



## **Emergency Operations Plan**

### *BASIC PLAN*

**Note: This section of the plan contains no specific tactical information and simply outlines the procedures that could potentially be followed during a disaster or critical incident. All actions outlined in this plan may not necessarily be followed in every situation.**

**Last Updated: September 30, 2010**

#### **I. PURPOSE**

This plan predetermines actions that should be taken by government agencies and private organizations in Vance County to reduce the vulnerabilities of people and property to disasters and establishes capabilities to respond effectively to the actual occurrence of a disaster.

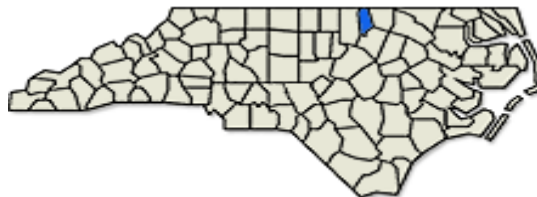
#### **II. SITUATION and ASSUMPTIONS**

##### **A. Situation**

##### 1. General Description:

Vance County is located in the North Central region of North Carolina, contiguous to Franklin County on the South side, to Granville County on the West side, to Warren County on the East side, and to the State of Virginia on the North side. The economy is largely dependent on agriculture, however, retail distributing and industry is playing a large role in the County. The manufacturing base includes hosiery, bedroom ensembles, food distribution and pet food. Also located in Vance County is Kerr Lake. This 50,000-acre lake extends 39 miles and continues into the state of Virginia. Kerr Lake is the principal water supply for Vance County and supplies water to many of its surrounding counties as well.

There are three municipalities within the County; the largest of these is Henderson, the County seat, with a population of 16,255. \*The population of Vance County is approximately 43,851, with some seasonal fluctuations. (\*Source EDIS)



- a. The following services, which may have expanded duties during disasters, are provided by agencies or organizations in

Vance County. These agencies or organizations include, but are not limited to:

- **Administration**
- **American Red Cross**
- **Emergency Operations**
- **Finance**
- **Fire Departments**
- **Fire / EMS Chief**
- **Health Department**
- **Hospital**
- **Law Enforcement**
- **Mental Health**
- **NC Department of Transportation**
- **NC Underwater Response Team**
- **Schools**
- **Social Services**
- **Tax Assessor**
- **Volunteer Rescue Squads**

b. The following municipalities provide services that may be expanded during a disaster or their duties may be directly impacted by the hazard;

1) City of Henderson - Water, Law Enforcement, Sanitation, Sewer, Fire protection and Public Works.

2. **Major traffic arteries:**

Interstate 85

N C Highway 39

N C Highway 158 Business and Bypass

US Highway 1 Business and Bypass

3. **Railroads:**

CSX

4. **Gas Lines:**

Public Service Gas serves the City Henderson and some rural residents throughout the county.

5. **Airports:**

The nearest commercial airline service is at Raleigh-Durham International, approximately 40 miles from Vance County. A local airport that is located in Granville County but supported by both Counties, is approximately two miles from Vance County.

6. The 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 and historical hazards (natural, technological and national security) for Vance County are:

- **Aircraft Accidents**

- . **Civil Disorder/Rioting**
- . **Drought**
- . **Earthquake**
- . **Floods**
- . **Forest Fires**
- . **Hazardous Materials**
- . **Hurricanes**
- . **Landfill Fires**
- . **Large Structural Fires**
- . **Mass Casualty**
- . **Pipeline Break/ Gas lines**
- . **Power Failure**
- . **Severe Bridge Damage**
- . **Severe Thunderstorms**
- . **Terrorist activity**
- . **Tornados**
- . **Winter Storms**

<b>B. Assumptions</b>
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1. **The occurrence of any one or more of the disaster events previously listed could impact Vance County severely and include several of the following possibilities:**
  - . Loss of electrical power
  - . Failure of the water distribution system
  - . Severance of all or a portion of the road/highway network
  - . Evacuation of people from the portions of the county or the entire county
  - . Necessity for mass care (shelter) and feeding operations
  - . Need for debris clearance and removal
  - . Multiple injuries and fatalities
  - . Drastic increase in media attention
  - . Damage to or the destruction of the communications and telephone networks
  - . Economic impact
  - . Increased number of vermin and pests
  - . Need for official public information and rumor control
  - . Need for State and or Federal assistance
  - . Re-entry of essential personnel and equipment
  - . Re-entry of the public

- Damage to or loss vital records
  - Need for damage assessment
  - Need for auxiliary power
  - Need for coordination of donated goods
  - Contamination of private wells
  - Need for law enforcement support
  - Need for emergency medical and rescue support
  - Need for fire protection support
  - Need for additional hospital / medical support
  - Over taxing of local resources
  - Depth of staffing problems
  - Damage to historical sites
  - Loss of facilities vital to maintaining essential services
  - Environmental impact to wildlife, natural resources and agricultural
  - Management of reconstruction
  - Coordination of staged resources
  - Isolation of populations
  - Presidential Disaster Declaration
2. The occurrence of one or more than one of the previously listed hazards could result in a true catastrophic disaster situation, which would grossly overwhelm local and state resources.
  3. It is necessary for the County to plan for and to carry out disaster response and short-term recovery operations utilizing local resources, however, it is likely that outside assistance would be needed and available in most major disaster situations affecting the County.
  4. Officials of Vance County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fill these responsibilities as needed.
  5. Emergency and disaster occurrences could result in disruption of governmental functions. This necessitates that all levels of government and departments develop and maintain standard operating guidelines to ensure continuity of government. These procedures will address depth of staffing, line of succession and mode of operation.
  6. 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 72 hours. **Please read the section on Disaster Readiness Tips to learn more about how you and your family can prepare for incidents of severe weather and other disasters.**

### III. CONCEPT OF OPERATIONS

1. As required by North Carolina General Statute **166A-2**, it is the responsibility of County/City government to organize and plan for the protection of life and property from the effects of emergencies and disasters.
2. Vance County utilizes the four phase of Comprehensive Emergency Management in designing and implementing consequence based emergency mangement program. These phases are:
  - a. **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.
  - b. **Preparedness** - Through disaster planning and recognition of hazards likely to effect 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 Vance 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 Emergency Management. Facilities vital to the operation of the county and local government have been identified. These facilities will receive priority for restoration of service.

Facilities vital to the operation of the county and local government have been identified. These facilities will receive priority for restoration of service. For security reasons and preservation of local infrastructure, information regarding vital facilities is restricted and will be made available only to authorized personnel.

Records generated by each functional area of County and Municipal government should be preserved for continuity of government during times of disaster. Vance County has a Comprehensive Continuity of Operations Plan to address operational continuity following not only disasters but critical incidents as well.

Planning and training are necessary and integral parts of emergency and disaster preparation and must be pre-requisite to effective emergency operations.

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

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

- c. **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 Vance County Emergency Operations Center.
1. In significant emergencies/disasters, direction and control will be managed by the Policy/Administration Group most often through the Director of Emergency Operations.

2. The Emergency Operations Center (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, response options and recommendations to the Policy/Administration Group.
  3. When an emergency situation develops, the senior elected official or the designee of the jurisdiction (as defined in GS 14-288.1) may declare a State of emergency to exist within the jurisdiction (or a part thereof) and begin implementing emergency procedures. (See Authorizations and Authorities Section).
  4. The County Manager and County Emergency Operations Director will coordinate County resources. The Mayor or his designee will coordinate and control the resources of the municipality through the Emergency Operations Director.
  5. The County Manager will utilize all available media outlets for the dissemination of emergency information to the public.
  6. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and/or other agencies in accordance with existing mutual-aid agreements and understandings. Requests for State or Federal resources must be made through the Vance County Emergency Operations Director to the North Carolina Division of Emergency Management EOC utilizing currently established protocols.
- d. **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 to fully complete. 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 Government will be needed.
3. Vance County provides many emergency services to the citizens of the county on a daily basis. Some of the services overlap into city/town government jurisdictions. While the cities/towns within the county provide many services to their citizens, they also depend on Vance County for services such as emergency medical, social services, public health, sheltering of evacuees, and emergency management.
  4. As **requests for resources** become overwhelming, the county will coordinate, as appropriate, with adjoining counties for additional available resources while also working with North Carolina Emergency Management to utilize state resources when county capabilities become exhausted.
  5. When needed, the Chairperson of the Vance County Board of Commissioners can declare a "**State of Emergency**" as directed by State Statute **166A-8**, to assist the local emergency response agencies in carrying out their duties and for the protection of the citizens and property within the disaster area. Cities can independently declare a "State of Emergency" in the event of a disaster or, by resolution, can sign off on a County "State of Emergency" if one is declared.
  6. When a disaster overwhelms the capability of state and local governments, resources of federal departments and agencies may be needed.

7. Local governments will use their normal channels for requesting assistance and/or resources from the State Emergency Operations Center. If state resources have been exhausted, the State will arrange to provide the needed resource's using the Emergency Support Functions as described in the National Response Plan. The county and the municipalities are also signature agencies of the "Statewide Mutual Aid Agreement."
9. The National Response Plan establishes the basis for fulfilling the Federal government's role in providing response and recovery assistance to a State and its affected local governments impacted by a significant disaster of any kind which results in a required Federal response.
10. Under the National Response Plan, 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.
11. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall direction of the Federal Coordinating Officer. The **Disaster Mitigation Act of 2000**, also known as the 2000 Stafford Act Amendments, are important changes in the ways in which the Federal government will provide assistance.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

##### A. PURPOSE:

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 standard operating guidelines for the purpose of carrying out tactical responsibilities as assigned by this response plan. Specific responsibilities are outlined below under the section entitled **Assignment of Responsibilities**. Responsibilities for certain organizations which are not a part of local government are also outlined.

##### B. ORGANIZATION:

###### 1 Policy/Administration Group

(a) The Vance County Emergency Policy/Administration Group consists of the following:

- *Vance County Commission Chairperson*
- *County Manager*
- *County Finance Officer*
- *Sheriff*
- *County Fire/EMS Director*
- *Emergency Operations Director*
- *Other Designee's as determined by the event*

(b) The Municipalities Emergency Policy/Administration Group may consist of the:

- *Mayor*

- *City Council Members*
- *City Finance Director*
- *Police Chief*
- *Fire Chief*
- *Director of Public Works*
- *Emergency Operations Director*
- *Other Designee's as determined by the event*

2. **Support Groups**

- (a) The Support Groups consist of representatives from predetermined governmental and volunteer agencies.
- (b) These groups are tasked with the implementation of Policy/Administration Group decisions.

**C. ASSIGNMENT OF RESPONSIBILITIES:**

**1. Chairman, County Commissioners**

- Establish policy and **incident guidance procedures** in coordination with other officials.
- Carry out appropriate provisions of State general statutes, in addition to **local ordinances**, relating to emergencies.
- Declare a **State of Emergency for Vance County** if determined to be necessary.
- Execute the Vance County Emergency Operations Plan through the Emergency Operations Director.
- Implement other measures as necessary to provide for the protection of life and property.
- Nominate members for the Local Emergency Planning Committee to the Chairman of the State Emergency Response Commission.
- Coordinate emergency response actions with the elected officials from adjoining jurisdictions before during and after disasters.

**2. City of Henderson Mayor / City Manager**

- Establish policy and **incident guidance procedures** in coordination with other officials.
- Utilize and commit municipal personnel, facilities and equipment resources in support of Vance County emergency/disaster response operations, not to conflict with the city's needs.
- Assess needs of the municipality and request resources through the Emergency Operations Director.

- Carry out appropriate provisions of state general statutes, in addition to **local ordinances** relating to emergencies.
- Declare a **State of Emergency** for the Municipality if determined to be necessary.
- Execute the Vance County Emergency Operations Plan for the municipality through the Emergency Operations Director
- Implement other measures as necessary and/or appropriate to provide for the protection of life and property in the municipality.

### 3. County Manager

- On behalf of the County, implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction. Establish **incident guidance procedures** in coordination with other officials.
- Implement the County Emergency Operations Plan by the authority of the County Chairperson through the Emergency Operations Director.
- Direct county agencies to develop and continually update emergency plans and standard operation guidelines (SOG's) to respond to emergencies.
- Support the Emergency Management Agency in the development of periodic exercises and test of the emergency systems.
- Ensure that a qualified trained Public Information Officer is established, trained and available if needed.
- Coordinate emergency response actions with County Managers from adjoining counties as needed.
- Implement direction, control, coordination, and policy making functions as necessary to provide for optimum efficiency.
- Coordinate with the Local Public Health Director to ensure the protection of public health and safety within the jurisdiction.

### 4. Emergency Operations Director

- Develop and maintain standard operating procedures for emergency management operations during emergencies and disaster situations.
- Perform assigned duties according to **state statutes** and **local ordinances**.
- Develop plans in accordance with Federal and State guidelines.
- Coordinate all emergency operations within the jurisdiction.

- Develop and maintain a **current notification list** of emergency operations personnel.
- Provide for delivery of programs to properly train the emergency management organization.
- Maintain a **current list of available resources**.
- Coordinate the procurement of resources requested from municipalities and townships within the County and direct the appropriate aid to areas where it is needed.
- Coordinate with private industry for the use of privately owned resources when available.
- Request additional resources through the State Emergency Operations Center as needed for disaster response and recovery activities.
- Coordinate, plan and execute exercises and tests of the emergency systems and agencies within the jurisdiction.
- **Alert and activate**, as necessary, the County Emergency Management Organization when informed of an emergency within the County.
- Submit necessary emergency information and reports to the proper agencies during emergencies and disaster situations.
- Maintain contact with the Division of Emergency Management Central Branch office during emergency situations.
- Serve as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.
- Coordinate emergency response actions with the Emergency Management Coordinators in adjoining jurisdictions.
- Serve as the principal liaison and advisor for emergency operations during emergencies, critical incidents and disasters.
- Maintain the operational readiness of County Emergency Operations Center at all times.
- Work with law enforcement agencies to determine potential evacuation routes.
- Establish and maintain the communications network for two-way communications between the **Emergency Operations Center** and the field emergency response resources
- Provide for the dissemination of warning information to emergency response personnel and to the public at large.
- Coordinate the **Warning and Notification** process for the affected population of any existing or impending emergency/disaster.
- Develop and maintain standard operating guidelines for **communications** center operations during emergency events and disasters.

- Appoint a designee for Air Operations conducted during emergency/disaster situations as needed.

## 5. Sheriff

- Develop and maintain standard operating guidelines for **law enforcement operations** during emergency and disaster situations.
- Provide direction and control for law enforcement operations.
- Coordinate security for the damaged areas, vital facilities, equipment, staging areas (to include the County Receiving and Distribution Point) and shelter operations.
- Assist Communications and Emergency Management personnel with the Warning and Notification process for the affected population for any existing or impending emergency/disaster.
- Anticipate resources needed to support law enforcement activities during emergencies, and plan for timely resource requests through the Emergency Operations Center.
- Coordinate traffic control throughout the County during disasters and critical incidents .
- Provide security for the **Emergency Operations Center** as requested by the Emergency Operations Director.

## 6. City of Henderson Police Department

- Develop standard operating guidelines for disaster operations in support of the County Emergency Operations Plan and coordinate all efforts with the County Sheriff.
- Be aware of local traffic control points for regional evacuations affecting the municipality.
- Identify local emergency evacuation routes from high hazard areas.
- Anticipate resources needed to support local law enforcement during emergencies, and plan for timely resource requests.
- Assist in notification and warning of the general public, primarily in their respective jurisdiction.
- Provide security for emergency shelters if established within the municipal city limits of Henderson.
- Provide security for the County Receiving and Distribution facility if activated. The CRDP is located at the City of Henderson Operations Center.
- Provide security of homes, businesses and property in damaged or impacted area.
- Assist Emergency Management with initial impact assessment of damage within the

municipality.

#### **7. Henderson-Vance County Fire/EMS Chief**

- Provide direction and control for fire fighting resources.
- Identify fire service requirements during critical incidents and disasters and request mutual aid as required.
- Identify local emergency evacuation routes from high hazard areas.
- Designate staging areas for mutual aid fire support and emergency medical service units.
- Serve as advisor on **hazardous materials** incidents.
- Support rescue operations.
- Survey shelter sites for fire safety.
- Develop and maintain standard operating guidelines for emergency medical service and fire service activities during emergency and disaster situations.
- Plan for coordination of ambulance activities throughout the County during disasters.
- Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Coordinate with area hospitals concerning receipt of mass casualties during emergency and disaster events.
- Coordinate with the County Health Director and Social Services Director to determine emergency transportation needs for special needs population.

#### **8. County Volunteer Fire Departments**

- Assist law enforcement with warning and notifying the affected population of an existing or impending emergency.
- Plan for coordination of fire fighting activities throughout the County during disasters.
- Support rescue operations.
- Provide support personnel to assist in traffic control as needed.
- Provide direction and control during hazardous materials incidents.
- Provide fire protection for shelters.

- Assist in Search and Rescue operations during emergency/disaster situations.
- Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Allow volunteer fire stations to serve as regional limited duration shelters as well as supply and information distribution sites following disasters and large scale incidents.
- Assist with debris removal following severe weather events and disasters

#### **9. County Volunteer Rescue Squad**

- Develop and maintain standard operating guidelines for emergency rescue activities during emergency and disaster situations.
- Plan for coordination of ambulance/rescue activities throughout the County during disasters.
- Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Coordinate with area hospitals concerning receipt of mass casualties during emergency and disaster events.
- Coordinate with the County Health Director and Social Services Director to determine emergency transportation needs for special populations.
- Provide support services for incidents of entrapment as a result of structural collapse.

#### **10. Social Services Director**

- Develop and maintain standard operating guidelines for Social Service operations during emergency/disaster situation.
- Contact medical/health care facilities (e.g. nursing homes, rest homes, etc.) to encourage development of emergency guidelines and adequate coordination with appropriate agencies.
- Coordinate with the Health Director and Mental Health Director concerning unmet needs for special needs population.
- Coordinate with Health, Mental Health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel for shelters when activated.
- Coordinate with the **Emergency Operations Center** for basic needs of general population and to provide support personnel for the EOC.

## 11. Health Director

- Develop and maintain standard operating guidelines for emergency public health operations during emergency/disaster situations.
- Coordinate with the ARC on health care issues that may arise in emergency **shelters**, including mass care facilities.
- Develop and implement health awareness and public information programs regarding personal health.
- Report to the **Emergency Operations Center** upon activation and provide direction and control for emergency health operations.
- Coordinate with State water supply authorities to expedite emergency public water needs.
- Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable disease.
- Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- Coordinate with the Social Services Director in the identification of **special needs populations** when possible.
- Provide for inspections of mass care facilities to assure proper sanitation practices are followed.
- Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.
- Provide a public health nurse at all Disaster Assistance Centers.

## 12. Area Mental Health Director

- Develop and maintain standard operating guidelines for mental health operations during emergency situations.
- Coordinate with the Director of Social Services to provide crisis counseling when necessary during emergency situations.
- Provide crisis counseling to professionals and support staff working with the emergency response and recovery.
- Provide crisis counselors for Disaster Application Centers operated following a Presidential Declaration of Disaster.
- Provide for a 24-hour crisis line during periods of emergency.
- Maintain and provide information pertaining to mental health resources that may be

utilized during emergency/disaster situation.

#### **13. Finance Officer (pertains to both City of Henderson and Vance County)**

- Develop and maintain standard operating guidelines for County/City emergency financial record keeping during emergency situations.
- Maintain a separate account of disaster related expenditures and expenses and be familiar with the **FEMA Schedule of Equipment rates**.
- Assist the Tax Officer with documentation of disaster damage to County/City-owned facilities.
- Provide County/City budget information in support of Governor's request for a Presidential Declaration of Disaster.
- Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses.
- Assist in the establishment and management of post-disaster donated funds.

#### **14. Tax Administrator**

- Develop and maintain standard operating guidelines for County tax operations and records protection during disaster situations.
- Provide property tax information assistance for applicants at Disaster Application Centers.

#### **15. Planning and Development Administrator**

- Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.
- Collect data, prepare damage assessment reports, and forward reports to the Emergency Operations Director.
- Assist the Emergency Operations Director and other County or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected facilities.

#### **16. Superintendent of Schools**

- Develop and maintain standard operating guidelines for the safety and protection of students, faculty, and other personnel during emergency situations.

- Coordinate evacuation and transportation operations for students during emergency situations.
- Provide support personnel, equipment, and facilities as necessary (schools, lunch, room personnel, transportation, etc.).
- Provide for fuel support when refueling buses being used in transportation activities.
- Direct the evacuation of school populations.
- Coordinate letters of agreement for use of schools as shelters.
- Plan for transportation of County residents in a disaster, including special population groups (handicapped; elderly, etc.).
- Coordinate transportation operations, and keep Emergency Operations Center advised of status.

#### 17. Hospital Disaster Coordinator

- Provide direction and control for hospital staff during emergencies.
- Identify facilities that could be expanded into emergency treatment centers.
- Prepare procedures for reducing patient populations (e.g. discharge of less critically ill patients).
- Implement hospital disaster plan.
- Maintain liaison with EMS Coordinator and provide medical guidance as needed to field units.
- Establish and maintain field and hospital medical communications.
- Provide for emergency treatment and hospital care of disaster victims and arrange for hospital triage team when appropriate.
- Implement and maintain a **Special Needs Shelter** (see Memorandum of Understanding) for the special needs population of Vance County in conjunction with public health and social services agencies.

#### 18. Amateur Radio Operator

- Coordinate and provide communications for outlying areas and local shelters with the Communications Center (**Emergency Operations Center**).
- Develop and maintain a list of resources that may be used during emergency/disaster.

- Provide a liaison to the Vance County Emergency Operations Center during emergency/disaster activations.
- Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.
- Maintain a message log for all emergency traffic.
- Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.
- Report communications transmissions to the Operations Officer.
- Provide emergency communications at shelter sites as needed.

#### **19. School Transportation Officer**

- Develop and maintain standard operating guidelines for transportation operations during emergencies.
- Coordinate request for vehicles and drivers needed for evacuation.
- Coordinate staging areas with law enforcement and other agencies during evacuations and large scale personnel movements.
- Obtain additional resources as needed from adjacent jurisdictions.

#### **20. School Maintenance Director**

- Coordinate directly with the Director of Emergency Operations and the American Red Cross for the opening of shelters during disasters and other critical emergencies.
- Coordinate with the American Red Cross for the staffing of shelters during disasters and critical incidents
- Develop and maintain standard operation procedures for the use of schools as emergency shelters
- Ensure that each school that has been pre-designated as an available school is in a state of readiness to be used as an emergency shelter at all times.

#### **21. American Red Cross**

- ARC will provide personnel and services as outlined in their Agreement with Vance County.
- ARC will provided **shelter** and support services and shall coordinate all shelter functions with the director of School Maintenance and the Emergency Operations Director.

## **22. Public Works Director**

- Direct and control activities regarding debris clearance operations.
- Store and provide fuel for emergency vehicles.
- Coordinate with Municipal Agencies for restoration of public water system.

## **23. Local Emergency Planning Committee (LEPC)**

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

## **24. Public Information Officer**

- Develop and maintain standard operating guidelines for public information operations during emergency and disaster operations.
- Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.
- Coordinate all County/City media releases during an emergency situation.
- Provide for rumor control and emergency instructions and direct information for the public at the time of the disaster or emergency.
- Develop media advisories for the public.
- Function as the official spokesperson for the County/City during emergencies.
- Serve in the EOC during time of emergency activation.
- Clear information with the Incident Commander or Chief Executive before releasing any information to the media.
- Ensure that all sources of information being received are authenticated and verified for accuracy.

## **25. North Carolina Underwater Response Team**

- Maintain standard operating guidelines for underwater response emergency/disaster

operations.

- Serve as lead agency for large area flooding events, which would require underwater response resources from outside the County.
- Coordinate with and support agencies involved with water hazardous materials events as they pertain to water.
- Coordinate with and support Law Enforcement and Fire/Rescue agencies for items relating to their needs when water is involved.
- When additional support is required, assistance can be obtained from several similar teams through mutual aid agreements.

## **26. Department of Transportation**

- Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.
- Advise the Emergency Operations Director (Director of Emergency Services) of roadway conditions and support removal of disabled vehicles or other blocks to evacuation.
- Maintain a resource list to identify public and private transportation resources. (Also listed in County Resource Manual)
- Obtain additional transportation resources, as needed from adjacent jurisdictions, the State and private resources following EOC Operating Guidelines for procurement of resources.

## **V. CONTINUITY OF GOVERNMENT**

### **A. 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.

### **B. Line of Succession**

1. The line of succession of 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.
2. Lines of succession for the Emergency Operations Director and department/agency

heads with emergency responsibilities are shown in the appropriate procedure.

### **C. Preservation of Vital Records**

1. It is the responsibility of the elected officials to insure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes and ordinances.
2. Each department/agency is responsible for the preservation of essential records to ensure continued operational capabilities.

### **D. Relocation of Government**

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

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. General**

1. The Emergency Services Communications Center operates continuously 24 hours per day and is administered by the Vance County Office of Emergency Management. Day to day operations are under the Director of Emergency Operations.
2. The operational readiness of the Emergency Operations Center is the responsibility of the Director of Emergency Operations.

### **B. 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.

### **C. 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.**

### **D. Non-Discrimination**

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.

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

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The County Manager, through the Emergency Operations Director, will insure development, annual review, and revisions, of this plan, are conducted by all officials involved. This shall include review of those portions of the plan actually implemented in an emergency.
- B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four-year exercise plan to insure a readiness posture for those who have an emergency responsibility.