuation of victims.
6. When additional EMS resources are needed, the Halifax County Emergency Management Coordinator will request those resources through the NC Division of Emergency Management, Central Branch Office or the State EOC.
7. Local industry, construction companies, and/or farming operations, may be called upon to provide specialized equipment, such as refrigerated trucks, back hoes chainsaws, fighting, and heavy equipment for extrication of victims.

## ESF-09: Search and Rescue Operations

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This emergency support function (ESF-09) describes Halifax County's organization of roles for a Search and Rescue Operations.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Sheriff's Department
<b>Support Agency:</b>	Halifax County Office of Emergency Management Halifax County Fire Departments

### Assumptions

The following assumptions are the foundation for the Emergency Support Function (ESF) 09: Search and Rescue Operations:

1. All reasonable resources will be focused on finding a missing person regardless of economic status, political influence, family considerations, or other external factors.
2. All agencies identified in ESF-09 will work and train together with the goal of locating a missing person regardless of public accolades or credit.
3. This emergency support function will guide search operations originating or being conducted within Halifax County

### Concept of Operations:

The concept of operations for Search and Rescue is broken down into two major categories below, search operations (for land based operations) and water rescue / recovery. Additional resources and considerations for suspending the mission of either searches or water operations are also described in the sections below.

#### 1. Search Operations

##### a. Notifications and Dispatch

- i. The first response to a lost person report by any agency will be the notification of the Halifax County Communications Center.
- ii. The Communications Center will alert and notify the Initial Response Team (IRT).

- iii. The IRT will respond to the scene and conduct an initial interview and investigation.
- iv. The IRT shall consist of a representative of the Halifax County Sheriff's Department or the law enforcement agency who has jurisdiction in the potential search area, a rescue representative and fire representative who has jurisdiction in the potential search area, and a Halifax County Emergency Management Coordinator or representative.
- v. The IRT will have the authority to initiate a Search Mission and callout procedures.
- vi. The IRT, based on the urgency of the situation, may request an alert or callout for a SAR mission prior to the arrival on the scene.
- vii. Notifications and Dispatch (aka Callout Procedures) will be conducted by the Communications Center.

b. Agency Responsibilities and Initial Response Team (IRT) Actions

1. Halifax County Sheriff's Department

- Responsible for coordination to determine if event is criminal or a lost person.
- Shall be responsible for all investigation aspects and entering the missing persons report with the N.C. Missing Persons Center for any SAR mission within the County. Unless the city/town Police Department can provide these functions. Respond with a trained SAR detective/deputy to the scene.
- Conduct the interview and investigation.
- Complete the "Lost Person Questionnaire".
- Assist in gathering search and planning data, determining the subject's behavior, the urgency of the mission and determining the initiation of the callout.
- Determine if the incident is criminal or a missing person.
- Coordinate the IRT's functions and establish Incident Command.

2. Emergency Management

- Assist in overall coordination of SAR mission within the County.
- To identify trained SAR resources.
- To assure resources necessary to maintain effective on-going SAR operations
- Assist in the coordination of the team's functions.

- Obtain the SAR Mission Number (Incident No.).
- Assign a Mission Name and assist in keeping proper documentation of the mission events.
- Assist in interviewing and investigation, determining the subject's behavior, gathering search and planning data, determining the urgency, determining the initial search strategy and tactics and determining the initiation of the callout.
- Provide necessary resources for the mission as needed and coordination with other support agencies such as Red Cross, state agencies, etc.

#### 4. Fire Department Representative

- Provide SAR resources.
- Gather search and planning data.
- Assist in determining the initial search strategy and tactics.

#### c. Incident Management Organization

- All SAR missions will operate under the Incident Command System (ICS).
- Halifax County Sheriff's Department will provide an Incident Commander with Rescue, Fire, and Emergency Management providing support as General Staff or Deputy Incident Commanders operating under a Unified Command Structure.
- Incident Command and Deputy I/Cs will appoint persons responsible for assuring the success of the mission and the proper functioning of their sections or units. These persons will be appointed according to the capabilities within the areas of their expertise.
- The Command and General Staff will only be expanded as needed.
- Additional details regarding Incident Command System elements can be found in the NIMS Annex.

## 2. Search and Rescue Resources

All personnel are encouraged to carry the *“Search is An Emergency Field Coordinator’s Handbook”* and/or the *“Incident Commander Field Handbook: SAR”*. These manuals provide functional check-off sheets that will assure you better performance of your duties.

Persons responding from any organization, or as an individual, will not be accepted as part of the search mission team unless they are:

1. Physically and mentally capable
2. Properly prepared with the proper clothing, supplies and equipment indicated by the terrain and environment.

It is the responsibility of the Incident Commander to accept any resources, which will offer additional manpower, equipment or search expertise for the search mission in a safe and coordinated manner. However, any organization, team, unit or individual, which becomes involved in the search mission, will receive assignments and direction through the Incident Command process. Resources will not be allowed to conduct any part of the search mission that is not planned in the Incident Action Plan or approved by Incident Command.

All responding personnel and equipment, other than the initial response, will report to staging for assignment. Any initial resources, personnel and equipment, which are not being utilized, will also be re-assigned to staging for future assignments. Accountability will be maintained throughout the event.

### **Demobilization**

1. No resource shall be demobilized or leave the scene unless authorized by the Incident Commander.
2. All personnel and equipment must be accounted for before the Incident Commander terminates command on the scene.
3. There will be a brief after action review of the events conducted prior to termination of command. This will be held at a location to be determined by the Incident Commander.
4. All Command Staff, General Staff, and Team Leaders are expected to attend the after action review to maintain compliance with the guidelines of the State and Federal Government. The Incident Commander will determine the date and location.

### 3. Suspending the Mission

Missions may be suspended due to weather; safety of searchers, lost person located or unresolved clues. If the lost person has not been found, the search may be suspended to a *Limited Continuous Search*. The Incident Commander retains the responsibility and authority to suspend the mission based on the items listed above.

## ESF-10: Hazardous Materials

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This emergency support function (ESF-10) provides information for a Halifax County response to hazardous material emergencies, and assists the Local Emergency Planning Committee in meeting its requirements under the Emergency Planning/Community Right to Know Act - SARA Title III. Certain hazardous material incidents may exceed the current capability within Halifax County, requiring additional assistance from regional and state assets, including the Regional Response Team(s). Such incident may also create short and/or long term environmental contamination, in addition to health and economic effects. Additional agencies may be needed to deal with environmental and health concerns.

### Agency Responsibilities

<b>Primary Agency:</b>	The fire department having jurisdiction where the hazardous material incident or emergency occurs.
<b>Support Agency:</b>	N.C. HazMat Regional Response Teams (RRT) Halifax County Emergency Management Other fire departments

### Assumptions

1. Planning and training prior to an incident will significantly reduce the risk to personnel.
2. A facility involved in a hazardous material incident will provide all information required by SARA, Title III, Section 304 on a timely basis.
3. Emergency response personnel are knowledgeable in use of available resources.
4. The U.S. DOT Emergency Response Guidebook (ERG), alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.
5. Response time for resources requested from outside the County will require a minimum of two (2) hours.
6. Incidents in which the military can be identified as the responsible party will generally be resolved by federal resources.
7. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the landowner in which the event occurred.

## Concept of Operations:

1. There are several types of incidents involving hazardous materials:
  - a. Incidents at fixed facilities
  - b. Shipping incidents
  - c. Roadway or rail transportation accidents, and
  - d. Unknown materials on the river shore, railroad or roadway
2. The level of response required for an incident is determined by:
  - a. The quantity, quality and the toxic effects of the material involved in the release.
  - b. The population and/or property threatened.
  - c. The type and availability of protective equipment and measures required for the released material.
  - d. The probable consequences should no immediate action be taken.
3. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in place sheltering, evacuation, and/or isolation of the contaminated environment.
4. Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.
5. This plan recognizes that a hazardous materials incident can change with time, and necessitate escalating the response, or downgrading the response as the situation dictates.
6. The Local Emergency Planning Committee has been established at the County level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. A point of contact, The Facility Coordinator, will be identified at each covered facility as defined by SARA, Title III, Section 302.
7. Specific hazardous materials facility information has been gathered and is available to the response community through the Halifax County Office of Emergency Management.
8. Coordination between jurisdictions will be achieved through regional coordination with the Central Branch or through direct contact with towns and other counties.
9. Training programs for emergency responders in the county will be through individual agency in-service training, community college courses, and other offerings of related training. Exercise schedules for this plan are developed and maintained by the Emergency Management Office.

## ESF-11: Agriculture & Natural Resources

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This emergency support function (ESF-11) details the roles and responsibilities regarding how Halifax County will maintain, protect, and prevent suffering / damage to all natural resources within the jurisdiction including both animal and agricultural resources. Since Halifax County is largely rural, the resources are available while appropriate to day-to-day needs may not be sufficient to respond to a disaster and outside resources from other localities, State, and Federal may will be necessary.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Animal Control Halifax County Animal Response Team (CART)
<b>Support Agency:</b>	Halifax County Emergency Management Halifax County Department of Public Health Various Local and State Partners

### Assumptions

1. 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.
2. Natural, technological, or manmade disasters could affect the well being of domesticated or non-domesticated (wild) animals.
3. The County should 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.
4. Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicate information to the public, and proper animal release.
5. Public information statements will be issued through the various media outlets. This information will include locations where domestic and wild animals (including livestock and wild animals) may be accepted during emergency situations.
6. A large-scale emergency in Halifax County may warrant immediate response from State and local personnel, agencies, and organizations. However, emergency situations may become compounded due to

the nature of the emergency and also require activation of additional specialized agencies through mutual aid.

7. Through effective animal protection planning and organization, disaster relief efforts would be more expedient.

### Concept of Operations:

1. The primary and support agencies identified in this Standard Operating Guideline will manage and coordinate local animal protection activities. These agencies will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs in the event of a large-scale emergency lies primarily with the Halifax County Office of Emergency Services in cooperation with the Halifax County Cooperative Extension and Livestock coordinators.
2. Requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals, will be transmitted from the local Emergency Management office to the State Emergency Management office. Should the need for Federal or State resources exist, the State Emergency Operations Center will coordinate the requests for assistance.
3. Animal protection operations will be managed under the Halifax County Incident Command System (ICS). Public Health concerns will be managed in accordance with appropriate Halifax County plans and procedures.
4. Animals included under this plan are domestic and non-domestic to include livestock and strays. Wild animals should left to their own survival instincts.
5. All procedures to response shall reside with the responding agencies.
6. Communications between the primary and support agencies will occur primarily through telephone, facsimile and cellular telephone transmission. Amateur radio will be used as a backup system if other communication is impossible due to the nature of the emergency situation.
7. A spokesperson from Halifax County will be responsible for the coordination of all media activities and press releases associated with the protection of animals.
8. The owners of pets or livestock, when notified of an emergency, will take all reasonable steps to shelter and provide for animals under their control.
9. Domestic pets from evacuated citizens will be sheltered at private boarding kennels and veterinarian hospitals as close to the evacuation shelters as possible.
10. Citizens with special needs (individuals with mental or physical handicaps who require evacuation assistance) may require assistance in evacuating their pets.

11. Halifax County does not have any shelters designated as pet-friendly or specifically designated as an animal shelter. Individuals will not be turned away due to bringing pets. EXOTIC PETS will not be allowed in shelters. If the need arises for continued admission of pets into shelters, the Emergency Management Coordinator can request the use of a Companion Animal Mobile Equipment Trailer through the Central Branch of NC Emergency Management.
12. All stray/lost domestic pets recovered by Halifax County Animal Control will be sheltered at the Halifax County Animal Shelter.
13. Private farms located throughout the County may be used as shelter facilities for livestock with transportation being the responsibility of the owner.. Operations Item 2
14. If possible, wild animals outside of their natural habitat endangering the public will be transported back to their natural habitat. If the responsible agencies are unable to transport the animal back to its natural habitat due to the nature of the emergency or to injuries that the animal may have sustained, the animals will either be transported to the Halifax County Animal Control for shelter or medical treatment or disposed of in accordance with established animal control procedures.
15. Halifax County Animal Control will support efforts to identify owners of stray/lost animals. If owners cannot be found, Halifax County Animal Control representatives will attempt to adopt or sell the animals according to their established procedures.
16. Animals for which no owners can be found and which cannot be placed in adoptive care or sold will be disposed of in accordance with established animal control procedures.

## ESF-12: Utility Coordination

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This emergency support function (ESF-12) provides for the restoration of Utilities after an emergency, specifically energy utilities such as electric, natural gas, etc. Halifax County utilizes private sector companies to provide energy utilities to the residents and businesses within the County. Close coordination with these companies is imperative to facilitating a smooth incident recovery.

### Agency Responsibilities

<b>Primary Agency:</b>	Duke / Progress Energy Halifax Electric Membership Corporation Dominion NC Power Roanoke Electric Membership Co-op Town of Enfield Town of Scotland Neck
<b>Support Agency:</b>	Halifax County Emergency Management

### Assumptions

1. Halifax County relies on multiple organizations for electrical distribution throughout the County.
2. Damage to utility distribution systems is a predictable consequence of disaster.

### Concept of Operations:

1. Energy providers will take the lead on service restoration after an emergency or disaster.
2. Energy providers will communicate total power outages and estimated time of restoration (ETR) during major events so that Halifax County can adequately plan and support residents and businesses during power outages.
3. Priority restoration will be coordinated with energy providers and Halifax County Emergency Management.
4. Emergency Management will coordinate and communicate utility estimated time of restoration information to the Mass Care Emergency Support Function (ESF-06) for shelter planning purposes.

## ESF-13: Public Safety & Security

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This emergency support function (ESF-13) specifies the roles and responsibilities for Halifax County's provision of public safety during an emergency. The Halifax Sherriff's Office works in partnership and cooperation with five municipal police departments and four additional state law enforcement agencies. These agencies are responsible for administering the overall safety and security of the county during emergency including all law enforcement activities and traffic management.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Sherriff's Office
<b>Support Agency:</b>	Scotland Neck Police Department
	Roanoke Rapids Police Department
	Littleton Police Department
	Weldon Police Department
	Enfield Police Department
	NC State Highway Patrol

### Assumptions

1. Activities of Local Law Enforcement agencies will increase significantly during emergency operations. If local capabilities are overwhelmed, support may be obtained from State and Federal Law Enforcement Agencies via mutual aide or coordination with Central Branch of NC Emergency Management.
2. An evacuation from a large area of the County could significantly impact Halifax County Law Enforcement/Traffic Control operations.
3. During evacuations, accidents, mechanical or electrical failure could significantly impede the evacuating traffic flow.
4. The number of law enforcement personnel available in the County area during an emergency event may not be adequate to provide security until supplemented with officers from other jurisdictions.

## Concept of Operations:

1. The Halifax County Sheriffs Office will coordinate agency for law enforcement operations in Halifax County during multi-jurisdictional emergency events
2. Law enforcement officers will enforce the provisions outlined in the Proclamation of a State of Emergency.
3. Emergency law enforcement operations will interrupt routine functions and responsibilities. Expanded emergency responsibilities will include maintenance of law and order, traffic control, crowd control and security.
4. When N. C. Highway Patrol personnel are requested to support Halifax County Traffic Control, a ranking officer from the Patrol will be present in the County EOC to coordinate N. C. Highway Patrol operations.
5. Pre-determined traffic control points have been identified by the Highway Patrol County Sheriff's Office and Municipal Police to facilitate management of traffic flow when evacuation is necessary.
6. Law enforcement officers in Halifax County will assist with the dissemination of emergency information to isolated populations and to motorists, including warning the public.
7. Law enforcement activities will remain under the control of the Senior Law Enforcement Officer for the jurisdiction in which the emergency operation is taking place.
8. 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.
9. Law enforcement officers in the field will observe and report emergency activity to the Halifax County EOC.
10. The Halifax County Sheriff's Office has a plan for potential terrorist incidents which is available on a need to know basis.

## ESF-14: Recovery

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This emergency support function (ESF-14) describes Halifax County's system for the provision of disaster recovery operations throughout the county. Recovery refers to those measures undertaken by a community following a disaster to return all systems to normal or improved levels. Effective recovery consists of a complex array of interdependent and coordinated actions. These actions are undertaken at several levels (individual, organizational community, national) and over a long period of time. A properly managed recovery program will allow the prompt restoration of essential services, the reconstruction of damaged property, and the resumption of traditional lifestyles.

Disaster recovery typically falls into two separate and identifiable phases of operations; short term and long term recovery. Short term recovery operations typically include, Initial emergency response (i.e., fire/rescue, law enforcement, EMS operations, and mass care), initial impact assessment, emergency debris removal, restoration of vital services, security of damaged/evacuated areas, management/distribution of donated goods and a preliminary damage assessment. Long term recovery Operations typically include, completion of damage assessment, completion of debris removal, a request for Disaster Declaration of 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, and potential hazard mitigation projects.

While the responsibility for recovery coordination falls to Halifax County, opportunities for State and Federal assistance are potentially available based on the nature and scope of the disaster. A formal State of Emergency Declaration is typically required during the response phase of an incident to become eligible for State and Federal disaster assistance. After a State of Emergency has been declared in Halifax County, the Emergency Management Office may elect to request disaster declarations from North Carolina Emergency Management. The Governor may elect to proclaim a disaster declaration and subsequently request assistance from the Federal Government. The process and potential disaster recovery programs are discussed in the Concept of Operations section below.

### Agency Responsibilities

**Primary Agency:** Halifax County Government, Coordinated by Halifax County Emergency Management

**Support Agency:** State and Federal Agencies

## Assumptions

1. A major disaster will have a significant long-term economic impact on the County.
2. Unsolicited resources and donated goods can be expected from outside the impacted area. (See Donated Goods Annex for details).
3. Space will be available for the operation of one or more Disaster Application Centers in the County following a Presidential Declaration of Disaster.
4. The Federal Emergency Management agency will set up a Disaster Field Office in North Carolina. The DFO will be near the disaster area.
5. The damage assessment process will identify most local individuals with un-met needs.
6. The State's share of PA funds provided for Public Assistance will be 25%, supplementing the mandated Federal share of 75%.

## Concept of Operations:

1. Initial Coordination, Impact and Damage Assessment Processes
  - a. Recovery operations will initially be coordinated from the Emergency Operations Center (EOC).
  - b. Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency/organization. Standardized forms have been developed for local government; these forms will be available through the County Finance Office.
  - c. If a Federal Disaster Declaration is requested, the following steps will typically take place:
    - i. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
    - ii. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts,
    - iii. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
    - iv. Disaster Application Centers (DACs) will be established in the affected areas to accommodate persons needing Individual Assistance.
    - v. An Applicants' Briefing will be held to explain Public Assistance eligibility criteria for officials of the County, cities, and private nonprofit organizations. The Emergency Management Coordinator will assist with identification and notification of potential applicants.
    - vi. Each eligible entity will submit a Notice of Interest (NOI) within thirty days of the Declaration.

- d. Halifax County will be required to complete an initial damage assessment and impact assessment to determine state and federal eligibility.
  - e. Halifax County will work with NCEM and FEMA representatives to complete a Joint Damage Assessment to determine state and federal eligibility criteria.
  - f. Once Halifax County is notified that they have received a State or Federal Disaster Declaration recovery coordination may begin as documented below.
2. A Federal or State “Individual Assistance” Disaster Declaration

Individual Assistance is supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

**Individual Assistance can consist of any or all of the following:**

- temporary housing (100% federal \$'s)
- individual and family grants (IFG) (75% federal 25% state/local funds)
- disaster unemployment assistance
- disaster loans to individuals, businesses, and farmers
- agricultural assistance
- legal services to low-income families and individuals
- consumer counseling and assistance in obtaining insurance benefits
- the Cora Brown Fund
- Veterans' assistance
- casualty loss tax assistance

Halifax County’s responsibility for an Individual Assistance declaration is to assist NCEM and FEMA with locating a Disaster Recovery Application Center for the residents of Halifax County and to assist with public outreach to educate residents of the available benefits.

3. A Federal or State “Public Assistance” Disaster Declaration

Public Assistance is supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

**Categories of Public Assistance available include:**

- Debris removal
- Emergency protective measures

- Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment public utilizes public recreational facilities, etc.

If the area is declared eligible for Public Assistance programs, an Applicant's Briefing will be conducted for officials of the county, cities, and private nonprofit organizations to explain eligibility criteria. The Emergency Management Coordinator will be requested to assist with identifying and notifying eligible applicants. At the applicant's briefing, each eligible entity will submit a Request for Public Assistance (RPA).

#### 4. A Federal USDA Agricultural Disaster Declaration

- Within Halifax County there is a United States Department of Agriculture County Emergency Board responsible for providing leadership and coordination for all USDA emergency programs at the County level. The USDA State Emergency Board provides guidance, direction, and assistance on Emergency Programs
- The Agricultural Stabilization and Conservation Service (ASCS) will be the lead agency for agricultural disasters under an agency declaration.

#### 5. Post Disaster Mitigation Grant Opportunities

- Hazard Mitigation Grants may be available through FEMA after a Presidential Declaration; the grant total will be based on the amount of Public Assistance funds provided to Halifax County PA applicants.
- Halifax County Emergency Management will monitor grant eligibility and coordinate any potential mitigation grant opportunities.

#### 6. Post Disaster After Action Reviews

Following any major emergency or disaster event, a critique will be held to evaluate the jurisdiction's response to the event. A critique will include the following issues related specifically to recovery:

- Mitigation of potential problems through use of Hazard Mitigation Grants
- Plan Revision based on lessons learned
- Unmet Needs status
- Management of Donated Goods
- Interagency cooperation
- Damage Survey Report process/documentation
- Recovery training needed

## ESF-15: External Affairs

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This emergency support function (ESF-15) establishes roles and responsibilities in Halifax County's provision, communication, and delivery of emergency public information, protective action guidance, coupled with media and community relations. Halifax County and several other municipalities have continuing programs, which use various channel of communication, including the mass media, to provide needed and desired information about local government activities and services to the general public.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Public Information Officer Municipal Public Information Officers
<b>Support Agency:</b>	Halifax County Emergency Management

### Assumptions

1. During emergency situations and disasters, the general public will demand information about the emergency situation and instructions on proper response actions.
2. The media will demand information about emergency situations and disasters. The local media, particularly television and radio, will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity of the emergency, or the media's perception of the severity of the emergency, regional and national media will also cover the story and demand information and comment from local officials.
3. Depending on the severity of the emergency or disaster, telephone communication may be sporadic or impossible. Local and regional radio and television stations without emergency power may also be off the air.
4. Special interest groups in the county may disagree with official public information.
5. The public may accept rumors, hearsay and half-truths as valid information that may cause fear and confusion.
6. Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained and operating from a pre-established set of procedures.

### Concept of Operations:

1. The Sheriff or Chief Law Enforcement Officer will handle public information for law enforcement emergencies with assistance from the County PIO as necessary.
2. Ongoing public education programs will be conducted to increase public awareness in the following:
  - Potential hazards of the county
  - Family preparedness
  - Shelter locations
  - Flood prone areas
  - Evacuation routes
  - Necessary action to be taken by the public
  - Emergency Management functions
3. The County Manager or Emergency Management Coordinator must authorize the use of the Emergency Alert System (EAS).
4. The National Weather Service will issue weather watches or warnings directly to Halifax County Communications and to the media for public release.
5. During emergencies / disasters, Policy / Administration Group decisions and general information advisories are prepared on a timely basis and released to the media.
6. Immediate action will be taken to correct identified errors in information released by the media, or rumors about the emergency situation.
7. Hard copy news releases are disseminated to the media and appropriate county and / or municipal officials. The Division of Emergency Management Central Branch Office will be copied with news releases as appropriate.
8. Halifax County will practice a progressive approach for the dissemination of information to isolated and non-English speaking populations during and following emergency events.
9. The magnitude of the disaster may require innovative means of communications to inform the public, including but not limited to using social media.

### Coordination of Public Information

1. For proper coordination in a major emergency or disaster, it is essential that emergency information be released from a single point to assure consistency and authenticity.
2. At emergency incidents on-scene Public Information Officers will release information at a single location. It is desirable that the public information representatives from other involved agencies join the Public Information Officer in releasing information through a single coordination point on-scene. The Public Information Officer will coordinate all information releases with final approval given by the Incident Commander.

3. If the emergency situation worsens or if in another situation the EOC is activated the coordination of information falls to the County PIO. The PIO will coordinate information releases for the emergency from the EOC and stay in touch with on-scene PIO's and other PIO's for details about the incident.
4. If the emergency situation continues to worsen or if in another situation the JIC is activated the coordination of information falls to the designated Lead PIO in the JIC. Appropriate local, state, federal, and private PIO's will work together at the JIC in disseminating information. The Lead PIO in the JIC will be designated at the time of the major emergency or disaster. All information gathering, verification, and dissemination will be coordinated at the JIC by participating public information personnel.

## Responsibilities

1. In most situations, the Emergency Information System will be handled by a single PIO. For major emergencies or disasters the Emergency Information System staff will be set up with an organization as shown below. (EOC Activation)
2. Halifax County Emergency Management:
  - a. When the Halifax County Emergency Management organization is activated, the Officer in Charge will provide information concerning operations to the Emergency Information System organization and issue all emergency information to the news media and the public through the Emergency Information System organization to assure proper coordination.
  - b. Develop and maintain hazard-specific EPI materials, as requested by the County PIO.
3. Emergency Information System Organization
  - a. Develop a capability to rapidly release emergency instructions and information to the public through all available means.
  - b. Receive all calls from the media and the public concerning an emergency situation and respond with official information or relay calls to other PIO's, EOC staff, or the Emergency Management PIO.
  - c. Obtain reports or situation summaries from EOC representatives of all emergency organization elements to maintain current estimates of the situation.
  - d. Prepare news releases.
  - e. Conduct situation briefings for visitors, media, etc.
  - f. Conduct tours of the area affected by the disaster, as appropriate.
  - g. Serve as an on-scene Public Information Officer, as appropriate.
  - h. Establish a field information center, if appropriate, at a location near the command post. Be prepared to work with the EOC and JIC if activated.
  - i. Arrange interviews with key personnel, when requested by the media, Emergency Management PIO, or Lead PIO.

## Annex 1: Emergency Operations Center (EOC)

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The Halifax County Emergency Operations Center (EOC) is located in the Halifax Courthouse, Halifax, NC. From this EOC, key County and Municipal officials exercise direction and control in emergencies, whether manmade or natural. The EOC is a centralized location for information gathering, decision-making, and the providing of information to the public. Day-to-day operational readiness of the Emergency Operations Center is the responsibility of the Emergency Management Coordinator. The backup location for the EOC will be the Sheriff's Department located on Ferrell Lane in Halifax. This Annex provides instruction for activation and operation of the EOC. The Incident Command System is utilized in the EOC operations.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Emergency Management
<b>Support Agency:</b>	Senior Elected Officials
	County Manager
	Halifax County Sheriff's Department

### Assumptions

1. The Emergency Operations Center will be available during times of emergency or disaster to act as the central coordinating center for countywide disaster operations.
2. Agency representatives will respond to the Emergency Operations Center understanding their agencies roles and responsibilities within the Emergency Operations Plan
3. Agency representatives will collaboratively solve complex problems which may sometimes go beyond their regular departmental mission or scope for the good of the County

### Concept of Operations:

1. The EOC provides necessary space and facilities for the centralized direction and control of the following functions:
  - a. Direction of emergency operations.
  - b. Communications and warning.
  - c. Damage assessment and reporting.
  - d. Containment and / or control of hazardous material incidents / emergencies.

- e. Dissemination of severe weather watches and warnings.
  - f. Actions to protect the health and safety of the general public, to include:
    - i. Public Information, instructions, and directions
    - ii. Evacuation and / or sheltering
2. The Halifax County EOC will be manned by representatives of county and city governments involved in emergency operations and volunteers from civic organizations as appropriate.
  3. Activation Authority
    - a. The Chairperson of the County Commissioners, County Manager, and/or Emergency Management Coordinator may activate the EOC.
  4. Warning and Alerts
    - a. Warnings and alerts may be received from any source and by any means. The more likely sources and means are shown below. Warnings or directed messages will be verified according to developed procedures to preclude unnecessary reaction to possible prank notification.
      - i. On-the-scene personnel
      - ii. National Weather Service (NWS)
      - iii. State Highway Patrol (SHP)
      - iv. Division of Criminal Information (DCI)
      - v. Local or State Emergency Management
      - vi. News Media
    - b. Warnings and alerts are typically received by the following persons initially:
      - i. Warning may be received by Halifax County Communications Center.
      - ii. Warning and alerts may also be received by Halifax County Emergency Management Coordinator or their representative.
  5. Alerting Procedures
    - a. Upon receipt of a valid warning message, the Emergency Management Coordinator will:
      - i. Consult with the appropriate county and/or city officials and make recommendations for the activation of the EOC.
      - ii. Initiate alerting/notification procedures to key alert personnel.
      - iii. If the EOC is activated and either full scale or on a limited basis is determined to be necessary, the appropriate personnel will be notified by the 911 Center or Emergency Management Coordinator.
      - iv. EOC staff will be responsible for the notification and mobilization of those personnel in their departments or agencies as necessary to support their function.
  6. Activation of EOC
    - a. The EOC will be considered activated when sufficient personnel for operational activities are physically present.

- b. Reporting - All personnel reporting for duty in the EOC will make their presence known to the Emergency Management Coordinator or their section leaders.
  - c. When the EOC is activated, space will be utilized as suits the operation and designated by the Emergency Management Coordinator.
  - d. The Emergency Management Coordinator will provide the initial situation briefing when the EOC is activated. Subsequent briefings will be held as needed.
  - e. EOC activation levels include:
    - i. Full Activation
    - ii. Limited (Partial) Activation – Sections will be represented as directed by the Emergency Management Coordinator.
7. Organization and Staffing Groups
- a. Executive
    - i. Chief executives (i.e. County Commissioner, County Manager)
    - ii. Emergency Management Coordinator
    - iii. Public Information Officer
    - iv. S.E.R.T (State Emergency Response Team) Representative
  - b. Operations
    - i. Operations Director/Manager
    - ii. Law Enforcement
    - iii. Fire Services/Fire Marshal
    - iv. Public Works/Maintenance
    - v. Social Services
    - vi. Emergency Medical Services and Rescue
    - vii. Communications and Warning
    - viii. Public Health
    - ix. School System
    - x. Cooperative Extension (Agriculture)
  - c. Technical/Plans/Special Services
    - i. Hazardous Materials
    - ii. Damage Assessment
    - iii. Animal Control
    - iv. Other technical support services
  - d. Logistics
    - i. Communications
    - ii. Red Cross

- iii. A.R.E.S.
  - iv. Other volunteer or support agencies
  - e. Finance
    - i. Finance Officer
    - ii. Purchasing
8. Operational Procedures, Roles and Responsibilities

a. Executives

i. Chief Executives

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

ii. Emergency Management Coordinator

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

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

iii. Public Information Officer (PIO)

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

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

iv. S.E.R.T. (State Emergency Response Team)

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

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

b. Operations

i. Operations Director/Manager

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

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

ii. Law Enforcement

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

iii. Fire Service/Fire Marshal

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

## iv. Public Works

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

## v. Social Services

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

## vi. Emergency Medical Services and Rescue

The Emergency Medical Service is represented in the EOC by the Director of Emergency Medical Services. Resources for the service are those of the Health Department, Rescue Squads, and the Emergency Medical Services. In addition to services which would be required of this group in emergencies, they will support the medical and health requirements of Congregate Care.

## vii. Communications and Warning

Communications within the county are under the operational control of the Office of Emergency Communications Operations and Management. All emergency service agencies utilized within the county are terminated in the center station located at the EOC. Additional communications which could be placed in service are identified in the Resource Manual or Resource Database.

Warning within the county is provided by EAS with Cable Television interrupt on all channels and is supplemented by public address systems mounted in emergency service vehicles. Warning is an assigned responsibility of the County Warning Point (EOC) and supplemented by the various emergency service agencies. The direction and control of the warning

## viii. Public Health

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

ix. School System

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

x. Cooperative Extension

Agriculture is represented by the Cooperative Extension Service Director and is responsible for all issues concerning agriculture including assessing crop, livestock and their product damages that may result from the loss suffered in a disaster. This person will keep the EOC advised regarding agriculture losses or the potential of such losses. This person is also responsible for the coordination of the removal of dead farm animals and/or the decontamination of such animals. This person will be responsible for issuing proper authority to farmers to reenter stricken areas in coordination with the Sheriff and/or appropriate law enforcement agency. Also this person coordinates assistance to the public by means of public information concerning the consumption of food products or the preparation of same. This activity is conducted in a coordinated manner with the Health Department and the Public Information Officer.

xi. Damage Assessment

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

c. Technical/Plans/Special Services

- i. Hazardous Materials Response Coordinator
 

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

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

The Animal Control Section will be manned by the Animal Control Officer and/or their appointed representative. Animal Control will coordinate all issues dealing with domestic companion animals and assist Cooperative Extension as much as possible with livestock issues. These include issues of companion animals at shelters. The Animal Control Section may draw upon whatever resources are necessary and available to assist them.
  - iv. Other Technical Support Services
 

Other technical support services may be necessary such as representatives of utilities, chemical manufacturers, radiation specialists, or other specialists. These persons serve as technical advisors and liaisons within the scope of their expertise.
- d. Logistics
- i. The Logistics Group is headed by the Emergency Management Coordinator or Designee. This group is responsible for maintaining a display within the EOC of the current status of available government resources. Additionally, they must be knowledgeable of those resources available within the county but not under government control. This information will be assembled and frequently updated in a resource manual by the Department of Emergency Management. The Logistics Group, may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve / recover from the emergency or disaster situation. Logistics also is responsible for mass care and feeding and shelter operations.

## ii. Communications

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

## iii. Red Cross

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

## iv. A.R.E.S.

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

## e. Finance

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

1. Compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services;
2. Perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

## 9. Message Control

a. Radio communications received in the EOC will be via the County Communications Center. All traffic through the center is recorded on digital format and in the Computer Aided Dispatch System.

- b. Incoming information will be passed to the Operations Group Chief for information and disposition as deemed appropriate.
- c. Incoming information received via telephone or messenger will be written using the EOC messaging system furnished by Emergency Management.
- d. Actions taken as a result of incoming information will be made as an entry in the computer.
- e. Outgoing Messages: Copies of messages directing the commitment of resources or personnel will be made available to the Operations Officer and the information passed on to the Emergency Management Coordinator by the agency directing the action.
- f. A standard messaging system is available, via computer in the EOC for use by all agencies. The form is simple, self-explanatory and provides an appropriate attachment to journal entries.

10. Administration

a. Registration

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

b. Manpower

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

c. Staff Support

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

d. Housekeeping

i. Bedding is available within EOC and will be provided as needed during prolonged operations by the staff of Emergency Management or Red Cross.

ii. Meals

- 1. With exception of special diets which are the responsibility of the individuals, meals will be provided within the EOC when circumstances dictate or outside travel is restricted or curtailed.
- 2. The procurement of food supplies will be the responsibility of the Emergency Management Coordinator or Red Cross.
- 3. Preparation of meals within the EOC will be accomplished by either EOC Personnel or procured from private sector.

iii. Personal Items

1. Each individual reporting to the EOC for duty will make provisions for their own personal hygiene requirements, clothing, and any special dietary needs or prescription drugs.
- e. Office Supplies  
An initial supply of essential items will be furnished by the Department of Emergency Management. Subsequent supplies will be made available from county or retail stocks.
  - f. Transportation  
Transportation to and from the EOC is the responsibility of the individual. Should inclement weather or other conditions preclude vehicle movement, the Emergency Management Coordinator should be notified for whatever assistance he can provide.
  - g. Status Information  
The following status information will be maintained up-to-date in the EOC by the Operations Section in an appropriate manner:
    - i. Operation Log
    - ii. Shelters (capacity, name)
    - iii. Weather Information
    - iv. Emergency Action Classification (nuclear emergencies)
    - v. Decontamination stations
    - vi. Traffic Control points / road blocks
    - vii. Warning and notification routes
  - h. Maps  
Maps that depict the area of the emergency will be posted and maintained. Such maps should depict demographic features and threats to the safety of people and property.
  - i. EOC Security  
Security will be provided by Halifax County Sheriff's Department. Security will carry out the following:
    - i. Ensure picture IDs are worn or carried at all times and only those persons with proper identification are admitted to the EOC during operational hours.
    - ii. Ensure an accurate log is kept of all persons entering or exiting the EOC.
    - iii. Ensure authorized visitors are escorted at all times in the EOC.
    - iv. Perform perimeter security checks and ensure appropriate doors are locked or otherwise secured.
    - v. Perform other security functions as directed by the Sheriff, ranking law enforcement officer or the Emergency Management Coordinator

#### 11. Method Used to Alert EOC Staff

- a. The staff of the Department of Emergency Management and the County Manager's Office, following receipt of alert from the Halifax County Communications Department, will alert the Emergency Operations staff.
  - b. As each employee arrives, they will be provided an alert list and be directed to alert certain persons remaining to be called.
12. Termination and Deactivation
- a. EOC Command will determine termination/deactivation. This may be done gradually or all at once depending upon the specific incident.
  - b. The Planning Section Chief will be in charge of developing a demobilization/deactivation IAP to be carried accordingly by EOC Command at the given time.
  - c. All staff will sign out and account for their personnel.
  - d. All requested equipment, personnel and supplies will be accounted for and given to EOC computer operator to be logged into reports.
  - e. A critique will be held within one week of deactivation.

## Annex 2 – Damage Assessment

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This annex details the responsibilities and provision of a damage assessment by Halifax County. Halifax County Emergency Management will implement a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance. A planned damage assessment program is essential for effective response and recovery operations

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Central Permitting and Inspections
<b>Support Agency:</b>	Halifax County Emergency Management
	Halifax County Tax Department
	All agencies identified within the Emergency Operations Plan

### Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. A significant response of both solicited and unsolicited resources from outside the impacted area can be expected, and preparations must be made in order to manage this assistance.
3. Emergency public information is a critical tool in immediate post disaster response for informing the public about actions being taken, and for requesting help from outside the area of impact.
4. Damage to the utility systems and to the communications systems may hamper the recovery process.
5. Routine government agency operations such as delivery of social programs, legal processes, elections and cultural events may be postponed as a result of the disaster.
6. A major disaster could have a significant long term economic impact on the County.

### Concept of Operations:

1. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:

- a. The County Immediate Situation Report results in notification to the State EOC, information on the severity of the problems and the determination of need for further assistance.
  - b. The State supported Impact Assessment results in the identification of immediate life support needs.
  - c. Federal/State supported Damage Assessment precedes the delivery of a Presidential Disaster Declaration and defines the specific needs for long term recovery.
2. Following a significant disaster/emergency occurrence, a multitude of independent damage assessment activities will be conducted by a variety of organizations including County Damage Assessment Teams, American Red Cross, Insurance Companies, Utility Companies, Federal Agencies (NPS, Fish and Wildlife, Coast Guard), etc.
  3. Recovery from a significant disaster will be managed in two identifiable phases as follows:
    - a. Phase One - is the emergency response phase and the implementation of emergency plans. Actions under this phase include emergency security, debris removal, mass care and restoration of essential services. The County Emergency Management Agency will assume the lead role in coordination of this phase.
    - b. Phase Two - is the long term reconstruction phase. Actions under this phase include: rebuilding of damaged public buildings, rebuilding of roadways and bridges, rebuilding of private homes and private businesses, etc. The lead roles in this phase will be assumed by the County Manager, the County Building Code Officer, and the County Planner.
  4. Emergency and recovery operations will initially be coordinated from the County Emergency Operations Center. Each municipality affected will stay in contact with the Halifax County EOC.
  5. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
  6. The Halifax Fire Marshall will act as the Damage Assessment Officer when activated.
  7. The Damage Assessment Officer will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator and plot damaged areas on local maps.
  8. The Damage Assessment Coordinator will coordinate damage assessment teams conducting field surveys and ensure teams are properly trained and equipped.
  9. The Damage Assessment Officer will collect data, prepare damage assessment reports and forward reports to the Emergency Management Coordinator for review and processing.
  10. The Emergency Management Coordinator (EMC) will review, with other appropriate local officials, the damage assessment reports (residential, business and public / non-profit entities) to determine if any outside assistance will be necessary to recover from the disaster.
  11. The EMC will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management, Central Branch Office by the quickest means available.

12. Based upon the local damage assessment reports, the State Emergency Operations Team will determine what recovery capabilities are available to meet the anticipated requirements.

## Annex 3 – Debris Management

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This annex provides organizational structure, guidance and standardized procedures for the clearance, removal and disposal of debris caused by a major debris-generating event.

To establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.

To expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety and welfare of Halifax County residents.

To coordinate partnering relationships through communications and pre-planning with local, State and Federal agencies involved with debris management responsibilities.

To implement and coordinate private sector Debris Removal and Disposal contracts to maximize cleanup efficiencies.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration and intensity. This plan is based on the debris generating capacity of a Category 3 Hurricane with wind speeds in excess of 131 miles per hour and heavy rainfall. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized to address the debris problem, associated costs incurred and how quickly the problem can be addressed. The county will be divided into Debris Management Sites and the Director of Public Works has the primary responsibility for identifying these sites, obtaining agreements to use these sites and ensuring their continued availability.

### Assumptions

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

### Agency Responsibilities

**Primary Agency:** Halifax County Public Utilities

**Support Agency:** NC Department of Transportation

Disaster responsibilities for municipalities will be determined by the respective jurisdictions according to their capabilities. However, all clean up and restitution efforts should be coordinated with adjoining jurisdictions, including Halifax County. All Halifax County municipalities are encouraged to participate in the existing agreement for sharing resources among themselves as a first priority.

**A. Emergency Management Coordinator**

The Emergency Management Coordinator is responsible for daily operational control and overall management of the Emergency Operations Center and its staff. The Emergency Management Coordinator will receive current information on the severity of the disaster from many sources. All requests for debris removal or disposal will be directed to the Debris Manager. Requests for debris clearing from public facilities and roadways will be coordinated with the EOC.

**B. Public Works Director**

The Debris Manager will be designated as the County Debris Manager. In addition they will be responsible for, but not limited to, the following with respect to any and all debris management issues:

- Keep the Halifax County Administration and Emergency Management Coordinator briefed on the status of the debris clearing, removal and disposal operations.
- Assure that Halifax County is represented at all meetings with other government and private agencies involved with the debris cleanup operation.
- Coordinate with affected municipalities within Halifax County on all debris clearance, removal and disposal issues through conference calls.
- Convene emergency debris coordinating meetings at the EOC or other location as appropriate.
- Ensure the debris management effort is provided with all available administrative staff and field support personnel.
- During EOC activation the Debris Manager will coordinate debris management issues from the EOC. The Debris Manager will be responsible for coordinating all debris clearance and cleanup actions with the EOC. Actions will focus on

keeping track of field site assignments and progress of the initial debris clearance from public roadways and critical facilities.

- The Debris Manager will inform the Emergency Management Coordinator of cleanup progress and any problems encountered or expected.
- The Debris Manager will coordinate debris issues with municipalities, other government and private agencies involved with the debris cleanup operation. The Debris Manager may appoint a field operations coordinator who will be responsible for daily operational control of the debris sites.
- The Debris Manager will supervise the monitoring of Debris Contractors, load inspections at debris sites and other off site areas and the preparation of Load Sheets at debris sites or other impacted areas.
- The Debris Manager will coordinate the dissemination of public information with the EOC Public Information Officer (PIO).

#### **C. Public Information Officer (PIO)**

The PIO will develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio and TV public service announcements should be used to obtain the public's cooperation by separating burnable and nonburnable debris, segregating household hazardous waste, placing disaster debris at the curbside, keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping and segregating recyclable materials. Pickup schedules will be disseminated in the local news media and the County Emergency Information hotline.

#### **D. County Finance Officer**

The Halifax County Finance Officer, or his designee, shall serve as reimbursement coordinator and will provide for the collection and compilation of all labor, equipment hours, materials/supplies and expenditures related to disaster response and recovery. The reimbursement coordinator will also manage the receipt and submission of all debris contractor payables through consultation with the Debris Management Consultant and Debris Manager. Under the direction of the County Finance Officer, the County Debris Manager will assure that debris management contractors establish and maintain insurance coverage as required by the contract. In addition, the County Finance Officer, in cooperation with the Debris Management Consultant, will ensure that the contract

requirements are met by the identified contractors.

**E. County Damage Assessment Officer**

The County Damage Assessment Officer will be responsible for compiling all damage reports for County facilities using FEMA's Project Worksheet forms and coordinate the submission of these forms with the reimbursement coordinator and Debris Manager.

**F. Environmental Programs**

The Debris Manager shall work with the appropriate state and federal environmental regulatory agencies to ensure debris sites comply with established guidelines. Site monitoring will include environmental sampling (well drilling & monitoring sites) and lab services, as required.

**G. Solid Waste Manager**

1. The County Solid Waste Manager shall be responsible for the coordination with franchise waste haulers to reestablish garbage collection in the unincorporated areas of the County. The Solid Waste Manager shall coordinate the Debris Manager in matters regarding storm debris collection, transportation and disposal.
2. The County Solid Waste Manager shall be responsible for storm debris cleanup at solid waste facilities. The County Solid Waste Manager and the Debris Manager will coordinate any on site open burning of vegetative debris. The Solid Waste Manager will provide a status report on the availability of disposal capacity and the types and quantities of storm debris being delivered to the landfill facilities for processing or storage. The Emergency Management Coordinator will be provided with regular status reports.

**H. Hazardous Waste Services**

The contractor(s) in accordance with established state and federal disposal regulations should separate household Hazardous Waste (HHW). The contractor (s) shall provide to the Debris Manager recommendations for dealing with HHW materials. The contractor(s) shall ensure the coordination of inspections, notifications, and if necessary, cleanup or mitigation of any hazardous waste releases at identified facilities.

**I. Debris Management Consultant(s)**

Halifax County may hire a prime contractor to coordinate debris removal and other related activities. The contract will be handled as other service contracts are handled

within the scope of County government. The Finance Officer, in cooperation with the Debris Manager, will make recommendations regarding selection of the vendor, scope of work, costs and other related issues. The identified prime contractor will hire and supervise sub contractors within the scope of the contract.

## Concept of Operations:

### **Pre-Storm Administrative Actions**

The County Emergency Management Coordinator will conduct a Debris Management Workshop with the Contractors, Debris Manager, identified County staff and municipal representatives to review the Debris Management Plan procedures and to ensure that the debris management operation works smoothly. Items of discussion will include:

- Contractor responsibility
- Debris Management Site
- Logistical support
- Procedures for call up of Contractor personnel and equipment
- Haul routing
- Contractor vehicle identification and registration
- Debris hauling load ticket administration
- Mobilization and operation of the Debris Management Sites
- Contractor payment request submission, review, and verification
- Special procedures for HHW
- Debris Management site open and closure requirements

### **3. Pre-storm Activation Actions**

- a. The Emergency Management Coordinator will notify the Finance Officer, who will in turn notify the contractor, in order to place them on alert status. They are to be prepared to move into the Halifax County area within 12 hours after receipt of a Notice to Proceed from the County.
- b. The County Debris Management Consultant will be notified by the County Finance Officer upon notice of a Category 1 or above hurricane or other situation that could generate large volumes of debris. The Debris Management Consultant will establish presence and coordinate with the County should the situation dictate the activation of

the emergency contract.

#### 4. Debris Management Phases

##### *A. Phase I*

##### *Debris Clearance Operations*

The Solid Waste Manager, in cooperation with the County Damage Assessment Officer, is the lead person responsible for coordinating impact assessment for all public structures, equipment and debris clearance immediately following a large scale disaster in order to prioritize the impacted areas and resource needs. Debris clearance from roadways and public property will be accomplished using volunteer crews and equipment, NCDOT, mutual aid providers and private contractor resources. The NCDOT has the primary mission to clear debris from at least one lane on all primary and secondary roads to expedite the movement of emergency service vehicles such as fire, police and medical responders. These services may be supplemented by available volunteers from National Guard, Fire Departments and the NC Forest Service.

Halifax County Damage Assessment Teams will conduct initial zone by zone windshield surveys to identify the type of debris and to estimate amounts of debris on the roadways. The results of the windshield surveys will also be provided to the Debris Manager located at the EOC.

Priority for debris clearance will be based upon the following criteria:

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

14. Neighborhood streets
15. Private property adversely affecting public welfare

***B: Phase II***

Contractor operations will require County and identified municipalities to provide Field Monitoring Teams as well as Load Site and Disposal Site Monitors to oversee contractor operations for quality control purposes.

**1. Debris Removal and Disposal Operations**

The Debris Manager will coordinate debris removal and disposal operations for all unincorporated portions of Halifax County.

Identified contractors will collect and haul mixed debris from their assigned Debris Management Sites to designated C&D Debris Management sites or to designated private landfill sites. Clean woody debris will be hauled to the nearest designated vegetative Debris Management site for eventual burning or grinding.

Municipality contractors will take all storm debris to the County Landfill or an approved municipal Debris Management Site. Clean woody debris will be hauled to the nearest municipal Debris Management Site or approved County vegetative Debris Management Site.

Mixed debris from unincorporated areas will be hauled to designated C&D Debris Management Sites or to designated landfill sites. Clean woody debris will be hauled to the nearest designated vegetative Debris Management Site for eventual burning or grinding.

All vehicles hauling debris and contractor debris haulers will obtain a certified scale ticket and/or load ticket for each load of debris deposited at a private landfill. The contractors' scale ticket/load tickets will be turned into their supervisors at the end of each day. The supervisors will forward the scale tickets daily to the Debris Manager. The scale tickets/load tickets will be the verification documentation for landfill invoices.

Private haulers will pickup garbage according to current procedures, routes and removal schedules.

## 2. Contractor Debris Removal and Disposal Operations

The Finance Officer or his/her authorized representative will be in contact with the firm(s) holding Debris Removal and Disposal Contract(s) and advise them of impending conditions. The contract is designed to have a qualified Contractor(s) remove and lawfully dispose of all natural disaster generated debris, industrial or commercial hazardous waste. Debris removal may be limited to unincorporated streets, roads and other public rights of way based on the extent of the disaster by N. C. Department of Transportation. Debris contract haulers may be limited to disaster related material placed at, or to debris immediately adjacent to, the edge of the rights of way by residents within designated Debris Management Sites.

The Contractor, upon Notice to Proceed, will mobilize such personnel and equipment as necessary to conduct all debris removal and disposal operations as were previously detailed in the Debris Removal and Disposal Contract. All contractor operations will be subject to review by Halifax County Officials.

Halifax County recognizes the economy of disaster debris disposal through the use of local vegetative Debris Management Sites designated for volume reduction of clean woody debris. The County has pre-designated vegetative Debris Management Sites for the sole purpose of temporarily storing and reducing clean woody debris through either burning or grinding. The Contractor will operate the Debris Management Sites made available by the County. The Contractor will be responsible for all site setup, site operations, rodent control, closeout and remediation costs. The Contractor is also responsible for the lawful disposal of all debris reduction by products as his/her operations may generate at a Debris Management Site. A listing of all approved County Debris Management Sites will be provided.

Debris Management Sites will be established for mixed debris. These sites will be centrally located to handle construction and demolition (C&D) material. These C&D Debris Management Sites will be used to expedite the removal of mixed and C&D material from rights of way within the unincorporated portions of Halifax County. Municipalities will be allowed to use these sites upon approval of the Halifax County Debris Manager. A valid load ticket must accompany all material delivered to a County C&D Debris Management Site by County contractors. All material deposited at C&D Debris Management Sites will eventually be taken to a properly permitted landfill for final disposal.

The County Debris Manager may direct contractors to bypass C&D Debris Management Sites and approve the hauling of mixed C&D debris directly to a properly permitted landfill for disposal.

The Debris Manager, or their designee, will monitor the Contractor's performance for debris removal and disposal operations in each Debris Zone. The Debris Manager will supervise

the Field Inspection Teams consisting of County personnel. The Field Inspection Teams will monitor all Contractor operations. The Contractor will keep the Field Inspection Teams informed of cleanup progress and any problems encountered or expected.

The Contractor will restore the Debris Management Sites as close to the original condition as is practical so that it does not impair future land uses. All sites are to be restored to the satisfaction of the County with the intent of maintaining the utility of each site.

### **3. Loading Site and Disposal Site Monitors**

All contracted loads will be taken directly to an approved landfill for final disposal. The contractor should avoid multiple hauling of debris. The contractor shall comply with all terms of the Contract.

Disposal Site Monitors will be provided by either the County or from identified sources. The Loading Site Inspectors will be assigned to each Contractor loading site within designated Debris Management Sites. The Loading Site Monitor will initiate the load tickets that verify that the debris being picked up is eligible under the terms of the contract. Disposal Site Monitors will be stationed at all Debris Management Sites and landfills disposal site for the purpose of verifying the quantity of material being hauled by the Contractor through the use of load tickets.

The Contractor shall construct and maintain Inspection Stations at each Debris Management Site and landfill disposal site. The inspection stations will consist of an inspection tower with furniture and portable sanitary facilities. The Contractor will construct the inspection towers of pressure treated wood with a floor elevation that affords the Disposal Site Monitor a complete view of the load bed of each piece of equipment being utilized to haul debris.

A Disposal Site Monitor will be located at each inspection station to verify the load and estimate the volume in cubic yards. The Disposal Site Monitors will estimate the cubic yards of debris in each truck entering the Contractor's selected Debris Management Sites or landfill disposal site and will record the estimated quantity on pre-numbered debris load tickets.

The Contractor will only be paid based on the number of cubic yards of material deposited at the disposal site as recorded on the debris load tickets.

The Contractor will be paid based on the number of cubic yards of eligible debris hauled per truckload. One part of the debris load ticket will be given to the truck driver and the other retained by the Disposal Site Monitor. The truck driver's portion of the load ticket will be turned in daily to their supervisor. The Disposal Site Monitor's copy will be turned in daily

to the Debris Manager. Payment for hauling debris will only be approved upon presentation of the duplicate debris load ticket with the Contractor's invoice. Contractor invoices will be processed by the County in an expeditious manner.

#### 4. Field Inspection Team

The Debris Manager will appoint Field Inspection Team personnel responsible for monitoring all Contractor debris removal and disposal operations. The Field Inspection Teams will periodically inspect each Debris Management Site to ensure that operations are being followed as specified in the Debris Removal and Disposal Contract with respect to local, State and Federal regulations and the Debris Management Site Baseline Checklist. Each Field Inspection Team will submit a daily written report to the Debris Manager outlining their observations with respect to the following:

- Is the Contractor using the site properly with respect to layout and environmental considerations?
- Has the Contractor established lined temporary storage areas for ash, household hazardous wastes and other materials that can contaminate soils and groundwater?
- Has the Contractor established environmental controls in equipment staging areas, fueling and equipment repair areas to prevent and mitigate spills of petroleum products and hydraulic fluids?
- Are plastic liners in place under stationary equipment such as generators and mobile lighting plants?
- Has the Contractor established appropriate rodent control measures?
- Are burn sites constructed and operating according to Environmental checklist for Air Curtain Pit Burners?
- Has the Contractor establish procedure to mitigate:
  - *Smoke*: Are the incineration pits constructed properly and being operated according to the contract statement of work?
  - *Dust*: Are water trucks employed to keep the dust down?
  - *Noise*: Have berms or other noise abatement procedures been employed?
  - *Traffic*: Does the Debris Management Site have a suitable layout for ingress and egress to help traffic flow?

Field Inspection reports will also include observations at loading sites and the locations of any illegal dumping sites.

### *C. Phase III*

#### **1. Debris Management Site Setup and Closeout Procedures**

The Contractor will be responsible for preparing and closing out a Debris Management Site according to specification in the contract.

#### **2. Private Property Debris Removal**

Dangerous structures should be the responsibility of the owner to demolish in order to protect the health and safety of adjacent residents. However, experience has shown that unsafe structures will remain because of the lack of insurance or absentee landlords. Care must be exercised to ensure that the Halifax County Building Code Enforcement Department properly identifies structures.

The Debris Manager will coordinate with the Building Code Enforcement Department regarding:

- Demolition of private structures.
- Removing debris from private property.
- Local law and/or code enforcement agencies.
- Historic and archaeological sites.
- Qualified environmental Contractors to remove hazardous waste such as asbestos and lead based paint.
- Abandoned vehicles.
- Receipt of Right of Entry Agreements with landowners.

The topography and soil/substrate conditions should be evaluated to determine best site layout. When planning site preparation, think of ways to make restoration easier. For example, if the local soils are very thin, the topsoil can be scraped to bedrock and stockpiled in perimeter berms. Upon site closeout, the uncontaminated soil can be spread to preserve the integrity of the tillable soils.

The Debris Management Site baseline data checklist should be used to evaluate a site before a contractor begins operations and used during and after to ensure that site conditions are properly documented.

### **3. Debris Management Site Operations**

Lined temporary storage areas may be established for ash, household hazardous waste, fuels and other materials that may contaminate soils and groundwater. Plastic liners should be placed under stationary equipment such as generators and mobile lighting plants. These actions should be included as a requirement in the contract scope of work. If the site is also an equipment storage area, fueling and equipment repair should be monitored to prevent and mitigate spills of petroleum products and hydraulic fluids.

Be aware of and lessen the effects of operations that might irritate occupants of neighboring areas. Establishment of a buffer zone can abate concerns over smoke, dust, noise and traffic.

Consider on site traffic patterns and segregate materials based on planned volume reduction methods.

Operations that modify the landscape, such as substrate compaction and over excavation of soils when loading debris for final disposal, will adversely affect landscape restoration.

Debris removal/disposal should be viewed as a multi staged operation with continuous volume reduction. There should be no significant accumulation of debris at temporary storage sites. Instead, debris should be constantly flowing to burners and grinders, or recycled with the residue and mixed construction and demolition materials going to a landfill.

### **4. Debris Management Site Closeout Inspection**

Each Debris Management Site will eventually be emptied of all material and be restored to its previous condition and use. The Contractor is required to remove and dispose of all mixed debris, construction and demolition debris, and debris residue to approved landfills. Appropriate Halifax County inspectors will monitor all closeout activities to ensure that the Contractor complies with the Debris Removal and Disposal Contract. Additional measures may be necessary to meet local, State and Federal environmental requirements because of the nature of the Debris Management Sites operation.

### **5. Debris Management Site Closeout Planning**

The Contractor must assure the County that all Debris Management Sites are properly remedied. There will be significant costs associated with this operation as well as close scrutiny by the local press and environmental groups. Site redemption will go smoothly if baseline data collection and site's operation procedures are followed.

***Debris Management Site Closeout Steps:***

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

**6. Debris Management Site Remediation**

During the debris removal process and after the material has been removed from each of the Debris Management Sites, environmental monitoring will be needed to close each of the sites. This is to ensure that no long-term environmental contamination is left on the site. The monitoring should be done on three different media: ash, soil and groundwater.

- ***Ash.*** The monitoring of the ash should consist of chemical testing to determine the suitability of the material for either agricultural use or as a landfill cover material.
- ***Soil.*** Monitoring of the soils should be by portable inspection methods to determine if any of the soils are contaminated by volatile hydrocarbons. The Contractors may do this if it is determined that hazardous material, such as oil or diesel fuel was spilled on the site. This phase of the monitoring should be done after the stockpiles are removed from the site.
- ***Ground Water.*** The monitoring of the groundwater should be done to determine the probable effects of rainfall leaching through either the ash areas or the stockpile areas.

**7. Debris Management Site Closeout Coordination**

The Contractor will coordinate the following closeout requirements through the County Damage Assessment Team (CDAT) staff:

- Coordinate with local and State officials responsible for construction, real estate, Contracting, project management, and legal counsel regarding requirements and

support for implementation of a site remediation plan.

- Establish an independent testing and monitoring program. The Contractor is responsible for environmental restoration of both public and leased sites. The Contractor will also remove all debris from sites for final disposal at landfills prior to closure.
- Reference appropriate and applicable environmental regulations.
- Prioritize site closures.
- Schedule closeout activities.

## ENVIRONMENTAL CHECKLIST FOR AIR CURTAIN PIT BURNERS

Incineration site inspections will also include an assessment of the environmental controls being used by the Contractor. Environmental controls are essential for all incineration methods, and the following will be monitored.

A setback of at least 1,000 feet should be maintained between the debris piles and the incineration area. Keep at least 1,000 feet between the incineration area and the nearest building. Contractor should use fencing and warning signs to keep the public away from the incineration area.

The fire should be extinguished approximately two hours before anticipated removal of the ash mound. The ash mound should be removed when it reaches 2 feet below the lip of the incineration pit.

The incineration area should be placed in an aboveground or below ground pit that is no wider than 8 feet and between 9 and 14 feet deep. Above ground incineration pits should be constructed with limestone and reinforced with earth anchors or wire mesh to support the weight of the loaders. There should be a 1 foot impervious layer of clay or limestone on the bottom of the pit to seal the ash from the aquifer.

The ends of the pits should be sealed with dirt or ash to a height of 4 feet. A 12 inch dirt seal should be placed on the lip of the incineration pit area to seal the blower nozzle. The nozzle should be 3 to 6 inches from the end of the pit.

There should be 1 foot high, unburnable warning stops along the edge of the pit's length to prevent the loader from damaging the lip of the incineration pit.

Hazardous or contaminated ignitable material should not be placed in the pit. This is to prevent contained explosions.

The airflow should hit the wall of the pit about 2 feet below the top edge of the pit, and the debris should not break the path of the airflow except during dumping. The pit should be no longer than the length of the blower system and the pit should be loaded uniformly along its length.

*Construction and Demolition Debris Management Site Operational Guidelines*

When local governments are preparing temporary facilities for handling debris resulting from the cleanup efforts due to storm damage, the following guidelines should be considered when establishing Debris Management Sites for Construction & Demolition (C&D) debris.

These guidelines apply only to sites for staging/transferring C&D storm debris (roof shingles/roofing materials, carpet, insulation, wallboard, treated and painted lumber, etc.). Arrangements should be made to screen out unsuitable materials, such as household garbage, white goods, asbestos containing materials (ACM's), and household hazardous waste.

*Debris Management Sites*

Locating Debris Management Sites for staging/transferring C&D waste can be accomplished by evaluating potential sites and by revisiting sites used in the past to see if site conditions have changed or if the surrounding areas have changed significantly to alter the use of the site. The following guidelines are presented in locating a site for "staging/transferring" and are considered "minimum standards" for selecting a site for use:

1. Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in your County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.
2. Hauler unloading areas for incoming C&D debris material should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
3. Storage areas for incoming C&D debris shall be at least 100 feet from the site property boundaries, on site buildings/structures, and septic tanks with leach fields or at least 250 feet from off site residential dwellings, commercial or public structures, and potable water supply wells, whichever is greater.
4. Materials separated from incoming C&D debris (white goods, scrap metal, etc.) shall be at least 50 feet from site property lines. Other nontransferable C&D wastes (household garbage, larger containers of liquid, household hazardous waste) shall be placed in containers and transported to the appropriate facilities as soon as possible.

5. Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site the areas should be flagged and a 100-foot buffer shall be maintained for all activities on going at the site.
6. Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbance by truck/equipment traffic and possible site grading.
7. Sites shall have an attendant during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.
8. Sites should be secure after operating hours to prevent unauthorized access to the site. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control, if a site is to be used longer than two weeks.
9. When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation and who to contact in case of after hours emergency.
10. Final written approval is required from the County Emergency Management Coordinator to consider any debris management site to be closed. Closure of processing/recycling sites shall be within one (1) year of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site by the Solid Waste Section may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closure of sites shall be in accordance with the closure and restoration of temporary debris management sites guidelines.

*Establishing Debris Management Sites for Burning and Grinding Operations**General*

When preparing temporary facilities for handling debris resulting from the clean up efforts due to storm damage, the following guidelines should be considered when establishing Debris Management Sites for Burning and Grinding Operations.

These guidelines apply only to sites for grinding or burning vegetative storm debris (yard waste, trees, limbs, stumps, branches and untreated or unpainted wood). Arrangements should be made to screen out unsuitable materials.

The two method(s) of managing vegetative and land clearing storm debris are "chipping/grinding" for use in landscape mulch, compost preparation, and industrial boiler fuel or using an air curtain burner (ACB), with the resulting ash being land applied as a liming agent or incorporated into a finished compost product as needed.

*Chipping and Grinding Debris Management Sites*

Locating Debris Management Sites for chipping/grinding of vegetative and land clearing debris will require a detailed evaluation of potential sites and possible revisits at future dates to see if site conditions have changed or if the surrounding areas have changed significantly to alter the use of the site.

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

1. Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in your County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected.
2. Storage areas for incoming debris and processed material should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
3. Storage areas for incoming debris and processed material shall be at least 100 feet from the site property boundaries and on site buildings/structures. Management of processed material shall be in

accordance with the guidelines for reducing the potential for spontaneous combustion in compost/mulch piles.

4. Storage areas for incoming debris shall be located at least 100 feet from residential dwellings, commercial or public structures, potable water supply wells and septic tanks with leach fields.
5. Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site, the areas shall be flagged and a 100 foot buffer shall be maintained for all activities on going at the site.
6. Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris, and underground utilities need to be identified due to the potential for site disturbance by truck/equipment traffic and possible site grading.
7. Sites shall have an attendant(s) during operating hours to minimize the acceptance of unapproved materials and to provide directions to haulers and private citizens bringing in debris.
8. Sites should be secure after operating hours to prevent unauthorized access to the site. Temporary measures to limit access to the site could be the use of trucks or equipment to block entry. Gates, cables, or swing pipes should be installed as soon as possible for permanent access control, if a site is to be used longer than two weeks. Sites should have adequate access that prohibits traffic from backing onto public rights of way or blocking primary and/or secondary roads to the site.
9. When possible, signs should be installed to inform haulers and the general public on types of waste accepted, hours of operation, and who to contact in case of an after hours emergency.
10. Grinding of clean wood waste such as pallets and segregated nonpainted/nontreated dimensional lumber is allowed.
11. Final written approval is required from the County Emergency Management Coordinator to consider any debris management site to be closed. Closure of staging and processing sites shall be within six (6) months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closure of sites shall be in accordance with the closure and restoration guidelines for Debris Management Sites.

*Air Curtain Burner Sites*

Locating sites that are intended for air curtain burning (ACB) operations is a coordinated effort between the Solid Waste Authority and local air quality officials for evaluating the surrounding areas and to reevaluate potential sites used in the past. The following guidelines are presented for selecting an ACB site and operational requirements once a site is in use:

1. Contact the local fire marshal or fire department for input into site selection in order to minimize the potential for fire hazards, other potential problems related to fire fighting that could be presented by the location of the site and to ensure that adequate fire protection resources area available in the event of an emergency.
2. The requirements for ACB device(s), in accordance with local air quality rules require the following buffers: a minimum of 500 feet from the AC13 device to homes, dwellings and other structures and 250 feet from roadways. Contact the local office of air quality for updates or changes to their requirements.
3. Sites should be located outside of identifiable or known floodplain and flood prone areas; consult the Flood Insurance Rate Map for the location in your County to verify these areas. Due to heavy rains associated with hurricanes and saturated conditions that result, flooding may occur more frequently than normally expected. If ACB pit devices are utilized, a minimum two foot separation to the seasonal high water table is recommended. A larger buffer to the seasonal high water table may be necessary due to on site soil conditions and topography.
4. Storage areas for incoming debris should be at a minimum 100 feet from all surface waters of the state. "Waters of the state" includes but is not limited to small creeks, streams, watercourses, ditches that maintain seasonal groundwater levels, ponds, wetlands, etc.
5. Storage areas for incoming debris shall be located at least 100 feet from property boundaries and on site buildings/structures.
6. Air Curtain Burners in use should be located at least 200 feet from on site storage areas for incoming debris, on site dwellings and other structures, potable water supply wells and septic tanks and leaching fields.
7. Wood ash stored on site shall be located at least 200 feet from storage areas for incoming debris, processed mulch or tub grinders (if a grinding site and ACB site is located on the same property). Wood ash shall be wetted prior to removal from the ACB device or earth pit and placed in storage. If the wood ash is to be stored prior to removal from the site, then rewetting may be necessary to

minimize airborne emissions.

8. Wood ash to be land applied on site or off site shall be managed in accordance with the guidelines for the land application of wood ash from storm debris burn sites. The ash shall be incorporated into the soil by the end of the operational day or sooner if the wood ash becomes dry and airborne.
9. Sites that have identified wetlands should be avoided, if possible. If wetlands exist or wetland features appear at a potential site it will be necessary to delineate areas of concern. Once areas are delineated, the areas shall be flagged, and a 100 foot buffer shall be maintained for all activities ongoing at the site.
10. Sites bisected by overhead power transmission lines need careful consideration due to large dump body trucks/trailers used to haul debris and the intense heat generated by the ACB device. Underground utilities need to be identified prior to digging pits for using the ACB device.
11. Provisions should be made to prevent unauthorized access to facilities when not open for use. As a temporary measure, access can be secured by blocking drives or entrances with trucks or other equipment when the facilities are closed. Gates, cables, or other more standard types of access control should be installed as soon as possible.
12. When possible, post signs with operating hours and information about what types of clean up waste may be accepted. Also include information as to whether only commercial haulers or the general public may deposit waste.
13. Closure of air curtain burner sites shall be within six (6) months of receiving waste. If site operations will be necessary beyond this time frame, permitting of the site may be required. If conditions at the site become injurious to public health and the environment, then the site shall be closed until conditions are corrected or permanently closed. Closure of sites shall be in accordance with the guidelines for closure and restoration of Debris Management Sites.

*Guidelines for the Land Application of Wood Ash from Storm Debris Burn Sites*

1. Whenever possible, soil test data and waste analysis of the ash should be available to determine appropriate application rate.
2. In the absence of test data to indicate agronomic rates, application should be limited to 2 to 4 tons per acre/one time event. If additional applications are necessary, due to the volume of ash generated and time frame in which the ash is generated, then an ash management plan will be needed.
3. Ash should be land applied in a similar manner as agricultural limestone.
4. Ash should not be land applied during periods of high wind to avoid the ash blowing off the application sites.
5. Ash should not be land applied within 25 feet of surface waters or within 5 feet of drainage ways or ditches on sites that are stabilized with vegetation. These distances should be doubled on sites that are not vegetated and the ash should be promptly incorporated into the soil.
6. Records should be maintained to indicate where ash is applied and the approximate quantities of ash applied.
7. As an option to land application, ash may be managed at a permitted municipal solid waste landfill after cooled to prevent possible fire.
8. Assistance in obtaining soil test data and waste analysis of ash should be available through County offices of the Extension Service.

*Guidelines for Reducing the Potential for Spontaneous Combustion in Compost or Mulch Piles*

1. When ground organic debris is put into piles, microorganisms can very quickly begin to decompose the organic materials. The microorganisms generate heat and volatile gases as a result of the decomposition process. Temperatures in these piles can easily rise to more than 160 degrees Fahrenheit. Spontaneous combustion can occur in these situations.
2. Spontaneous combustion is more likely to occur in larger piles of debris because of a greater possibility of volatile gases building up in the piles and being ignited by the high temperatures. If windrows can be maintained 5 feet to 6 feet high and 8 feet to 10 feet wide, volatile gases have a better chance of escaping the piles and the possibility of spontaneous combustion will be reduced.
3. Turning piles when temperatures reach 160 degrees can also reduce the potential for spontaneous combustion. Pile turning provides an opportunity for gases to escape and for the contents of the pile to cool. Adding moisture during turning will increase cooling. Controlling the amount of nitrogen bearing (green) wastes in piles will also help to reduce the risk of fire. The less nitrogen in the piles the slower the decomposition process and consequently the less heat generated and gases released.
4. Large piles should be kept away from wooded areas and structures and should be accessible to fire fighting equipment, if a fire were to occur. Efforts should be made to avoid driving or operating heavy equipment on large piles because the compaction will increase the amount of heat buildup, which could increase the possibility of spontaneous combustion.

*Guidelines for Closure and Restoration of Debris Management Sites*

Closure or reapproval of a Debris Management Site should be accomplished within 30 days of receiving the last load of debris.

***Site Closure***

Once a site is no longer needed, it should be closed in accordance with the following guidelines. Closure is not considered complete until the following occurs:

***Material Removal***

1. All processed and unprocessed vegetative material and inert debris shall be removed to a properly approved solid waste management site.
2. Tires must be disposed of at a scrap tire collection/processing facility; white goods and other metal scrap should be separated for recycling.
3. Burn residues shall be removed to a properly approved solid waste management site or land applied in accordance with the guidelines at Attachment 2.
4. All other materials (unrecoverable metals, insulation, wall board, plastics, roofing material, painted wood, and other material from demolished buildings that is not inert debris (see #1 above) as well as inert debris that is mixed with such materials shall be removed to a properly permitted C&D recycling facility, C&D landfill or municipal solid waste landfill.

***Stabilization***

Site shall be stabilized with erosion control measures, including establishment of vegetative cover, in accordance with regulations of Department of Environmental Protection.

***Agency Approval***

The Department of Environmental Protection reserves the right to review any temporary site to determine if the provisions outlined herein have been adequately addressed.

*Site Re-approval*

Sites that were approved as temporary staging or processing sites will require reapproval for long term storage, continuing reduction processing, or permanent disposal if site is not closed out in accordance with guidelines stated here. Sites shall be managed and monitored in accordance with the Department of Environmental Protection and to prevent threats to the environment or public health.

APPENDIX 1

SAMPLE DEBRIS LOAD TICKET

<p>HALIFAX COUNTY Load Ticket</p>	
Ticket Number:	
Contract Number:	
Contractor's Name:	
Date:	
Driver's Name & Driver's License Number:	
Truck License Number:	
Measured Bed Capacity in Cubic Yards:	
Pickup Site Location:	
Time:	
Debris Classification:	
	Burnable Clean Wood Debris
	Non-Burnable Treated Lumber, Metals, C&D
	Mixed Burnable and Non-Burnable
	Other (Define)
Printed Name of Halifax County Loading Site Monitor:	
Signature:	
Debris Disposal Site Location:	
Time:	
Estimated Quantity of Debris on	
Truck:	
Cubic Yards:	
Printed Name of Halifax County Disposal Site Monitor:	
Signature:	
Remarks:	

APPENDIX 2

Halifax County

Debris Management Plan

Right of Entry Agreement

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

\_\_\_\_\_ State of \_\_\_\_\_

(Street)

\_\_\_\_\_

(City/Town)

(County)

do hereby grant and give freely and without coercion, the right of access and entry to said property in the County of \_\_\_\_\_, its agencies, contractors, and subcontractors thereof, for the purpose of removing and clearing any or all storm-generated debris of whatever nature from the above described property. It is fully understood that this permit is not an obligation to perform debris clearance. The undersigned agrees and warrants to hold harmless the County of \_\_\_\_\_, State of \_\_\_\_\_, its agencies, contractors, and subcontractors, for damage of any type, whatsoever, either to the above described property or persons situated thereon and hereby release, discharge, and waive any action, either legal or equitable that might arise out of any activities on the above described property. The property owner(s) will mark any storm damaged sewer lines, water lines and other utility lines located on the described property.

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

For the considerations and purposes set forth herein, I set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness \_\_\_\_\_

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

\_\_\_\_\_

Signature of Owner \_\_\_\_\_

**Appendix 3****Debris Management Site Baseline Data Checklist****Before activities begin:**

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

**After activities begin:**

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

**Progressive updates:**

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

**Site number and location:**

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

**Appendices:**

- Closure documents.
- Contracting status reports.
- Contract.
- Testing results.
- Correspondence.
- Narrative responses.

**Additionally:**

- Determine separate protocols for ash, soil and water testing.

- Develop decision criteria for certifying satisfactory closure based on limited baseline information.
- Develop administrative procedures and contractual arrangements for closure phase.
- Inform local and State environmental agencies regarding acceptability of program and established requirements.
- Designate approving authority to review and evaluate Contractor closure activities and progress.
- Retain staff during closure phase to develop site specific remediation for sites, as needed, based on information obtained from the closure checklist shown below.

## Annex 4: Donated Goods Management

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This annex details the roles and responsibilities of Halifax County's management of Donated Goods after a disaster. Donations are key to address victim needs after the incident. While the need for assistance after a disaster is high, the provision of unsolicited goods can exceed the county's capacity to administer donations appropriately. An organized system of management is essential to successful administration, which is best accomplished at the local level. The public will be informed of key actions related to donations and the positive benefit.

### Agency Responsibilities

<b>Primary Agency:</b>	Fredrick E. Turnage Chapter – American Red Cross
<b>Support Agency:</b>	Halifax County Emergency Management Public Information Officers within Halifax County

### Assumptions

1. Persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Unsolicited donations of goods can be expected including non-useful and unwanted goods.
3. 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.
4. Suitable facilities, equipment, space, and personnel that are convenient are needed for the management of donated goods. Churches, fire stations, EMS stations, the community college, and other volunteer agencies in Halifax County have served as collection points for donated goods.
5. Monetary donations, staple goods, and those items specifically requested best serve the needs of victims.
6. The distribution of donated goods must be coordinated with the identification of un-met needs.
7. People unaffected by the disaster will seek to receive donated goods.
8. Some donors will seek to bypass the distribution system established by the County.
9. Citizens and businesses of Halifax County will elect to donate money and goods to disaster victims elsewhere; they will need and seek guidance on methods of participation.
10. Transportation will be available to ship donated goods from the County to other destinations.
11. There will be an excess of donated goods that will require disposal.

## Concept of Operations:

### Receipt of Donated Goods

1. A central reception and sorting center for donated goods should be established and separate locations convenient to the affected areas of the County should be utilized as distribution centers.
2. The Office of Aging in concert with the ESF-6 Team will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of effort.
3. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.
4. The Public information regarding distribution sites, needed goods, volunteers, and other pertinent matters will be coordinated by the Public Information Officer and the ESF-15 team.
5. Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
6. When identifiable, unwanted goods should be refused.
7. Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent or established guidelines

### Collection and Distribution of Donated Goods outside of Halifax County

1. An attempt will be made to identify the needs of the intended destination prior to collection of goods.
2. A systematic method will be established for collection of the donated goods to be transported.
3. Goods will be sorted and packaged in an appropriate manner prior to transport.
4. Transportation of donated goods will be coordinated with the receiving destination prior to departure.
5. Suitable means of transport will be arranged for delivery of the goods in a timely manner.
6. When appropriate, transportation of donated goods should be coordinated with the NC Division of Emergency Management, Central Branch Office or the State EOC.

## Annex 5: Unmet Needs

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This annex details the roles and responsibilities and coordination of how Halifax County will address the unmet needs of individuals displaced by a disaster. Unmet needs may include financial assistance, housing, food, transportation, furnishings, medical, etc. that cannot be met by either government or non-governmental service organization like Salvation Army or Social Services. The Halifax County Unmet Needs Committee includes representatives from Emergency Management, County Commissioners, Mayors & Commissioners, and the Department of Social Services.

### Agency Responsibilities

**Primary Agency:** Halifax County Department of Social Services

**Support Agency:** Halifax County Emergency Management

### Assumptions

1. There will be people with unmet needs following an emergency/disaster.
2. There are many sources of assistance available to be utilized through church groups, civic groups, individual contributions and others.
3. The Committee will work with all available sources to identify those people with needs and all victims will be identified.
4. Assistance will be available to help with unmet needs.
5. All victims will be returned to pre-disaster levels.

### Concept of Operations:

1. The Committee will meet in concert with the ESF-6 team following an emergency/disaster and start assessing the needs, monitoring assistance and creating files on the victims and their needs.
2. The Committee will coordinate with other relief agencies to eliminate duplication of aid.
3. Pre-disaster situations of victims will be determined on a case-by-case basis.
4. Assistance other than the normal Federal, State and local programs will be identified and utilized in meeting needs.

5. Standards will be established and communicated for agencies to follow when providing services to victims.
6. The Committee will maintain a presence in the Disaster Application Center.
7. The committee will coordinate needs with agencies managing the donated goods process or other mechanisms for the distribution of commodities or donated items.

## Annex 6: Evacuation & Repatriation

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This annex provides guidance for Halifax County's as it relates to the activities of evacuation and repatriation as the result of an emergency. Halifax finds itself at risk of multiple threats that could result in evacuation. There are several highways allowing for evacuation, however Halifax does not have any commercial public transportation.

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Sheriffs Department
<b>Support Agency:</b>	Halifax County Emergency Management

### Assumptions

1. Emergency situations may require evacuation of all or part of the County. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuations may be needed in the event of an impending hurricane.
2. Sufficient warning time will normally be available to evacuate the threatened population.
3. Traffic control resources must be in place prior to the public release of an evacuation order.
4. Evacuation and re-entry information will be made available to the public by all available means.
5. If there is significant potential threat, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.
9. Debris or damage to the roadway could hamper re-entry.
10. Effective evacuation should be completed during daylight hours.
11. A delayed evacuation order could endanger lives and result in civil disorder.
12. Evacuation from Halifax County will impact adjacent counties.
13. Stranded motorists could present significant problems during an evacuation situation.

## Concept of Operations:

### General

1. The ultimate **responsibility for ordering a county-wide evacuation or repatriation** rests with the Policy/Administration Group. If a municipality is to be evacuated, the Mayor will issue the order. If the evacuation or repatriation involves more than one jurisdiction, or an area outside of a municipality, the Chairperson of the County Commissioners, or his/her designated representative will issue the order.
2. Evacuation orders will be executed in accordance with any existing declarations.
3. Public information concerning the Policy/Administration Group's evacuation or re-entry orders will be released through all available media.
4. The Incident Commander (IC) and/or Emergency Management Coordinator at the scene of an emergency in Halifax County have the **authority to order an evacuation**.
5. Regional coordination of traffic control, shelter/mass care and public information will enhance the total evacuation and repatriation process. The State Division of Emergency Management will coordinate regional evacuation activities.
6. Law Enforcement will implement traffic control for evacuation and for repatriation.

### Specific

1. **Movement Control and Guidance**
  - a. Traffic control points to support a county-wide evacuation have been pre-determined by law enforcement personnel.
  - b. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency
2. **Staging Areas and Pick-up Points and Routes**
  - a. Identified stranded motorists will be assisted by law enforcement officers in reaching a pre-determined rally point for mass transportation to a location for best available shelter. The Operations Officer will determine the location of the best available shelter.
  - b. The County has determined pre-designated staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the County.
3. **Evacuation of Special Populations (Institutions, Facilities, and Special Care Individuals)**
  - a. Institutions and schools within the County must develop procedures for evacuation.
  - b. Department of Social Services has attempted to identify medically and functionally fragile populations in a special needs registry.
  - c. Specialty Care Facilities will develop evacuation procedures and pre-determined locations for re-location of its' facility.
  - d. Notification to the at-risk populations will be attempted according to ADA (Part 35.160).

- e. Evacuations from jail/prisons will be coordinated and conducted by the Halifax County Sheriff's Office and Department of Corrections utilizing existing plans.

**4. Repatriation**

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

## Annex 7 – School Emergency Plan

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This annex (School Emergency Plan) has been developed by the NC Division of Emergency Management in conjunction with Halifax County School System and Halifax County Emergency Management to provide protective actions in the event of a school emergency or event. There are numerous situations and circumstances where this annex may be implemented including, but not limited to: 1) severe weather; 2) man-made events such as chemical spills; and 3) a mass casualty event at a school. Each condition requires a specific response from local government, which may require the activation of the Emergency Operations Center (EOC).

### Agency Responsibilities

<b>Primary Agency:</b>	Halifax County School System
<b>Support Agency:</b>	Halifax County Emergency Management

### Assumptions

1. An emergency or event may impact one, individual school or could affect multiple educational sites simultaneously.
2. Request for mutual aid and need for additional resources will be required in response to a mass causality event.
3. Individual and specific plans are needed at each school site and can be made available through the Administrative Officer or School Principal.

### Concept of Operations:

1. Notification
  - a. Should an event occur (i.e., weather, chemical spill, etc.) which requires notification; action will be taken based upon the conditions at the time. If protective actions by the public and/or schools are necessary, local government will activate the primary notification system.
  - b. School officials will be notified by telephone of the emergency.
  - c. If an emergency incident occurs at the school, school officials will contact the Halifax County Warning Point, via 9-1-1.
  - d. Schools in Halifax County are also supplied with a weather alert radio system to warn of impending severe weather. This system can also be used for other emergency events.

- e. Upon notification that an incident has occurred, the school principal or his/her designee shall activate its emergency response plan to ensure the safety and welfare of students and staff.
  - f. Following receipt of notification of an emergency, the principal (or designee) will notify the Superintendent of Schools, the school transportation system director, and the EOC representative of their course of action. This will ensure that resources are activated or put on standby to implement the school plan.
2. Shelter-in-Place
- a. Protective actions may require faculty, staff and students to remain inside and shelter-in-place. All actions shall be performed under the direction of the School Principal or his/he designee.
  - b. When notified that sheltering is necessary, the following action shall be taken:
    - i. Notify students and staff of existing emergency and instructions to be followed by PA system.
    - ii. Ensure that all outside activities have ceased and all have returned to the buildings.
    - iii. Remain indoors until notified that it is safe to leave the building. **DO NOT GO OUTSIDE.** All students will remain in classrooms under the supervision of a teacher.
    - iv. Teachers and staff members will close all doors and windows.
    - v. Custodial staff will turn off ventilation systems leading to the outside (i.e., air conditioning, heat system, fans).
    - vi. Remain in the interior section of the building away from exterior doors and windows for greatest protection (i.e., basement, interior rooms, etc.)
    - vii. Food service staff should cut off all fans, air conditioners, forced air heating systems, and any other ventilation system leading to the outside.
    - viii. Communicate with Superintendent of Schools regarding protective actions undertaken.
3. Evacuation
- a. Notification to evacuate a school may occur depending upon the severity of conditions during an emergency. Efforts will be made to evacuate all schools within the shortest possible time.
  - b. Upon notice to evacuate, the principal or designee will announce the course of action that the school will take over the PA system. Students will clear their desks, lockers, and closets of personal items and report to classrooms or homerooms. Teachers will take roll call and account for all students.
  - c. Each school will be evacuated to the reception center identified for that school. Teachers and other school staff will be requested to drive personal vehicles to reception center location and assist in accountability of students; however, at least one (1) teacher or staff member will be assigned to each bus leaving the school. Students will be allowed to drive their personal vehicles to the reception center location.

- d. Each school will be assisted in traffic and crowd control by a law enforcement officer from local or state government. Buses will leave each school and proceed to the reception center as a convoy. Each convoy will be escorted and followed by a law enforcement officer. They will also serve as the primary communications link between the convoy and the EOC.
  - e. After leaving the school, all evacuees will proceed directly to the appropriate reception center. Families will be notified by annual correspondence as well as by EAS message of the reception center location to which their children have been relocated. Parents/guardians should not attempt to go to the school for pick up but should proceed to the appropriate reception center location.
4. Student Identification
- a. Each student shall be provided with a visible identification badge (either self-adhesive or pinned to clothing with a safety pin) prior to evacuation. The following information will be on the badge:
    - i. School
    - ii. Student's name
    - iii. Address
    - iv. Name of parent/guardian
    - v. Home telephone number
    - vi. Teacher's name
    - vii. Bus number of evacuation
  - b. The identification badges will be prepared at the beginning of each year and updated on a routine basis to ensure that each student is provided with a means of identification if evacuation should become necessary. If utilized for evacuation for other than a radiological emergency, new badges shall be made for each student following use of the earlier badges. It is vitally important that this information be maintained and updated routinely since some younger students may be confused and unable to communicate their identity to reception center officials. Identification badges will be kept by the teacher and distributed in the event an evacuation is ordered.
5. Transportation
- a. Transportation resources will be pre-established to expedite the evacuation process. Transportation needs will be reviewed at the beginning of each academic year to ensure adequate resources. School buses will be the primary means of transportation. In addition, activity buses and other support vehicles may be used. If additional transportation is necessary, it will be provided through the EOC. Students driving to schools will be permitted to drive their own cars out of the area, but will be instructed by the principal to report immediately to the assigned reception center.

- b. The principal or designee at each school will assign the order in which buses will be loaded by classroom with at least one (1) teacher or staff member assigned to each bus. All buses will be loaded to maximum safe capacity.
- c. Each school will have a supply of information packages for bus drivers. Each package will contain protective information and directions to the appropriate reception center.

## Annex 8: Training and Exercise

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The Training and Exercise Annex covers the below listed programs and identifies the target audiences for each topical area. Additional courses and course scheduling is available through North Carolina Emergency Management's website.

### A. *Shelter Management Course*

#### 1. Scope

A four to six-hour course which includes registration and identification of shelters, organization of the shelter, types of shelter groups, organization of property brought into the shelter and shelter resources; shelter rules, social control and goals in radiological protection. It also includes the importance of water, safety, food, fresh air, sleeping, recreational activities and support.

#### 2. Availability

Conducted by the American Red Cross in Cooperation with Emergency Management.

### B. *Shelter Monitoring*

#### 1. Scope

A three hour course presents an overview of the appropriate emergency response plans and standard operating procedures for persons assigned duties at personnel monitoring and decontamination stations, personal dose measurement, record keeping and personal monitoring and decontamination duties should take the 12 hour FCRM Course and this three hour course to be fully trained.

#### 2. Availability

Conducted by the Division of Emergency Management certified instructors upon request.

#### 3. Refresher Training

At least once every two years or as deemed necessary

### C. *Basic Skills in Leadership and Influence*

#### 1. Scope

This 3-day course shows participants how to assess differences in personal values and interpersonal influence styles and to apply situational leadership behaviors in emergency management.

2. Availability

This course is offered to all personnel who perform an emergency management function and is also available online at <http://training.fema.gov>. It is listed as IS-240.a.

**D. *Basic Skills in Decision Making and Problem Solving***

1. Scope

This 1-2 day course is a set-up to give the student practice in making individual and group decisions based on a model of the problem-solving process.

2. Availability

This course is offered to all personnel who perform an emergency management function and is also available online at <http://training.fema.gov>. It is listed as IS-241.a.

**E. *Basic Skills in Effective Communications***

1. Scope

This 3-day course is designed to develop skills of emergency managers in public and interpersonal communications. The course includes a variety of topics and provides for practice in oral presentations.

2. Availability

This course is offered to all personnel who perform an emergency management function and is also available online at <http://training.fema.gov>. It is listed as IS 242.a.

**F. *National Incident Management System (NIMS)***

**See Appendix 1 of this document to view the NIMS training requirements for specific job titles and response agencies.**

**1. ICS 100****Scope**

This course introduces the Incident Command System and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS).

**Audience**

The target audience includes all personnel with a direct role in emergency preparedness, incident management or response, and recovery efforts. This includes: entry level first responders and disaster workers, first line supervisors, middle management, and command/general staff members of an EOC or Incident Management Team.

**Availability**

This class is available both online and in the classroom. The online version is available at <http://training.fema.gov>, listed as IS 100.a (or newer version designated with a new letter and date). Anyone seeking to take the classroom should contact the Halifax County Emergency Management Coordinator and/or check the listings at the local community colleges.

**2. ICS 200****Scope**

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. It focuses on the management of single resources and initial action incidents. It builds on the ICS-100 course.

**Audience**

The target audience includes all personnel with a direct role in management of emergency preparedness, incident management or response, and recovery efforts. This includes: first line supervisors, middle management, and command/general staff members of an EOC or Incident Management Team.

### Availability

This class is available both online and in the classroom. The online version is available at <http://training.fema.gov>, listed as IS 200.a (or newer version designated with a new letter and date). Anyone seeking to take the classroom should contact the Halifax County Emergency Management Coordinator and/or check the listings at the local community colleges.

### 3. ICS 300

#### Scope

This course provides training on and resources for personnel who require advanced application of the Incident Command System. It is designed to enable personnel to operate efficiently during an incident or event within the ICS. The course will focus on management of expanding incidents. This course expands on the information obtained in the ICS 100 and ICS 200 courses.

#### Audience

The target audience for this course is for individuals who may assume a supervisory role in expanding incidents or Type 3 incidents. This includes: middle management and command/general staff of an EOC or Incident Management Team.

#### Availability

This course is a 16-hour class available in the classroom setting only. Anyone seeking to take the class should contact the Halifax County Emergency Management Coordinator and/or check the listings at the local community colleges. ICS 100 and ICS 200 are prerequisites for taking this course.

### 4. ICS 400

#### Scope

This course is designed for senior personnel who are expected to perform in a management capacity in an Area Command or multiagency coordination system. This course expands upon the information covered in ICS 100, ICS 200, and ICS 300.

#### Audience

The target audience for this course includes those individuals with responsibility as a command or general staff position in the EOC or as part of an Incident Management Team.

#### Availability

This course is a 16-hour class available in the classroom setting only. Anyone seeking to take the class should contact the Halifax County Emergency Management Coordinator and/or check the listings at the local community colleges. ICS 100, ICS 200, and ICS 300 are prerequisites for taking this course.

### 5. IS 700

#### Scope

This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

#### Audience

The target audience includes all personnel with a direct role in emergency preparedness, incident management or response, and recovery efforts. This includes: entry level first responders and disaster workers, first line supervisors, middle management, and command/general staff members of an EOC or Incident management team.

#### Availability

This class is available online. The course is located at <http://training.fema.gov>, listed as IS 700.a (or newer version designated with a new letter and date).

### 6. IS 800

#### Scope

The course introduces participants to the concepts and principles of the National Response Framework. After completion of this course, the student will understand the purpose of the National Response Framework, the response doctrine established by the National Response Framework, the roles and responsibilities of entities as specified in the National Response

Framework, the actions that support national response, the response organizations used for multiagency coordination, and how planning relates to national preparedness.

### Audience

This course is intended for government executives, private-sector and nongovernmental organization (NGO) leaders, and emergency management practitioners. This includes senior elected and appointed leaders, such as Federal department or agency heads, State Governors, mayors, tribal leaders, and city or county officials – those who have a responsibility to provide for effective response.

### Availability

This class is available online. The course is located at <http://training.fema.gov>, listed as IS 800.a (or newer version designated with a new letter and date).

## 7. Additional Courses

Position specific and tasks-oriented classes are available on-line and in the classroom. These classes are available to any personnel seeking to enhance their performance in a specific area for job-related duties or disaster response duties.

Availability of classes are listed on TERMS, the Training and Exercise Registration Management System, maintained by the training division of NC Emergency Management and can be found at <http://terms.ncem.org/TRS/>. Also, individuals may consult the local community college websites for course offerings along with viewing the website <http://training.fema.gov> for a listing of Independent Study classes available for job-specific training and orientation. Individuals may also contact the Halifax County Emergency Management Coordinator for assistance in locating classes or setting up a local class.

Individuals are encouraged to register with TERMS with a username and password. By registering, it provides a transcript of all classes taken through NCEM and FEMA to include all NIMS compliant courses. Individuals may view their transcripts at any time and the Halifax County Emergency Management Coordinator may obtain transcripts for reporting purposes only. The Halifax County EM Coordinator is the only authorized TERMS administrator through the Division of NC Emergency Management for Halifax County.

**G. *Validation of NIMS compliance***

Halifax County Emergency Management will request training records of individual county departments, municipalities, law enforcement agencies, fire departments, and EMS/Rescue agencies within the county on a yearly basis to verify compliance with the NIMS specifications. Records will also be verified by use of TERMS for all individuals within Halifax County that are registered users of the program. Each department should maintain a file of all completed NIMS courses with rosters and/or certificates of completion.

All NIMS data will be submitted via NIMSCAST no later than the 15<sup>th</sup> day of September of each year per FEMA and NC EM guidelines and requirements.

**EXERCISES****A. *Scope***

Halifax County Emergency Management will develop and maintain a 5-year exercise and training program calendar. This program will consist of the following types of exercises: seminars, workshops, tabletop exercise, drills, functional exercise, or full-scale exercise.

**B. *Concept***

The concept of the exercise program is to develop a building block approach to training that will incorporate multi-discipline facets of public safety to enhance the overall response and recovery efforts of Halifax County. The exercise program will utilize scenarios based upon prior events and/or fictional events that could affect the citizens of Halifax County. The exercises and scenarios will be developed around the Emergency Operations Plan and incorporate agency-specific plans as needed.

**C. *Validation***

Halifax County Emergency Management will conduct exercises utilizing the Homeland Security Exercise and Evaluation Program templates. This will ensure compliance with Federal guidelines for exercises and provide a uniform conduct of exercises within the county. Emergency Operations Plans and Standard Operating Guidelines/Procedures will be validated by use of this standardized program. A copy of the completed exercise or, at a minimum, a copy of the After Action Report will be maintained at the Halifax County EM office for a period of up to 5 years or through the life of any grant fund cycles that are utilized to conduct the exercise, whichever is greater.

**D. *Funding***

Funding is available through various grants offered through the Division of NC Emergency Management. These funds may be obtained through the local office of Emergency Management for use to conduct training and exercises at the local level.

Any department or agency wanting to participate in an exercise should contact the Halifax County Emergency Management office for further details.



## APPENDIX 1

### NIMS Training Requirements

Participant	IS-700	IS-800	ICS 100	ICS 200	ICS 300	ICS 400	IS-701	IS-702	IS-703
<b>1st Responders (Fire, EMS, LEO)</b>	X	X	X	X					
<b>1st Responders (Supervisor/Officers)</b>	X	X	X	X			X		
<b>1st Responders (Middle Mgmt &amp; Above)</b>	X	X	X	X	X		X	X	X
<b>EM Co-Coordinator</b>	X	X	X	X	X	X	X	X	X
<b>County Manager</b>	X	X	X	X	X	X	X	X	
<b>Elected Officials (Directly Involved in Emerg Ops)</b>	X	X	X	X	X	X	X	X	
<b>Town Managers</b>	X	X	X	X	X	X	X	X	
<b>911 Comms</b>	X	X	X	X					
<b>911 Comms Supervisor</b>	X	X	X	X	X		X	X	
<b>PIO</b>	X	X	X	X	X		X	X	

ANNEX 8: TRAINING AND EXERCISE

Participant	IS-700	IS-800	ICS 100	ICS 200	ICS 300	ICS 400	IS-701	IS-702	IS-703
Fire Marshal	X	X	X	X	X				X
Forestry	X	X	X	X	X		X	X	X
Schools (Supt./Asst. Supt./PIO/Trans. Dir./Maintenance Dir./Principals)	X	X	X	X	X		X	X	X
County Water Dept (Excluding Staff)	X	X	X	X					
County Water Dept (Supervisors)	X	X	X	X	X				X
Public Works (Employees)	X	X	X	X					
Public Works (Supervisors)	X	X	X	X	X				X
Tax Dept. Supervisor (Damage Assess. Officer)	X	X	X	X	X		X	X	
Finance Dept. Supervisor	X	X	X	X	X		X		

ANNEX 8: TRAINING AND EXERCISE

Participant	IS-700	IS-800	ICS 100	ICS 200	ICS 300	ICS 400	IS-701	IS-702	IS-703
Recreation Dept. Dir.	X	X	X	X	X				X
Animal Control Officer	X	X	X	X	X			X	
Public Health Staff	X	X	X	X					
Public Health Supervisor	X	X	X	X	X				
Mental Health Director	X	X	X	X	X				
Social Services Staff	X	X	X	X					
Social Services Supervisor	X	X	X	X	X			X	
Amateur Radio	X	X	X	X					
Nursing Homes (Mgrs.)	X	X	X	X					
Inspections	X	X	X	X					
Inspections Supervisor	X	X	X	X	X		X	X	
County Planner	X	X	X	X	X			X	

ANNEX 8: TRAINING AND EXERCISE

Participant	IS-700	IS-800.b	ICS 100	ICS 200	ICS 300	ICS 400	IS-701	IS-702	IS-703
<b>NC Coop Ext. Service Agent</b>	X	X	X	X				X	
<b>Senior Citizens Director</b>	X	X	X	X					
<b>Register of Deeds (Excluding Staff)</b>	X	X	X	X					
<b>Building &amp; Grounds</b>	X	X	X	X					X
<b>Volunteers (Anyone directly involved in emergency operations, EX. Homeowner Assoc., CERT)</b>	X	X	X						

## Terrorism Incident Annex

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This annex details the roles and responsibilities of Halifax County's management of incidents that may include a terrorist element. This annex is meant as guidance for first responders and managers where information may vary from the day to day implementation of the Emergency Operations Plan. The successful response to, and management of, a terrorist incident requires a well-planned, integrated and coordinated response from local government, neighboring jurisdictions, the private sector, state and federal agencies. A chemical, biological or explosives-related terrorist incident is a federal crime scene, and in accordance with Presidential Decision Directive 39, the FBI has overall responsibility for crime scene management.

Individuals or groups to achieve political, social or economic gain or recognition by fear, intimidation, coercion or violence against the government and its citizens define terrorism as criminal acts or threats.

Crisis Management addresses the cause of a terrorist incident, the identity, motivation, and capability of the terrorists and the weapons they employ. Crisis Management is a law enforcement function and includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve the threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions such as intelligence, surveillance, tactical operations, behavioral assessment, negotiations, forensics and investigations, as well as technical support missions such as agent identification, search, render safe procedures, transfer and disposal and limited decontamination.

Consequence Management addresses how the incident affects or potentially might affect public health, safety and the environment. Consequence management includes measures to protect public health, safety and the environment, to restore essential government services and to provide relief to governments, businesses and individuals affected by the consequences of terrorism. In an actual or potential terrorist incident, command and control of local government resources may transition between the Halifax County Sheriff's Office, Police Departments, Halifax County EMS, the Fire Department having jurisdiction and the Halifax County Emergency Management Office. The Unified Command team approach shall be utilized to transition incident command and control among these agencies. These efforts will include the roles, responsibilities and functional duties as describes in Section VI, New Entry Protocols.

## Agency Responsibilities

<b>Primary Agency:</b>	Halifax County Sheriff's Department Fire Department having jurisdiction
<b>Support Agency:</b>	Halifax County EMS Halifax County Health department Halifax County Department of Social Services Halifax County Administration and Public Information Official Halifax County Emergency Management American Red Cross

## Assumptions

1. Planning and training prior to an incident will significantly reduce the risk to personnel.
2. Emergency response personnel are knowledgeable in the use of available resources.
3. Response time for resources requested from outside the County will require a minimum of two hours.

## Concept of Operations:

As part of the awareness program associated with acts of terrorism, the first responders (fire, EMS, law enforcement) must first insure their own protection and the protection of all responding departments.

- A. Listed below are the primary components of the concept of operations. The primary first responders can address some of these components; the Incident Command System (ICS) and/or the EOC, when activated, will address other components.
  1. Threat assessment levels
  2. Notification process-internal-external-primary and support
  3. Command and control function-ICS and Unified Command
  4. New entry protocols
  5. Crisis Management
  6. Consequence Management
  7. Roles, responsibilities and checklist
  8. Chain of evidence and evidence preservation
  9. Other primary considerations as identified by response organizations

Note: The above is *not* an all-inclusive list. It is intended to emphasize the need for a more deliberate response process that will enhance responder and public safety. Each of the above items will be covered as part of response overview.

#### B. Threat Assessment

This element will be the responsibility of ESF-13 Law Enforcement agencies that consist of Police Departments, Halifax County Sheriff's Department, State Bureau of Investigation, Federal Bureau of Investigation, Bureau of Alcohol and Firearms and other law enforcement agencies that provide information on terrorist groups, individuals and threat situations based on collected intelligence. The FBI will have primary responsibility for coordinating intelligence and threat assessment information. The Halifax County Sheriff's Department will coordinate distribution of information to the primary response departments.

#### C. Notification Level-Internal/External-Primary/Support

Listed below are the primary response and primary support departments that would be part of the notification process.

##### *Primary Response Departments*

- ESF-13: Law Enforcement
- ESF-08: Health and Medical
- ESF-04: Fire Services
- ESF-10: Hazardous Materials

##### *Additional Support Department Notifications*

- NC Division of Emergency Management
- Department of Social Services
- Mental Health
- Corporate Communication/Public Information - City & County
- American Red Cross – Albemarle Regional Chapter

This list can be expanded as the need arises or as the scope of operations expands. The IC can demobilize departments if the situation changes. Each agency should develop its own internal notification procedures.

#### D. Command and Control

This function is critical for ensuring a successful operation. It is *absolutely imperative* that a Unified Command approach for command and control be used for response. In all incidents within Halifax County, the Fire Department will assume command of the consequence management phase of the incident. Because of the nature of these incidents, the responsibility of stabilizing the immediate area of operations within the definition of consequence management lies solely with the fire department.

Within the definition of crisis management, the affected Law Enforcement Agency will assume responsibility for the situation and take appropriate action. There may be situations where consequence and crisis management must be addressed simultaneously where law enforcement and the fire department share command and control. As soon as possible, the core group will establish a Unified Command structure for tactical and investigative operations. The core group will consist of:

- Affected law enforcement agency
- NCSBI
- FBI
- Volunteer fire departments based on jurisdiction boundaries
- Police Department and Halifax County Sheriff's Department
- Halifax County EMS

Once established, the unified command will agree upon criminal tactical and investigative issues.

There is no clear separation between consequence and crisis management in instances where both consequence and crisis are operational concurrently. The Unified Command will prevail in instances where the consequence and crisis functions cross the determination made to insure the health and safety of responders, the general public and evidence, in that order.

It's imperative that immediate command and control be established to insure control measures are implemented for life, safety and evidence preservation.

All responding departments of local government must be prepared to interface with their state and federal counterparts at both the incident site and the EOC.

The EOC, when activated, will be the coordination center for the County and appointed officials. Operational command will be maintained at the incident site.

#### F. Roles, Responsibilities and Checklist

This part of the planning document is detailed in Section VI, Item B and in each of the core groups internal SOGs. The listing represents the primary factors associated with response to terrorist incidents

#### H. Preserving and Collecting Evidence

This operational area is addressed in more detail in the following sections, and by each agency's SOG. This function may be part of new site entry protocols. Life safety issues will take

precedence over this area of operation; however maintaining the chain of evidence is a crucial element. The preserving and maintaining of evidence should be considered and exercised at every opportunity.

## V. ENTRY PROTOCOLS

A. This operational area will be headed by the Regional Hazardous Material Response Team and shall be incorporated into the SOGs for all responding organizations. In addition, this is part of the new awareness that must be included in the training program for all responders in the county. Implementing of entry protocols shall be based on intelligence provided by law enforcement. Coordination between fire services, Regional HazMat team and law enforcement is vital for the safety of the responders and investigative personnel and to minimize their exposure in a dangerous situation. The primary components of the new entry protocols are as follows:

- Awareness of the possibility of secondary explosive devices or secondary hazards
  - Personal protective equipment - when and what to wear as minimum requirement for entry into an incident site
  - Who should enter the facility
  - Maintaining the chain of evidence process
  - Training standards - all training is the same format to insure uniformity
  - Clearly defined hot zones, warm zones and safe zones
  - Signs and symptoms - Critical for early identification of agent or chemical
- SOG development team
- Other

### B. Roles, Responsibilities and Checklists

This section outlines the primary areas of responsibility for the responding organizations.

The checklist identifies critical items of concern for all organizations. All additional checklists, or areas of responsibilities, will be covered in SOGs.

### C. Areas of Concern

- All responding organizations will implement or alert their people to the following areas of concern in accordance with the threat level conditions:

- Develop internal notification procedures for responding departmental personnel
- Insure internal distribution of response plan
- Follow directions of Unified Command through IC and EOC
- Adhere to site entry protocols (need to be developed)
- Insure implementation of adequate departmental training programs
- Develop control measures for Chain-of-Evidence process
- Provide department representatives to incident site and EOC
- Document all response activities from time of notification until termination
- Participate in Direction and Coordination team as directed by IC or EOC
- Anticipate the committing of all available departmental resources to response and recovery effort
- Provide department needs assessment for operation to IC or EOC
- Develop a need-to-know list for internal operations (each department)
- Other as directed by IC or EOC

#### D. Law Enforcement Agencies - Local

- Develop or enhance intelligence-gathering capability for acts of terrorism
- Establish distribution of notification process for sharing of information
- Determine Threat Level (TL) based on information assessment
- Initiate notification process to all organizations listed in Section IV, Item C
- Maintain open lines of communications on intelligence with state and federal agencies
- Review Personal Protective Equipment (PPE) requirements and site entry protocols
- Initiate a meeting of organizations based on assessment of conditions
- Assign representative to development team for SOGs
- Establish site security based on hot zones, warm zones and safe areas
- Assist in site evacuation of personnel
- Provide shelter security for activation of shelters resulting from incident
- Provide guidance or training for maintaining Chain-of-Evidence process
- Provide Awareness level training to all employees
- Provide IC level training to all supervisors
- Provide stand-by capabilities for security at hospitals and medical facilities
- Establish ICS if first on scene
- Develop Bomb Tech/HazMat Tech SOG's

- Other as identified by local law enforcement

E. Fire Service - Local

- Assign representative to SOG development team (all parties)
- Provide fire suppression at site and surrounding location as required
- Determine hot zone, warm zone and safe zone
- Assist in evacuation of personnel from site
- Determine area to be evacuated for public safety
- Work with law enforcement for preservation of site evidence
- Develop new site entry protocols as part of SOG team development
- Identify, to maximum extent possible, injured personnel and facilities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Provide Operations level training to all employees/members
- Provide IC level training to all supervisors
- Provide HazMat level training to all HazMat Technicians
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC and EOC with needs assessment for incident resolution
- Observe site entry protocols
- Provide mass decontamination of on-site personnel
- Provide mass decontamination at local hospitals needed by a predetermined system
- Develop Mutual Aid plans, which allow for the immediate utilization of on duty resources
- Other (to be determined)

F. Search and Rescue Provider - Local

- Assist with Mass decontamination of on site personnel
- Assign representative to SOG development team
- Determine hot zone, warm zone and safe areas
- Provide rescue and search resources for operation
- Provide Emergency Medical Technician (EMT) level for medical assistance
- Assist in evacuation of personnel from site
- Interface with EMS paramedics on medical assistance issues

- Develop new site entry protocols as part of SOG team development
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Provide Operations level training to all employees
- Provide IC level training to all supervisors
- Provide or arrange to assist with medical coverage at shelter site
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC and EOC with needs assessment for incident resolution
- Observe site entry protocols
- Develop Mutual Aid Plans, which allow for the immediate utilization of on duty resources
- Other (to be determined)

#### G. Emergency Medical Service Provider

- Assume lead role for on-site medical assistance
- Develop interface with medical doctors for on-site triage of patients
- Develop procedures for notification of medical service providers
- Assign representative to SOG development team
- Identify to maximum extent possible injured personnel and fatalities
- Assist medical examiner with remains recovery
- Provide Awareness level training to all employees
- Provide IC level training to all supervisors
- Provide or arrange for medical coverage at shelter site
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC or EOC with needs assessment for incident resolution
- Observe site entry protocols
- Assist with mass decontamination of on-site personnel
- Other (to be determined)

#### H. Review General Guidelines for Roles, Responsibilities, and Checklists

All other agencies listed in Section IV, Item C, will review general guidelines for Roles, Responsibilities and Checklists and will develop more detailed protocols as part of the

consequences management of response efforts.

## VI. CHAIN OF EVIDENCE

### A. New Site Entry Protocols

This process is part of the new site entry protocols and is critical for ensuring preservation of any evidence. Although this phase of the operation is very critical to incident resolution, it should *never* take precedence over *life safety* operations. The law enforcement services at local, state and federal levels will provide guidance on this part of the incident operation. All agencies, both primary and support, must be aware of the importance of this issue.

### B. Considerations

- Do not throw away any debris or trash from the scene
- Debris removal will be controlled by law enforcement agency at local, state or federal level
- Rescue personnel and medical personnel at the site and at the hospital should be familiar with this operation and will do all within their power to insure preservation of evidence short of life safety or life and death situation
- Private contractors for debris removal *must* follow directions of law enforcement agencies
- Debris disposal will also be directed by law enforcement agencies
- Other (to be determined)

## VII. MASS DECONTAMINATION

A. This segment of response to terrorist incidents or WMD events is a very critical part of response. The ability to conduct mass decontamination of large numbers of people in a very short period is imperative to limit exposure, possible burden to hospitals and spread of contamination. The role of decontamination falls under the Fire Department. The primary departments assigned this program element are:

1. County Fire Departments
2. Mutual Aid Fire Departments for
  - a. Dependable source of clean water
  - b. Adequate resources to conduct operation
  - c. Adequate workforce to perform mission
  - d. Ability to conduct operation at multiple locations
  - e. What other resources are needed?

3. Halifax County EMS units for trained manpower
  4. State resources located within local jurisdiction
- B. Local resources will be the primary source for this program element. The state will also provide assistance and mutual aid requests can provide additional resources and personnel. In addition, elements of the military and other rapid response agencies can assist in this phase of the operation. Prior agreements with local and state units listed above will be part of local and state plans that address mass/large-scale decontamination.

## **VIII. PUBLIC INFORMATION**

This area of response for incidents of terrorism or suspected acts of terrorism or WMD events is critical to insure public confidence, eliminate rumors and provide accurate, timely information to concerned responders and to citizens. This activity *must* be a joint effort by all levels of government and *must* be centrally located, preferably near the EOC. The establishment by local government of a Joint Information Center (JIC) with all levels of responding government organizations present will be the basis for disseminating information to the media and the public. The Halifax County Public Information Officers Procedures Guide will be followed in this process.

## **IX. DEMOBILIZATION/DEACTIVATION**

This part of response to and recovery from terrorist incidents or WMD events will be determined by the EOC based on feedback and information from law enforcement agencies and on the threat level as defined by the lead agency (law enforcement). In addition, the Emergency Management Office will establish a time for critique by responding agencies and by recovery, crisis management and consequence management efforts associated with the incident.

## **X. DOCUMENTATION**

Each agency will be responsible for documentation of their actions. The use of written statements, chronological sequence writing, videotaping and still photography will be beneficial in many issues. Evidence preservation and chain of custody issues are just a few which will benefit. In addition, during the process of applying for reimbursement for damaged, lost or destroyed equipment, these records will be needed. As soon as possible during the incident, a scribe or documentation officer should be assigned to the Command Post to document overall actions on the scene. This information can be passed on to the next Incident Commander. This documented information shall be passed on to the lead agency conducting the investigation.

## **XI. CRITICAL INCIDENT STRESS DEBRIEFING**

The Incident Commander shall take into account the need for on-scene debriefing of personnel. Each agency shall establish internal SOGs for debriefing within their respected agency. Combined or common debriefing sessions should be made available to first responders as soon as the crisis phase is over.

## Glossary

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**AGENCY** – A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**AGENCY REPRESENTATIVE** – A person assigned by a primary, assisting, or cooperating Federal, State, local or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**AREA COMMAND (UNIFIED AREA COMMAND)** – An organization established (1) to oversee the management of multiple incidents that are being handled by an ISC organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**ASSESSMENT**- The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**ASSIGNMENTS** – Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**ASSISTANT** – Title for subordinates of principal Command Staff positions. The title indicated a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**ASSISTING AGENCY** – An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**AVAILABLE RESOURCES** – Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**BRANCH** - The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the

## GLOSSARY

Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**CHAIN OF COMMAND** – A series of command, control, executive, or management positions in hierarchical order of authority.

**CHECK-IN** - The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**CHEMTREC** - Transportation Emergency Center operated by the Chemical Manufacturers Association to provide information and/or assistance to emergency responders.

**CHIEF** - The ISC title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**COMMAND** – The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**COMMAND POST** - The location at which the primary command function is executed.

**COMMAND STAFF** – In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**COMMON OPERATING PICTURE** – A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**COMMON PROGRAM CONTROL STATION (CPCS)** - The primary EAS common control station.

**COMMUNICATIONS UNIT** – An organizational unit in the Logistics Section responsible for providing communication services at an incident or and EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support and Incident Communications Center.

**COMMUNITY EMERGENCY COORDINATOR** - A person appointed by the County and Emergency Planning Committee (pursuant to SARA), who makes determinations necessary to implement plans and who receives official emergency notification of releases.

**COMPREHENSIVE EMERGENCY SERVICES (CES)** - An interrupted approach to the management of emergency programs and activities for all four phases (mitigation, preparedness, response and recovery), for all types of emergencies and disasters (natural, man-made and attack), and for all levels of government (local, state and federal) and the private sector.

**CONTINUITY OF GOVERNMENT (COG)** - Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

**COOPERATING AGENCY** – An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**COORDINATE** – To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**COUNTY WARNING POINT (CWP)** - The County 911 Center where warnings are received and disseminated.

**DAMAGE ASSESSMENT/ESTIMATION** - The conduct of on-the-scene surveys following any disaster to determine the amount of loss of damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash floods, tornado, winter storm, hurricanes, nuclear power incident and chemical spills.

**DEPUTY** – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as a relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**DISASTER** - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural man-made accidental, military or parliamentary cause.

**DISASTER APPLICATION CENTER (DAC)** - A disaster assistance application center convenient to the affected area where relief agencies are brought together to accept applications for aid from those affected by the disaster.

**DISASTER FIELD OFFICE (DFO)** - A temporary office established by the State and Federal Government in the State for the coordination of disaster relief following a disaster.

**DISPATCH** – The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**DIVISION** – The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**DIVISION OF EMERGENCY MANAGEMENT (DEM)** - The North Carolina state agency tasked with protecting the general public from the effects of natural or manmade disaster.

**DONATED GOODS** - Items donated to the relief of disaster victims.

**CENTRAL BRANCH MANAGER OF EMERGENCY MANAGEMENT** - Manages the branch office of the NC Division of Emergency Management which serves the central section of the State. Serves as liaison between State and Local government, procures and coordinates necessary State resources.

**CENTRAL BRANCH OFFICE** - State branch offices providing field support to local County Offices. The office is located at 401 Central Avenue Butner, N.C. and serves thirty three (33) counties in central North Carolina. The office is activated on a 24-hour basis during periods of crisis or emergency.

**EMERGENCY** - Absent a Presidentially declared emergency, and incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**EMERGENCY ALERTING SYSTEM (EAS)** - A voluntary network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Broadcast System Plan. EAS is made up of AM, FM and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at national, state or local levels. This system keeps the public informed.

**EMERGENCY MEDICAL SERVICES (EMS)** - Local medical response teams, usually rescue squads, local ambulance services and emergency medical squads, which provide medical services during a disaster.

**EMERGENCY OPERATIONS CENTER (EOC)** - The protected site from which civil government officials (municipal, county, state and federal) exercise centralized direction and control in a emergency. Operating an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated. The person-in-charge of the disaster directs the response from this location and all community officials assigned primary emergency response task coordinate their actions from this center. The EOC should have adequate work space, be supplied with maps, status boards, etc. which are visible to all EOC staff, and have communications capability so that the EOC staff may communicate with their departments and field forces. The EOC also serves as a Resource Center and coordination point for additional field assistance. It provides executive direction and liaison to state and federal government and considers and mandates protective actions. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24-hour basis, depending on the situation.

**EMERGENCY OPERATION PLAN (EOP)** - An all-hazards document, which briefly, clearly and concisely specifies actions to be taken or instructions to be given in the event of natural disaster, technological accidents or

nuclear attack, The plan identified authorities, relationships and the coordinated actions to be taken based on predetermined assumptions, objectives and existing capabilities.

**EMERGENCY PUBLIC INFORMATION** - Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs and transmits direct orders.

**EMERGENCY RESPONSE PROVIDER** – Includes Federal, State, local and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as *Emergency Responder*.

**EMERGENCY SERVICES** - Organized analysis, planning, decision-making, assignment and coordination of available resources for the mitigation of, preparedness for, response to, or recovery from major, community-wide emergencies, Refer to local and state emergency legislation.

**EVACUATION** - A population protection strategy involving orderly movement of people away from an actual or potential hazard.

**EVENT** – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades concerts, or sporting events.

**EXERCISE** - Maneuver or simulated emergency condition involving planning, preparation and execution for the identification of areas of strength and weakness for improvement of emergency operation plan (EOP).

**EXTREMELY HAZARDOUS SUBSTANCE** - EPA list of 300-plus substances named in SARA section 302(a)(2). Section 302, 303, and 302 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

**FACILITY COORDINATOR** - Person or persons at a facility, covered under SARA, charged with reporting the release of a chemical to the Community Coordinator.

**FEDERAL** – Of or pertaining to the Federal Government of the United States of America.

**FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)** - A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance to all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for Presidential declared disaster area and administration of disaster funds; provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

## GLOSSARY

**FUNCTION** – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**GENERAL STAFF** – A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**GENERAL STATUTE (G.S.)** - The specific form of state law, codified and recorded for reference.

**GROUP** – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (See *Division*).

**HAZARD** – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**HAZARD ANALYSIS** - A process used by Emergency Services to identify and analyze crisis potential and consequences.

**HAZARD IDENTIFICATION** - A structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

**HAZARDOUS MATERIALS (HAZ MAT)** - Any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety and property.

**HAZARDOUS MATERIAL TEAM** - A group or team of persons with special training and equipment to handle hazardous material incidents.

**HELIPORT** - An area designated for parking and landing of helicopters.

**HURRICANE** - Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

**INCIDENT** – An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**INCIDENT ACTION PLAN** – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It

may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**INCIDENT COMMAND POST (ICP)** – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**INCIDENT COMMAND SYSTEM (ICS)** - Combination of facilities, equipment, personnel, procedures, and communication operating with a common organization structure, with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as situation requires without requiring new, reorganized command structure.

**INCIDENT COMMANDER (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**INCIDENT MANAGEMENT TEAM (IMT)** - The IC and appropriate Command and General Staff personnel assigned to an incident.

**INCIDENT OBJECTIVES** – Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**INDIVIDUAL ASSISTANCE (IA)** - Supplemental Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided by the federal government or through State or local governments or relief organizations.

**INITIAL ACTION** – The actions taken by those responders first to arrive at an incident site.

**INITIAL RESPONSE** – Resources initially committed to an incident.

**IN-PLACE SHELTERING** - Directing of personnel to remain in a building or seek shelter in a building structure in lieu of evacuation for protection from a life safety threat.

**INTELLIGENCE OFFICER** – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**JOINT INFORMATION CENTER (JIC)** – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**JOINT INFORMATION SYSTEM (JIS)** – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**JURISDICTION** – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**LIAISON** – A form of communication for establishing and maintaining mutual understanding and cooperation.

**LIAISON OFFICER** – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)** - Required under SARA Title III for emergency planning for response to hazardous materials incidents.

**LOCAL GOVERNMENT** – A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**LOGISTICS** – Providing resources and other services to support incident management.

**LOGISTICS SECTION** - The section responsible for providing facilities, services, and material support for the incident.

**MAJOR DISASTER** – As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought), 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 this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**MANAGEMENT BY OBJECTIVE** – A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**MITIGATION** - An activity that actually eliminates or reduces the probability of a disaster occurrence or reduces the effects of a disaster. Mitigation includes such actions as zoning and land use management, safety and building codes, flood proofing of building and public education.

**MOBILIZATION** – The process and procedures used by all organizations -- Federal, State, local, and tribal -- for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**MULTI-AGENCY COORDINATION ENTITY** – A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**MULTI-AGENCY COORDINATION SYSTEMS** – Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**MULTI-JURISDICTIONAL INCIDENT** – An incident requiring action from multiple agencies that each have jurisdictional to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**MUTUAL AID AGREEMENTS** - Formal or informal understanding between jurisdictions or organizations that pledge exchange of emergency or disaster assistance.

**NATIONAL** – Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**NATIONAL CONTINGENCY PLAN (NCP)** - Term referring to the National Oil and Hazardous Substance Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and the response system of the Clean Water Act (sect. 311); refer to National Oil and Hazardous Substance Pollution Contingency Plan 40 CFR Part 300.1 and 300.920 (1995). It establishes three organizational levels: the National Response Team (NRT), Regional Response Teams (RRTS), and On-Scene Coordinators (OSCs), and can be implemented using two sources of federal response funding. One fund enables the OSC to conduct oil spill activities; the other is used for chemical release.

**NATIONAL DISASTER MEDICAL SYSTEM** – A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)** - establishes standard incident management processes and procedures so that all responders' can work together effectively.

**NATIONAL RESPONSE CENTER (NRC)** - Established under the Clean Water Act and CERCLA and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases of hazardous materials. Disseminates reports when appropriate and provides facilities for use in coordinating a national response action when required. For release reporting, call 24-hours a day 1-800-424-8802.

**NATIONAL WEATHER SERVICE (NWS)** - A federal Agency tasked with forecasting weather and providing appropriate warning of imminent natural disasters such as hurricanes, tornadoes, tropical storms, etc.

**NON-GOVERNMENTAL ORGANIZATION** - An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**ON-SCENE COMMANDER** - Official who directly commands and allocates local resources and supervises all local operations at the scene.

**OPERATIONAL PERIOD** – The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**OPERATIONS SECTION** – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**PERSONNEL ACCOUNTABILITY** – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**PLANNING MEETING** – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**PLANNING SECTION** – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**PREPAREDNESS** – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.

Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**PREPAREDNESS ORGANIZATIONS** – The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**PREVENTION** – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**PRIVATE SECTOR** – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**PUBLIC ASSISTANCE (PA)** - Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations, other than assistance for the direct benefit of individuals and families.

**PUBLIC INFORMATION OFFICER (PIO)** - On-scene official responsible for preparing and coordination the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also called Public Affairs Officer (PAO).

**QUALIFICATION AND CERTIFICATION** – This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**RECEPTION AREA** – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**RECOVERY** - Activity involving assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include: temporary housing, loans or grants, disaster unemployment insurance, reconstruction and counseling programs.

**RECOVERY PLAN** – A plan developed by State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**REGIONAL RESPONSE TEAM** - Established under CERCLA and operated under the National Response Team, chaired by EPA and co-chaired by the Coast Guard; composed of representatives of Federal agencies and representative from each state in the Federal region.

**RESOURCES** – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**RESOURCE MANAGEMENT** – Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**RESOURCES UNIT** – Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**RESPONSE** - Activities that occur immediately before, during and directly after an emergency or disaster. They invoke lifesaving actions such as the activation of warning systems, manning the EOCs, implementation of shelter or evacuation plans and search and rescue.

**RISK ANALYSIS** - Assesses probability of damage (or injury) due to probable hazards, in light of the hazard analysis and vulnerability analysis.

**SAFETY OFFICER** – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**SARA** - Superfund Amendments and Reauthorization Act of 1986 (PL99-49-9). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

**SECTION** – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**SHELTER** - A facility to house, feed and care for persons evacuated from a risk area for periods of one or more days. For the risk areas, the primary shelter and the reception center are usually located in the same facility.

**SPAN OF CONTROL** – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7).

**STAGING AREA** - A pre-selected location having large parking areas such as a major shopping area, school, etc. The area is a base for the assembly and management of responding resources.

**STANDARD OPERATING PROCEDURES (SOPs)** - Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness and implemented without a specific direct order from higher authority.

**STATE** – When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**STATE EMERGENCY RESPONSE COMMISSION (SERC)** - A group designated by the Governor, responsible for establishing HAZMAT planning districts and appointing/overseeing Local Emergency Planning Committees.

**STATE EMERGENCY RESPONSE PLAN** - Plan designated specifically for State-level response to emergencies or disasters; sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

**STATE EMERGENCY RESPONSE TEAM (SERT)** - A team of emergency response personnel from the Department of Crime Control and Public Safety who are dispatched to the scene of a disaster in order to evaluate conditions, offer advice and coordinate all recovery activities.

**STATE WARNING POINT (SWP)** - The State facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

**STRATEGIC** – Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**STRATEGY** – The general direction selected to accomplish incident objectives set by the IC.

**STRIKE TEAM** – A set number of resources of the same kind and type that have an established minimum number of personnel.

**SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986 (SARA)** - Act (PL99-499) reauthorizing the Comprehensive Environmental Response, Compensation and Liability Act for another 5 years. Under Title III of SARA, new authorities are established for chemical emergency planning and preparedness, community right-to-know reporting and toxic chemical release reporting.

**SUPPORTING TECHNOLOGIES** – Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**TASK FORCE** – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**TECHNICAL ASSISTANCE** – Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**TERRORISM** – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of

a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**THREAT** – An indication of possible violence, harm, or danger.

**THRESHOLD PLANNING QUANTITY (TPQ)** - The amount of an extremely hazardous substance present in a facility at any one time which, when exceeded, subjects the facility of Emergency Planning Notification (sec.302).

**THRESHOLD REPORT QUANTITY (TRQ)** - The amount of hazardous chemical present in a facility at any one time which, when exceeded, subjects the facility to the hazardous chemical reporting requirements of 40 CFR 370. The threshold reduces over several years to a base value that will be the reporting level thereafter.

**TIER III (of SARA)** - The “emergency Planning and Community Right-to-Know Act of 1986”, 42 U.S.C. 11001 & 11050 (1994). Specifies requirements for organizing the planning process at the State and local level for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities and mechanisms for making information about extremely hazardous substances available to citizens.

**TOOLS** – Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**TORNADOES** - Spawned by hurricanes and severe thunderstorms sometimes produce severe damage and casualties. If a tornado is reported in your area, a warning will be issued.

**TRAFFIC CONTROL POINTS** - Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

**TRIBAL** – Any Indian tribe, band, nation, or other organized group of community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**TROPICAL DEPRESSION** - Rotary circulation at surface, highest constant wind 38 miles per hour (33 knots).

**TROPICAL DISTURBANCE** - A moving area of thunderstorms in the Tropics that maintains its identity for 24-hours or more. A common phenomenon in the tropics.

**TROPICAL STORM** - Distinct rotary circulation, constant wind speed ranges 39-73 miles per hour (34-63 knots).

**TYPE** – A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**UNIFIED AREA COMMAND** – A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See *Area Command*).

**UNIFIED COMMAND** – An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and /or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**UNIT** – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**UNITY OF COMMAND** – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**UNMET NEEDS COMMITTEE** - A committee appointed by local government to evaluate the needs of those individuals or groups effected by an emergency/disaster. This committee will seek and manage additional help of all kinds for those parties.

**URBAN INTERFACE** - The mixing of structures within a wild land fire fuel zone.

**USDA EMERGENCY BOARD** - A group of trained USDA Agency emergency personnel at the county level prepared to respond to any emergency or disaster in their county or designated area. (This group should be aware of their individual Agency responsibilities assigned under the Federal Response Plan. Additionally, the group addresses such issues as supporting USDA State Emergency Board activities, providing reports on the impact of disasters or emergencies on agriculture and also participates in the preparation of Flash and Damage Assessment Reports.

**VOLUNTEER** – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f (c) and 29 CFR 553.101.

**VULNERABILITY** - The susceptibility of life, property and the environment to damage as a hazard manifests its potential.

**VULNERABILITY ANALYSIS** - Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the

vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected and the impact on sensitive natural areas and endangered species.

**WARNING POINT** - A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Introduction Statement. This area should include a brief description of what the chapter / annex is focused on. Bring across any of the old “situation” information from the previous 2012 version of the plan with new language.

## Acronyms and Abbreviations

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<b>ALS:</b>	Advanced Life Support
<b>ARES:</b>	Amateur Radio Emergency Service
<b>ATC:</b>	Air Traffic Central Approach
<b>CFR:</b>	Code of Federal Regulations
<b>DCI:</b>	Division of Criminal Information (Police Information Network)
<b>DOC:</b>	Department Operations Center
<b>DSR:</b>	Disaster Survey Report
<b>EAS:</b>	Emergency Alerting System
<b>EHS:</b>	Extremely Hazardous Substance
<b>EM:</b>	Emergency Management
<b>EMAC:</b>	Emergency Management Assistance Compact
<b>EMS:</b>	Emergency Medical Services
<b>EMT:</b>	Emergency Management Technician
<b>EOC:</b>	Emergency Operations Center
<b>EOP:</b>	Emergency Operations Plan
<b>FCC:</b>	Federal Communications Commission
<b>FEMA:</b>	Federal Emergency Management Agency

## GLOSSARY

<b>FOG:</b>	Field Operations Guide
<b>FSS:</b>	Flight Service Station
<b>GIS:</b>	Geographic Information System
<b>GS:</b>	General Statute
<b>HAZMAT:</b>	Hazardous Materials
<b>HCEM</b>	Halifax County Emergency Management
<b>HSPD-5:</b>	Homeland Security Presidential Directive-5
<b>IA:</b>	Individual Assistance
<b>IAP:</b>	Incident Action Plan
<b>IC:</b>	Incident Commander
<b>IC or UC:</b>	Incident Command or Unified Command
<b>ICP:</b>	Incident Command Post
<b>ICS:</b>	Incident Command System
<b>IEMS:</b>	Integrated Emergency Management System
<b>IFR:</b>	Instrument Flight Rules
<b>IMT:</b>	Incident Management Team
<b>JIS:</b>	Joint Information System
<b>JIC:</b>	Joint Information Center
<b>LEPC:</b>	Local Emergency Planning Committee
<b>LNO:</b>	Liaison Officer
<b>MSDS:</b>	Material Safety Data Sheet
<b>NCEM:</b>	North Carolina Division of Emergency Management
<b>NCERC:</b>	North Carolina Emergency Response Commission
<b>NCGS:</b>	North Carolina General Statutes
<b>NCP:</b>	National Contingency Plan
<b>NDMS:</b>	National Disaster Medical System

## GLOSSARY

<b>NFPA:</b>	National Fire Protection Association
<b>NGO:</b>	Nongovernmental Organization
<b>NIMS:</b>	National Incident Management System
<b>NOAA:</b>	National Oceanic and Atmospheric Administration
<b>NWS:</b>	National Weather Service
<b>OSHA:</b>	Occupational Safety and Health Act
<b>PA:</b>	Public Assistance
<b>PIO:</b>	Public Information Officer
<b>POLREP:</b>	Pollution Report
<b>PSC:</b>	Public Safety Committee
<b>PVO:</b>	Private Voluntary Organizations
<b>R&amp;D:</b>	Research and Development
<b>RESTAT:</b>	Resources Status
<b>ROSS:</b>	Resource Ordering and Status System
<b>RRT:</b>	Regional Response Team
<b>SARA:</b>	Superfund Amendments and Reauthorization Act
<b>SDO:</b>	Standards Development Organizations
<b>SERC:</b>	State Emergency Response Commission
<b>SERT:</b>	State Emergency Response Team
<b>SITREP:</b>	Situation Report
<b>SO:</b>	Safety Officer
<b>SOP:</b>	Standard Operating Procedure
<b>SWP:</b>	State Warning Point
<b>TPQ:</b>	Threshold Planning Quantity
<b>TRQ:</b>	Threshold Reporting Quantity
<b>UC:</b>	Unified Command

## GLOSSARY

- USCG:** United States Coast Guard
- USDA:** United States Department of Agriculture
- US&R:** Urban Search and Rescue
- VFR:** Visual Flight Rules