



## **BASIC EMERGENCY OPERATIONS PLAN**

**Adopted: September 07, 2016**

### **I. FOREWORD**

The Beaufort County Emergency Operations Plan has been developed to address multiple hazards which threaten the county. Through the use of a functional format, this plan encourages integration of standard practices in Emergency Management to disaster and fosters prompt, efficient and coordinated response operations by elements of a large number of emergency organizations. Such integration requires a professional systematic approach using people, skills and resources as well as the utilization of a centralized County Emergency Operations Center. This plan also recognizes Incident Command as the appropriate management system to be applied to all Beaufort County emergency / disaster situations. ICS shall be implemented when emergency / disaster response is required.

Additionally, the County adopted the National Incident Management System (NIMS) when operating jointly with local, state and federal agencies. Copies of the formal adoption of the NIMS for Beaufort County are available from Emergency Management or the Clerk to the Board of County Commissioners. This plan complies with NIMS objectives for local governments and follows guidance recommendations found in FEMA CPG 101, Version 2.

This plan also describes the interface with federal, state and local government. When a disaster overwhelms the capability of state and local governments, resources of the Federal government may be needed. All parties must understand the process of requesting and obtaining these resources. The National Response Framework establishes the basis for fulfilling the Federal government's role in providing disaster response and recovery assistance to a state and its' affected local governments. Under the Federal framework, departments and agencies with authority and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions (ESFs). These ESFs will work in concert with state agencies to provide needed resources.

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer (FCO) 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 direction of the FCO.

This plan defines which agencies are responsible for fulfilling the legal responsibilities identified in North Carolina General Statutes Chapter 166-A. In addition, information from previous planning efforts, supplemental documents and other information, has been considered in the development of this document. This is outlined in the Authorities and References Section of this plan.

The scope of this plan is that when implemented, it be used by elected officials, response organizations and groups to obtain maximum use of existing resources and systems in response to emergencies / disasters. The format utilized is as follows:

**Basic Plan:**

Serves as a summary of the entire plan, outlines basic responsibilities and presents the user with a summary of the legal authorities empowering local officials to act before, during and after an emergency or disaster as well as various documents used or consulted in the plan's development.

**Annexes:**

Addresses specific functions for use by the managers and agencies tasked. Each annex contains:

- Statement of purpose
- Situation summary
- Assumptions
- Concept of Operations

This plan is also intended for use as the Community Emergency Plan for hazardous materials emergencies as required by SARA Title III and the Beaufort County Local Emergency Planning Committee (LEPC).

**Standard Operating Guidelines:**

Developed by each operational manager or primary agency as essential to the implementation of this document.

**Hazard Specific Checklists:**

To address specific hazards, checklists have been developed to assist the emergency manager or an incident commander. Each checklist contains sections for:

- Planning
- Response
- Recovery

**Integrated Components:**

This plan integrates a number of components essential to functional operation of any consequence management or Integrated Emergency Management System. These components provide additional information to the emergency manager and response personnel.

- Forms
- Database for resources, resource requests, damage assessment, special needs populations, etc.
- Additional or companion plans
- North Carolina WebEOC interface

**Plan Distribution**

This plan is distributed electronically and is available via internet to authorized persons or agencies 24/7. Authorized persons or agencies may include, but are not limited to, County government personnel, law enforcement, volunteer agencies, municipal agencies, state agencies, personnel and officials, federal agencies, personnel and officials.

A printed copy may be available for review by contacting the Beaufort County Office of Emergency Management. In accordance with NCGS 132-1.7, this plan and the associated documents contained herein are not generally considered public record and therefore not subject to the demands of members of the media or the public for copies in any form. However, when it is in the interest of public safety or in keeping with policies and practices of the County, the County may distribute, through the County Manager, Emergency Management

Coordinator or the Chairman of the Board of County Commissioners, all or portions of this plan in a manner the County deems appropriate.

## **II. PURPOSE**

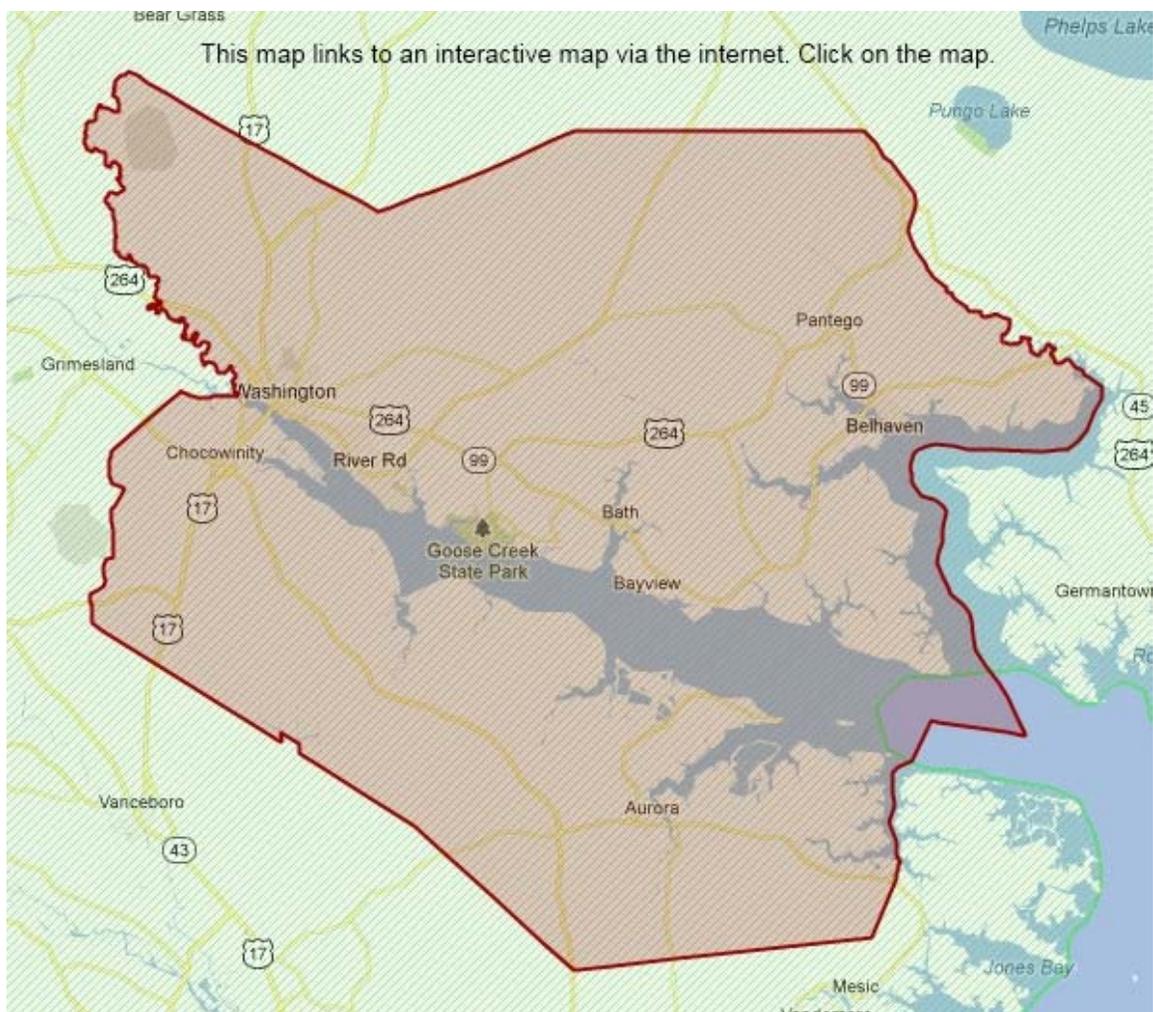
This plan outlines responsibilities and actions to be taken by certain governmental agencies and applicable private organizations of Beaufort County to reduce the vulnerability of people and property to injury and damage as a result of a disaster within the county, and establishes guidelines for enhancement of effective response to the actual occurrence of a disaster of any type or origin.

## **III. SITUATIONS AND ASSUMPTIONS**

### **A. Situation**

#### **1. General Demographics and Infrastructure:**

Beaufort County is located in the coastal region of eastern North Carolina, contiguous to Hyde County on the eastern border, Washington County to the northeast, Martin County to the north, Pitt County to the west, Craven County to the southwest, and Pamlico County to the south. Tranters Creek and the Tar River above US 17, and the Pamlico River below the US 17 Bridge divide Beaufort County into northern and southern portions. Typical of the coastal region, Beaufort County has abundant wetlands, extensive timber and farmlands, a mild four-season climate, and flat to gently rolling topography. The current population of the County and municipalities is approximately 46,951\*. (\*Source: NC Department of Commerce EDIS - 2010 Census).



The major highways in Beaufort County are U.S. Highways 17 and 264 and N.C. Highways 32, 33, 99 and 306. Cargo rail service is provided by Norfolk-Southern. The Carolina-Coastal Railway is a short-line operating from Pinetown to Belhaven. There is no passenger rail service. There is limited bus service in the County provided by Trailways.

Aviation in the county is served from Warren Field Airport which provides general aviation services. Warren Field is owned by the City of Washington. POTASH Corporation maintains a paved, lighted non-controlled private 5,200-foot airstrip at the company facility near Aurora. There is no commercial airline service to or from any airport in the county. A State-owned and operated ferry operates daily from the north (Gaylord's Bay near Bayview) and the south (Huddle's Gut near PCS in Aurora) sides of the Pamlico River. Natural gas service is generally provided by Piedmont Natural Gas. Numerous propane suppliers are located in or near the county.

Extensive commercial tug and barge traffic and large pleasure craft routinely transit the Intracoastal Waterway via the Pamlico Sound and Pungo River. PCS is a major shipper of bulk products via tug and barge. Commercial fishing and crabbing activities are routinely found on all major waterways. A large number of recreational watercraft are operated on the waterways of Beaufort County, particularly in the summer months. A number of small commercial marinas with overnight slips and refueling facilities operate on the Pungo River in Belhaven, the Pamlico River in Washington, and Back Creek in Bath.

The US Coast Guard maintains stations at Hobucken in Pamlico County, at Cape Hatteras in Dare County, at Ocracoke in Hyde County, and at Fort Macon in Carteret County. All monitor marine distress radio frequencies.

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

- City of Washington - Electric utilities, Water, Law enforcement, Sanitation, Sewer, Fire protection, City Public Works.
- Towns of Belhaven, Chocowinity, Bath, Aurora, Pantego and Washington Park and their respective associated services.

3. 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 Beaufort County are:

- Aircraft accidents
- Civil Disorder
- Dam Failure
- Drought
- Earthquake
- Floods
- Forest Fires
- Hazardous Materials
- Hurricanes
- Large Structural Fires
- Mass Casualty
- National Security Emergencies
- Other/Unknown (biological, disease, etc.)
- Power Failure
- Severe Thunderstorms
- Terrorist Activity
- Tornadoes
- Winter Storms

## B. Assumptions

1. The following services, which will have expanded duties during disasters, are provided by Beaufort County or volunteer or contracted agencies within the county. These agencies or organizations include, but are not limited to:

- County Manager
- Animal Control
- Building Inspections
- Cooperative Extension
- Education
- Emergency Management
- Emergency Medical Services
- Finance
- Fire Departments
- Health Department
- Law Enforcement
- Social Services
- Tax Assessor (Damage Assessment)
- Water Department
- Director of Public Works

2. Officials of Beaufort County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan.
3. Implementation of this plan will reduce or prevent the loss of lives and damage to property.
4. Beaufort County and the municipalities within may have to operate with no outside assistance for a period of 24 to 72 hours. Services will be met as soon as reasonably possible, but each community should prepare to be self-supportive for as long as possible and identify shortfalls that may occur rapidly.
5. Centralized county-wide direction and control, exercised through the Emergency Operations Center is desirable when one or more of the following situations occur:
  - There exists an imminent threat to the public safety / health of citizens on a large scale;
  - extensive multi-agency / jurisdiction response and coordination are necessary to resolve or recover from the emergency situation;
  - Local resources are inadequate / depleted and significant mutual aid, state and / or federal resources must be utilized to resolve the emergency situation;
  - The disaster affects multiple political jurisdictions within the county which are relying on the same emergency resources to resolve the emergency situation;
  - Local emergency ordinances are implemented to control the emergency situation.
6. Sufficient procedures have been developed to effectively direct and control disaster operations / recovery.
7. Emergency operations and coordination at all levels of government will be carried out according to plans and procedures.
8. Communications systems will survive and / or withstand the long term effects of a disaster.

9. Existing fire and rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.
10. A large scale emergency will result in increased demands on hospitals, EMS and health and medical personnel.
11. Sufficient warning time will be available to evacuate a threatened population or for a threatened population to seek shelter.
12. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.
13. The County will carry out disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance will be needed and available in most major disaster situations affecting the county. Long term recovery efforts will be coordinated by the County with State and Federal recovery organizations, volunteer agencies and private corporations.
14. Officials of Beaufort County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan in accordance with NCGS 166A and will fill these responsibilities as needed.
15. Implementation of this plan and its associated components will reduce or prevent the loss of lives and damage to property.

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

##### **A. General**

1. As required by General Statutes 166A-2, it is the responsibility of county government to organize and plan for the protection of life and property from the effects of an emergency/disaster.
2. A County Emergency Operations Center (EOC) will be staffed and operated as the situation dictates.
3. The Chairman, Board of County Commissioners or his /her appointed designee(s) will direct evacuation and shelter activation as necessary.
4. 4 .As an emergency situation develops, the Chairman of the Board of Commissioners, his/her designated alternate, or the authorized municipal official may declare a State of Emergency to exist within their own jurisdiction (or a part thereof) and begin implementing emergency procedures.
5. The Chairman of the County Commissioners, assisted by the County Manager and County Emergency Management Coordinator, will coordinate and control county resources and advise municipalities of resources available to them, needs, progress, etc.
6. Termination of a State of Emergency shall be declared by the authority by whom it was proclaimed or their designated alternate/replacement, after consultation with State Emergency Management.

## **B. Comprehensive Emergency Management**

Beaufort County utilizes the four phases of Comprehensive Emergency Management in designing and implementing the Emergency Services program. These phases are:

1. Mitigation - Mitigation activities are those initiated to either prevent the occurrence of an emergency or minimize the potentially adverse effects of an emergency. Some mitigation activities include development of public health and zoning / building code ordinances and enforcement of those regulations on a day-to-day basis.
2. Preparedness - Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising are among the activities conducted under this phase.
3. Response - Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties and damage, and to speed recovery. Response activities include direction and control, warning, evacuation, mass care and other similar operations.
4. Recovery - Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

## **C. Incident Command and the National Incident Management System**

Beaufort County has adopted the Incident Command System (ICS) for all emergency response operations in the county and formally adopted the National Incident Management System (NIMS) approach when coordinating with local, state and federal response agencies as well, to incorporate the elements of NIMS essential to efficient management of emergencies and disasters that will involve local, state and federal response forces.

The Federal government has instituted compliance objectives for all emergency plans to incorporate Homeland Security Presidential Directive #5 (HSPD-5). "To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions"..

Beaufort County has determined the criteria for emergency operations plans and is compliant with the objectives established by the Federal Emergency Management Agency. FEMA Compliance Objectives change routinely and Beaufort County makes every effort to meet each objective in a timely manner when it is physically and financially possible.

**D.** Beaufort County provides many emergency services to the citizens of the county on a daily basis. Some of the services overlap into municipal government jurisdictions. While the municipalities within the county provide many services to their citizens, they also depend on Beaufort County for services such as social services, health, sheltering of evacuees and Emergency Management.

**E.** Each municipal government in Beaufort County will maintain their own operations in the event of an disaster. However, if a municipal government's resources prove to be inadequate during emergency operations, requests for County resources will need to be made to keep the city/town governments normal operations functional. There are city/town governments in the county that will be able to remain completely functional without outside resources, but there will be some that will be totally dependent on County resources.

**F.** When needed, the Chairman of the Board of County Commissioners for Beaufort County can declare a "State of Emergency" as directed by NCGS 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.

**G.** Local governments will use their normal channel for requesting assistance and/or resources to the State Emergency Operations Center. If State resources have been exhausted, the State will arrange to provide the needed resource using the Emergency Support Functions as described in the National Response Framework.. The County and the municipalities are also signatory agencies of the "Statewide Mutual Aid Agreement".

**H. State Role and Support:**

1. Beaufort County is one of eight counties in the Division's Area
2. Beaufort's point of contact is the Area 2 Coordinator.
3. SERT Field Deployment Teams, usually a group of 2, may be deployed to a county as a forward representative of SERT. The teams assist the County with resource requests, tracking, and other operations.
4. The Division operates the State Emergency Operations Center (EOC) in Raleigh. This facility serves as the Governor's Emergency Office during a crisis. When activated for an emergency event, representatives from the State Emergency Response Team staff the State Emergency Operations Center.
5. The Division of Emergency Management serves as the State's coordinating agency and point of contact for local government when State and Federal resources are needed to assist local government during emergency and disaster events.
6. As requests for resources become overwhelming, the County will coordinate with adjoining counties for additional available resources while also working with North Carolina Emergency Management to utilize state resources when County capabilities become exhausted.

7. Requests for State resources will be made through the Beaufort County Emergency Management Coordinator to the NC Division of Emergency Management by contacting either the Eastern Branch Office or the State Emergency Operations Center (800-858-0368). Most resource requests to the State should be made through WebEOC. The State Emergency Response Team (SERT) will be fully or partially activated as necessary to support the County's request. Additionally, it is expected SERT will have a role in most, if not all disasters.
8. The Division of Emergency Management will provide support to the local Emergency Management Coordinator. This support includes, but is not limited to:
  - On scene response by the Area Coordinator or designee.
  - Assistance with dissemination of emergency public information.
  - Relay of information from State and Federal agencies.
  - Coordination of State agencies during events.
  - Transmittal and tracking of resource requests to and from the State.
  - Assistance with damage assessments.
  - Assistance with planning, training and recovery operations.
  - Assistance with recovery operations.

**I. Federal Assistance With Resources and Federal Emergency Support Functions**

The Federal government may provide Federal resources to local governments through the North Carolina Division of Emergency Management. The National Response Framework outlines Emergency Support Functions (ESFs) for federal agencies. These Federal Emergency Support Functions are:

- #1 Transportation
- #2 Communications
- #3 Public Works and Engineering
- #4 Firefighting
- #5 Emergency Management
- #6 Mass Care, Emergency Assistance, Housing and Human Services
- #7 Logistics Management and Resource Support
- #8 Public Health and Medical Services
- #9 Search and Rescue
- #10 Oil and Hazardous Materials Response
- #11 Agriculture and Natural Resources
- #12 Energy
- #13 Public Safety and Security
- #14 Long-Term Community Recovery
- #15 External Affairs

- J. The Federal government must be requested to provide assistance to Beaufort County whether this assistance is in the form of response resources or recovery operations. Upon declaration of disaster by the President of the United States for the county, the region, or the state and under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288 as amended) resources of the Federal government will be available.

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 and amendments to NCGS 166A apply to the provision of State assistance.

## V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. Organization:

Most of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency response and preparedness procedures. Specific responsibilities are outlined below under the section entitled "Assignment of Individual Responsibilities". Responsibilities for certain organizations which are not a part of local government are also presented, because these agencies provide a vital function in emergency operations.

When events or incidents, emergencies or disasters occur within the county and the County activates its Emergency Operations Center incident management will fall to incident commanders in the field and to the Control and Supports Groups within the EOC.

#### 1. Control Group

- a. The purpose and responsibility of the Beaufort County/Municipalities Emergency Control Group is to make timely decisions on urgent matters related to an emergency or disaster situation. The Control Group initially assembles at the primary Emergency Operations Center located at 1420 Highland Drive (or another area if designated).
- b. This group consists of, but is not limited to:
  - Beaufort County Commission Chairman or designee (representing all Commissioners)
  - Mayor of the affected municipality
  - County Manager
  - City / Town Manager of affected municipality
  - Emergency Management Coordinator
  - Sheriff
  - Safety Officer
  - Public Information Officer
  - SERT Leader
- c. The City of Washington and Town of Belhaven each have a municipal control group that will coordinate actions as necessary with the Beaufort County/Municipalities Control Group.

## 2. Support Group

- a. The Support Group is tasked with the implementation of Control Group decisions made in accordance with this EOP.
- b. The Support Group representatives will assemble at the EOC by request of the County Manager or Emergency Management Coordinator and convene as a group as necessary to coordinate actions and provide briefings to the Control Group.
- c. This group consists of, but is not limited to:
  - Fire Departments
  - Emergency Medical Services / Rescue Squad
  - Law Enforcement Agencies
  - Social Services
  - Public Works
  - Land Records (Information Technology)
  - American Red Cross
  - Salvation Army
  - Amateur Radio Association
  - Finance Officer
  - Public Schools
  - Health Department
  - Damage Assessment Officer and Damage Assessment Teams
  - Building Inspectors
  - Animal Control
  - Cooperative Extension
  - Register of Deeds
  - Homeowners Associations, private sector businesses, utilities, etc.
  - State agencies (i.e. Forestry, NC DOT, etc.)
  - Federal agencies (i.e. Homeland Security, FEMA, etc.)
  - Others as required or requested

## B. Assignment of Individual or Agency Responsibilities:

### 1. Chairman, County Commissioners

- Serve as Chairman of the Beaufort County Emergency Control Group and designate a line of succession for Control Group representation from the Beaufort County Board of Commissioners (elected officials) and assume or delegate direction and control of emergency operations after declaring an emergency at the county level.
- Establish policy and incident guidance procedures in coordination with other elected officials.
- Carry out appropriate provisions of State General Statutes, in addition to local ordinances, relating to emergencies.

- Issue and distribute, as appropriate, a local proclamation declaring a State of Emergency or terminating the State of Emergency.
- As necessary, assist the Emergency Management Coordinator with the coordination of emergency response actions and decisions with adjoining jurisdictions and other jurisdictions likely to be affected
- Ensure that all Commissioners, if possible, are consulted and informed of Control Group decisions.
- Ensure that local Emergency Management and State of Emergency ordinances are periodically reviewed and updated.
- Nominate members for the Local Emergency Planning Committee (LEPC) to the Chairman of the State Emergency Response Commission.
- Additional duties may also be found in the various Annexes and Procedures.

## 2. **Mayors**

- Develop and maintain Standard Operating Procedures for the municipalities in support of the EOP and as necessary, execute the Emergency Operations Plan on behalf of the municipality.
- Serve as a member of the Beaufort County/Municipalities Emergency Control Group responsible for representing the respective municipality and inform municipal board members of all Control Group decisions.
- Establish policy and incident guidance procedures in coordination with other elected officials.
- Carry out appropriate provisions of State General Statutes, in addition to local ordinances relating to emergencies.
- Assume or delegate direction and control of emergency operations after declaring an emergency at the municipal level.
- Issue and distribute, as appropriate, a local proclamation or resolution declaring a State of Emergency or terminating the State of Emergency, in coordination with the County and authorize other measures as necessary to provide for the protection of life and property including evacuation and reentry orders.
- Request assistance through the Emergency Operations Center, as needed, to control an emergency.
- Perform coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.

- Assure the protection of municipal public documents and public facilities during the emergency.
- Designate a line of succession for representation on the Control Group by municipal elected officials.
- Additional duties may be found in the various Annexes and Procedures.

### 3. County Manager

- On behalf of the Beaufort County Commissioners, implement or delegate direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction, including management of the Emergency Operations Center utilizing the Emergency Management Coordinator to carry out this function and establish incident guidance procedures in coordination with other officials
- Direct County agencies continually update their annexes to the Emergency Operations Plan and develop internal Standard Operating Procedures (SOPs) as needed to respond to emergencies through Emergency Management.
- Implement the Beaufort County/Municipalities Emergency Operations Plan on an appropriate scale by the authority of the County Chairman/Control Group and adhere to County personnel policy.
- Ensure that exercises and tests of the emergency systems are conducted on a periodic basis to test the functions of the Emergency Operations Plan through the Office of Emergency Management.
- Ensure that representatives for Emergency Operations Center staff are designated (e.g., Health Director, Public Information Officer, etc.) to report to the Emergency Operations Center upon activation to provide direction and control and authorize representatives from County government designated in this Plan to serve as part of the Support Group.
- During an emergency, function as the County and Control Group Public Information Officer or designate a Public Information Officer to fill this role.
- Develop and maintain Standard Operating Procedures and guidelines for protection of vital records during emergency/disaster events in support of this plan.
- Designate and secure a primary and alternate location for the Emergency Operations Center and provide the Emergency Management Coordinator with necessary supplies and equipment for the duration of EOC activation.
- Implement emergency policies/ordinances, as appropriate, on behalf of the governing body.
- Ensure that financial records of expenditures are kept during emergencies.

- Designate Beaufort County employees to serve in and support local recovery operations (Damage Survey Teams, SPEED Teams, Applicant Briefings, Disaster Recovery Center, donation management activities etc.) following a Presidential Declaration of Disaster for Beaufort County.
- Support and/or provide for Emergency Management training and periodic exercises of the EOP and related tests of emergency services for those County employees with EOP responsibilities.
- Ensure that this Plan is reviewed on an annual basis.
- Additional duties may also be found in the various Annexes and Procedures.

#### 4. **Municipal Manager**

- In coordination with the mayor and on behalf of the city/town council or board, implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the municipality. Establish incident guidance procedures in coordination with other officials.
- Develop emergency management Standard Operating Procedures (SOP) for the municipality in support of this EOP and provide copies/updates to County Emergency Management Coordinator.
- Implement the County/Municipalities Emergency Operations Plan by authority of the Control Group.
- Participate in periodic exercises of the County/Municipalities Emergency Operation Plan.
- Serve as the Public Information Officer for the municipality and coordinate with the County PIO.
- Ensure that emergency requests for State or Federal resources for the Municipality are made through the Beaufort County Emergency Management Coordinator.
- Support/provide Emergency Management training for Municipal employees tasked under this Plan.
- Implement emergency policies/ordinances as appropriate for the governing body.
- As requested, serve as a member of the Beaufort County/Municipalities Control Group.
- Ensure that financial records of expenditures are kept during emergencies.
- Develop plans for the security of municipal public documents and facilities.
- Develop a roster of key workers who must remain during an emergency or return, subsequent to an evacuation, to relieve other key workers.

- Provide, as requested, municipal personnel and equipment resources to the County or other jurisdictions to support emergency operations and evacuations.
- Additional duties may also be found in the various Annexes and Procedures.

## **5. Emergency Management Coordinator**

- Perform assigned duties according to State Statutes and local ordinances to include serving as the Chief of Staff, and where necessary or delegated, the Incident Commander for all disaster operations.
- Develop, coordinate, and update the County Emergency Operations Plan in accordance with Federal and State guidelines, coordinating emergency operations within the county, and coordination of emergency activities with other jurisdictions.
- Develop and maintain Standard Operating Procedures in support of this EOP for the Beaufort County Department of Emergency Management during emergency and disaster situations.
- Serve as the single point of contact for implementation of the National Incident Management System.
  - Coordinate availability of requested training for emergency organizations and develop exercises that will test this plan or portions of this plan on an annual basis.
- Serve as a member of the Beaufort County/Municipalities Emergency Control Group with primary responsibility for advising the Group on Emergency Management and coordination of local emergency forces.
  - Serve as the Beaufort County's EOC Operations Officer and coordinate all countywide emergency operations in the jurisdiction (County and Municipalities).
  - Establish and equip the County Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile), and provide for operations on a continuous basis as required.
  - Develop procedures to alert key officials.
  - Alert and activate the countywide Emergency Management organization as appropriate for the threat to the county.
  - Ensure staff and officials briefings are conducted periodically during the emergency.
  - Establish and maintain coordination with other jurisdictional Emergency Operations Centers as appropriate.
  - Establish and maintain contact with the Eastern Branch Office during significant emergency events, and provide periodic status reports.

- Provide for adequate coordination of recovery activities among private, state, and federal agencies/organizations.
- Plan for/identify and maintain current inventories of available resources for emergency purposes including critical facilities.
  - Coordinate resource use under emergency conditions and provide a system to protect these resources (i.e., essential personnel and equipment).
  - Set priorities on available resources and implement resource controls to restore essential services.
  - Develop mutual aid agreements for use of resources.
  - Request additional resources in those cases where County resources cannot meet response or recovery requirements.
  - Receive requests for assistance from municipalities within the county and direct aid to areas where needed.
  - Provide for and coordinate a County receiving and distribution point, for the storage, maintenance, and replenishment/replacement of essential equipment and materials (medical supplies, food and water, etc.).
  - Maintain liaison with utility companies to arrange for back-up water, power and telephone service during emergencies.
- Develop procedures to warn areas not covered by existing warning systems and coordinate warning resources with neighboring counties.
- Develop and maintain a public information and education program for disaster preparedness.
  - Direct and assist the Public Information Officer in disseminating public information during emergencies.
- Identify potential evacuation areas in accordance with the County's hazard analysis.
  - Develop evacuation procedures.
  - Identify population groups requiring special assistance during evacuation (e.g., senior citizens, the very ill and disabled, nursing homes, prison populations, etc.).
  - Ensure that institutions within the county have evacuation procedures.
  - Monitor the progress of the evacuation and modify evacuation procedures when needed.

- Identify shelter facilities for short-term use which have lodging and mass feeding capabilities.
  - Develop procedures to activate and deactivate shelters and ensure that American Red Cross and Department of Social Services develop shelter SOPs.
  - Designate shelter facilities with the shortest commuting distance to the hazard area for essential workers and their families.
- Initiate the return of the population as soon as conditions are safe at the direction of the Chairman, Board of County Commissioners.
- Assign a Damage Assessment Officer to coordinate overall damage assessment operations.
  - Provide damage assessment training.
  - Maintain sufficient quantities of needed forms and supplies for damage assessment teams and other departments/agencies assisting with assessment/recovery operations.
  - Secure resources to support and assist with damage assessment activities (maps, tax data, cameras, identification, etc.).
  - Establish a Utilities Liaison to coordinate information flow between the Emergency Operations Center and affected utilities.
- Establish and equip Disaster Assistance Centers along with the State when appropriate.
  - Assist with identification and notification of applicants that may be eligible for PA programs (local government entities, private nonprofit organizations, Native American tribes, etc.).
- Develop procedures to activate the EAS system.
  - Provide backup communications for Emergency Operations Center through mobile command post and develop and maintain a telephone service, priority restoration list.
  - Develop a flood warning system for areas in the county subject to frequent flooding.
- Coordinate activities of the Local Emergency Planning Committee, serve as the LEPC Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee, and assist local responders with planning for hazardous material emergencies.
- Ensure necessary information and reports are issued on schedule and maintain administrative records as required.
  - Ensure narrative and operational journals are kept during the emergency.

- Coordinate Hazard Mitigation Grant applications and encourage ongoing development of Hazard Mitigation projects through building code requirements, floodplain management, and land-use planning

- Additional duties are also found in the various Annexes and Procedures.

## 6. **Public Information Officer (County Manager or designee)**

- Prepare procedures for public information during disasters and update the Emergency Public Information Annex of this plan regularly.
- Maintain current inventories of public information resources.
  - Arrange points of contact for releases of public information in an emergency and for briefings to media representatives, when appropriate.
  - Maintain working relationships with the media and a current list of radio stations, television stations and newspapers to be used for public information release.
  - Prepare and distribute materials and information to the media (newspaper, radio and television, etc.).
- Develop advisories for the public.
  - Prepare written statements of agreements with the media to provide for dissemination of essential emergency information and warning to the public, including the appropriate protective actions to be taken.
  - Provide emergency information materials for the public including non-English speaking groups if required.
  - Provide for rumor control and emergency instructions. Publicize the telephone number of a rumor control line where official disaster information can be obtained by the public.
- Report to the Emergency Operations Center upon activation and coordinate the release of disaster related information with local agencies and State and Federal agencies.
  - Assist in the preparation and review of public information pre-scripted materials for all hazards affecting the county.
  - Coordinate all media releases pertaining to emergency planning and operations.
  - Clear information with the chief executive before release to the media.
  - Ensure that all sources of information being received are authenticated and verified for accuracy.

- Assist in handling inquiries and informing families about places of contact for missing relatives, continued emergency services, restricted areas, etc.
- Additional duties are also found in the various Annexes and Procedures.

## 7. Sheriff

- Develop and maintain the Law Enforcement Annex of this plan.
- Serve as the member of the Beaufort County/Municipalities Emergency Control Group primarily responsible for emergency law enforcement activities.
- Develop SOPs including traffic control operations during emergency and disaster situations (manpower needs, traffic control points, storm refuge, inmate relocation, reentry roadblocks, etc.)
  - Coordinate traffic control throughout the county during emergency operations and make requests for State law enforcement resources through the Emergency Management Coordinator.
  - Relocate and house prisoners when necessary during periods of evacuation.
  - Establish staging areas as necessary in conjunction with fire departments, rescue squads, and the Transportation Coordinator.
- Develop mutual aid agreements with other law enforcement agencies.
- Provide direction and control for law enforcement operations in Beaufort County I including missing persons and fugitive searches.
  - Serve as the Search Coordinator/Incident Commander in Search Operations.
- Provide backup communications for Emergency Operations Center through mobile units.
  - Coordinate the warning of affected populations threatened by the hazardous condition and coordinate law enforcement units deployed for the warning operation.
- Provide and coordinate security with law enforcement personnel and/or security contractors for the damaged areas, vital facilities, emergency shelters, equipment, Disaster Recovery Centers, staging areas, Emergency Operations Center and other such places supporting emergency operations.
  - Coordinate additional law enforcement support with State Highway Patrol and other counties and/or municipalities during response activities.
- Provide transportation for Emergency Operations Center personnel under emergency conditions, as requested by Emergency Management.

- Maintain current internal notification/recall rosters and communications systems.
- Assist in evacuation of the disaster area and movement to shelter.
- Inform families of the status of individuals missing or deceased due to an emergency/disaster event.
- Enforce any disaster-related resolutions or ordinances (curfews, price-gouging, etc.).
- Ensure that Sheriff's Department staff is provided training related to the missions tasked in the SOP and EOP.
- Additional duties are also found in the various Annexes and Procedures.

#### **8. Municipal Law Enforcement Agencies**

- Maintain law and order within local jurisdictions coordinating with the Sheriff and the Emergency Operations Center.
- Provide mobile units for warning operations as needed.
- Provide security for critical facilities.
- Request assistance through the Emergency Operations Center, as needed.
- Additional duties may also be found in the various Annexes and Procedures.

#### **9. Fire Marshal (Assistant Emergency Management Coordinator)**

- Plan for coordination of firefighting operations and participation in rescue and recovery operations throughout the county in time of disaster.
  - Develop and update Fire SOPs for coordination of firefighting during emergencies.
- Develop mutual aid agreements.
  - Direct firefighting aid from other counties to the disaster site
- Analyze fire potential and identify fire service requirements.
  - Prepare inventories of all fire equipment and personnel resources.
- Report to Emergency Operations Center upon activation and;
  - Assist and serve as back up to the Emergency Management Coordinator during emergency/disaster operations.

- Will serve as or provide a Deputy Chief of Operations.
- Supervise the EOC administrative support staff.
- Assume the duties and responsibilities of the Emergency Management Coordinator in his absence.
- Serve as the principal emergency management liaison and advisor to the Support Group.
- Provide for protective equipment, instruments, antidotes and clothing, within the resources of Beaufort County, to perform assigned tasks in a hazardous chemical environment to include decontamination.
  - Advise decision makers and emergency support services on the hazards associated with technological hazards and the areas most likely to be affected by a release of a hazardous material.
- Support rescue operations.
- Coordinate support personnel to assist in traffic control and damage assessment operations.
- Conduct fire inspections at critical facilities and in the disaster area during recovery.
- Review and update the Fire Protection Annex and SOPs regularly.
- Additional duties are also found in the various Annexes and Procedures.

**10. Chiefs, County Fire Departments & Washington Department of Fire/Rescue/EMS**

- Develop and maintain the Fire Protection Annex of this plan.
- Develop and maintain emergency Standard Operating Procedures for fire service tasking in support of this plan.
- If requested by Emergency Management Coordinator, serve as the designated fire service representative to the EOC Support Group, primarily responsible for coordination of fire control and suppression activities.
  - As EOC representative, inform fire command personnel of Control Group actions and decisions affecting fire department operations.
- Assist the Sheriff, if requested, with field communications, traffic control, evacuations, notifications, and warnings in unincorporated areas of the county.

- As necessary, provide manned fire stations as points of distribution (POD) of emergency supplies during a disaster event.
  - Assist in the transportation and preparation of emergency public water supplies as approved by the Health Director. This basically would be providing a pick-up point for distribution of bottled water.
- Assist the NC Division of Forest Resources in the control and extinguishment of local forest fires.
- Assist the Sheriff in Search and Rescue operations as requested including body recovery.
- Coordinate with the Fire Marshal/EM Coordinator regarding availability of manpower and equipment for disaster operations and anticipated resource needs for extended operations.
  - Assist Fire Marshal with inspections of damaged structures as needed.
  - Coordinate with Damage Assessment Teams. File any damage to station or equipment under Public Assistance-Private, Non-profit Organization. Stations in flood zones are required to have flood insurance.
- Identify resources and maintain current mutual aid agreements for immediate resources during local fire disaster events.
- Develop a fire department policy approved by the Fire Department Board of Directors for emergency debris clearance in individual fire districts where no Public Works Department exists.
- Assist the Emergency Management Coordinator/EOC with initial impact assessment and detailed damage assessment using standardized forms.
- Coordinate with the Finance Officer regarding documentation of disaster-related expenses.
- Provide fire protection for temporary structures used as shelters such as tents, etc.
- When requested, assist the Medical Examiner and Health Director with any available, trained personnel to help the establishment of temporary morgues and proper handling of deceased victims.
- Receive and manage information provided to the Fire Department by hazardous material facilities under authority of the Emergency Planning and Community Right-To-Know Act and other similar legislation concerning their fire district response area.
  - Assist the Fire Marshal/EM Coordinator and the Hazardous Materials Facility Coordinator with survey of facilities in the fire district for hazardous materials, particularly Extremely Hazardous Substances, and coordinate with the Beaufort County LEPC. Inventory list should contain chemical name, storage amounts, and site plan.

- Assist the Emergency Management Coordinator with planning for response to incidents in the county by the North Carolina Hazardous Materials Regional Response Team (RRT) as stand-by at the scene and securing the area, etc.
- Provide on scene direction and control during hazardous material incidents in accordance with the incident command system.
- Coordinate requests for assistance from the State RRT with the Emergency Management Coordinator and/or Sheriff.
- Elect a Representative to serve on the Local Emergency Planning Committee as requested
- Additional duties are also found in the various Annexes and Procedures.

#### **11. Director, Emergency Medical Services / Advanced Life Support**

- Serve in the EOC as the Chief of Planning for EOC Support Group
- Develop Emergency Medical Services procedures.
- Serve as the Emergency Medical Services representative to the EOC Support Group with responsibility for EMS coordination throughout the county during a disaster event.
  - With the Emergency Management Coordinator, develop a plan to coordinate ambulance/rescue activities throughout the county during a disastrous event.
  - Plan and coordinate with area hospitals and Emergency Management concerning receipt of mass casualties during emergency and disaster events.
  - Coordinate with State OEMS or SERT personnel temporarily stationed in the EOC during a disaster event.
- Identify equipment and manpower limitations, and maintain current mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- Assist the Medical Examiner, County Health Director and other authorities in the establishment of temporary morgues and the proper handling of deceased victims.
- Emergency transportation for special needs populations such as homebound or invalid patients is addressed in the Home Health Care/Skill Nursing Facility Agreement.
- Assist with initial damage assessment and situation reports for Emergency Management as requested.
- Assist the Sheriff and Emergency Management with missing person search and rescue operations including body recovery.

- Coordinate with the Finance Officer regarding documentation of disaster-related expenses.
- Additional duties are also found in the various Annexes and Procedures.

## 12. **Communications Officer**

- Develop and maintain the Communications Annex of this plan and develop Standard Operating Procedures for Communications Center operations during emergency events (staffing, use of alternate systems, amateur radio assistance, mobile command posts, evacuation of Center, etc.) in support of this plan.
- Plan and direct communications and warning systems, including two-way radio systems throughout the county, describing methods of communications between Emergency Operations Center, field forces, shelter facilities, adjacent jurisdictions and area/State Emergency Operations Center.
  - Coordinate communications net with surrounding counties, the State and the County during disasters.
  - Coordinate with Amateur Radio personnel to ensure backup for primary County communications systems, and provide support as practical.
  - Provide space (as practical) in the Beaufort County Law Enforcement Center for a backup to the primary EOC if so designated for EOC/Control Group operations and personal shelter during severe weather.
- Ensure off-duty communications staff can be recalled on short notice to supplement on-duty personnel.
  - Maintain current internal notification/recall rosters.
- Maintain the Communications Center as the Beaufort County Warning Point, and provide for the receipt and immediate dissemination of warning information to emergency response personnel and the general public through available media. In an event where Washington or Belhaven only are affected, they would use their own communication center.
  - Disseminate warning information.
  - Ensure information pertinent to the emergency/disaster situation is provided to the Emergency Operations Center.
- Ensure that communications procedures are established for the use of logs, message forms and message control.
- Maintain current information in the Communications Center on local hazardous materials facilities for relay by communications staff to emergency responders.

- Develop procedures for obtaining and restoring telephone services during emergencies.
- Identify potential sources of additional equipment and supplies.
- Provide for radio repair capabilities and maintenance operations under emergency conditions.
- Provide for testing and exercising of the communications, warning, and alerting systems on a regular basis.
- Additional duties are also found in the various Annexes and Procedures.

### 13. Social Services Director

- Plan for coordination of social services operations during disaster.
- Represent DSS as a member of the EOC Support Group and identification of long term recovery cases.
- Plan for emergency shelter openings with County officials, the Superintendent of Beaufort County Schools, and the appropriate Red Cross Shelter Managers.
  - Coordinate shelter operations with Red Cross and Emergency Management following the opening of public shelters.
  - Provide Red Cross-trained DSS staff for shelters as requested by the Emergency Management Coordinator. DSS staff will assist in completing all ARC required registration forms.
  - Coordinate with the Greater Pamlico Chapter Red Cross for continued operation of shelter facilities.
  - Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, Council on Aging, and other volunteer organizations to include shelter, feeding and clothing and unmet needs.
  - Coordinate with Health, Mental Health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.
- Contact local medical/health care facilities (e.g., rest homes, clinic, etc.) to encourage development of emergency procedures and coordination with other agencies.
- Assist the Public Information Officer in identification of local non-English speaking populations requiring special translations of the emergency information by utilizing local Spanish speaking resources. Several local churches sponsor and conduct Latino services. Non-English materials will be available through the ARC, FEMA, and other resources. Non-English shelter signs will be provided by DSS.

- Serve as a member or provide constant representation on the Beaufort County Long Term Recovery Committee for your agency.
  - Act as lead person in determining disaster-related unmet needs of the local population.
  - Assist the LTRC with representation in a Disaster Recovery Center opened in Beaufort County.
  - Coordinate with the designated Donated Goods Manager to fulfill duties outlined in the Donated Goods Management section Emergency Operations Plan.
- Develop mutual aid agreements.
- Provide local Social Services representatives to staff Disaster Recovery Centers opened in Beaufort County, as requested by Emergency Management.
  - Provide leadership to the Emergency Management Coordinator in establishing a County Disaster Long Term Recovery Committee that will plan for and manage the receipt, sorting, and distribution of goods donated to the victims of disaster in Beaufort County.
  - Serve on the committee organized for the management of donated goods and related identification of unmet needs.
- Maintain current internal notification/recall rosters.
- Train and prepare for the operation of special needs shelters for the county residents (e.g., nursing homes, rest homes, etc.).
- Additional duties are also found in the various Annexes and Procedures.

#### 14. **Health Department**

- Develop procedures for emergency Public Health operations.
- Report to the Emergency Operations Center upon activation and provide direction and control for emergency health operations.
  - Will serve as or provide a Deputy Chief of Planning.
  - Serve as the EOC Support Group representative primarily responsible for emergency public health operations and communicable disease control.
  - Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable diseases.
  - Plan for inspection and distribution of State food, water and health instructions in shelters and issuance of instructions for decontamination, distribution and usage.

- Coordinate with State water supply authorities to expedite placement and distribution of emergency public water supply resources such as bottled water, military water buffaloes and local refill points.
- Coordinate environmental health activities for waste disposal, refuse, food, water and vector/vermin control and sanitation and for the monitoring and evaluation of environmental health hazards.
- Coordinate the distribution of exposure-inhibiting or mitigating drugs, vaccines or other preventatives.
- Arrange for the re-supply of health response agencies.
- Coordinate with the Emergency Management Coordinator and the Red Cross to provide health care for sheltered populations and other mass care facilities (field hospitals, donated goods storage and distribution sites, mass feeding sites, temporary morgues).
  - Provide public health nurses in shelters designated by Emergency Management and provide a public health nurse at local Disaster Recovery Centers and/or at any local family assistance center opened following a disaster event.
- Provide inspection of affected areas, including human shelters, and take necessary actions to detect, prevent, and control communicable disease.
- Home Health and DSS identify special needs populations and coordinate with the Social Services Director to maintain a current list of persons identified.
  - Plan and coordinate with Home Health Care and skilled nursing facilities for the safety, evacuation, and sheltering of special needs populations as per agreement with facilities such as Britthaven and Ridgewood Manor. Special needs patients with acute medical problems requiring medical treatment not available in shelters should have pre-emergency plans for hospital admittance arranged with their doctor.
- Serve on the Beaufort County Disaster Long Term Recovery Committee.
- Plan for and coordinate with the State Medical Examiner's Office, funeral directors, and other authorities to establish a temporary morgue following a mass fatality incident.
- Coordinate public information with the Public Information Officer.
  - Develop and implement health awareness and public information programs regarding personal health.
- Request State resources through the Emergency Management Coordinator.

- Coordinate with the Beaufort County Hospital to identify and provide crisis counseling to victims of disaster or traumatic events including establishment of a Family Assistance Crisis Center following a mass fatality incident.

- Additional duties may also be found in the various Annexes and Procedures.

#### 15. **Medical Examiner**

- Respond to notifications of fatalities from local authorities and establish an adequate morgue.
- Certify the causes of death of the deceased victims and issue death certificates.
  - Notify next-of-kin and release the remains and personal effects to proper representatives.
  - Assist in handling inquiries and informing families about places of contact for missing relatives.
- Issue press releases in conjunction with the Public Information Officer.
- Identify resource equipment and needed supplies.
- Coordinate with search and rescue teams during body recovery.
- Coordinate with funeral directors, ambulance services, pathologists, ARC, dentists, X-ray technicians and law enforcement in a mass fatality incident.
  - Supervise the location and transportation of the remains of the deceased.
- Additional duties may also be found in the various Annexes and Procedures.

#### 16. **Hospital Administrators**

- Develop and maintain Standard Operating Procedures and guidelines for hospital operations during emergency/disaster events in support of this plan.
- Develop hospital contingencies for emergency situations, including fire, hazardous materials events, hospital evacuation, mass casualties/fatalities, and other situations as the need is identified. This includes contingencies for mental health and crisis counseling response throughout the county.
- Maintain mutual aid agreements with Emergency Medical Services providers, private transportation and hospital ambulance services to assist with patient evacuation.
- Provide appropriate emergency training including radiation exposure for hospital employees and participate in exercises of plans and procedures.

## 17. Finance Officer

- Will serve as Deputy Chief for Admin/Finance as the EOC Support Group representative primarily responsible for documentation of disaster-related expenses incurred by Beaufort County government and local non-profit agencies assisting the County.
- Develop financial accounting record procedures for all agencies to report their emergency expenses.
  - Maintain a separate account of disaster related expenditures and expenses and be familiar with the FEMA Schedule of Equipment rates and provide or assist in providing appropriate FEMA documentation forms.
  - Assist the Tax Appraisal Officer with documentation of disaster-related damage to County/Municipal-owned facilities.
  - Ensure that response agencies initiate documentation of all costs incurred subsequent to the emergency/disaster.
  - Assist the Fire Departments and EMS squads with training and guidance for the proper documentation of eligible disaster-related expense.
  - Coordinate with the Long Term Recovery Committee and other responsible agencies (Red Cross, Salvation Army) in the management of post-disaster donated funds and the tracking of fund usage when requested.
  - Develop a Beaufort County donated fund policy that addresses receipt and disbursement of funds and eligibility of recipients with all donated monies going to the ARC and/or Salvation Army
- Maintain a current internal finance personnel notification/recall roster.
- Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.
- Provide damage assessment and budget information in support of the Governor's request for a Presidential Declaration of Disaster.
  - Ensure that county volunteer agencies providing services have a valid, signed contract with the County to provide those services.
  - Ensure copies of such contracts are retained as proof of eligibility for reimbursement.
- Additional duties are also found in the various Annexes and Procedures.

## 18. County Planner

- Develop and maintain Standard Operating Procedures and guidelines for Land Use Plans in Beaufort County in support of this plan.
- Assist the EOC by providing information on land use strategies.
- Provide population estimates for all affected areas from a disaster event.
- As requested by the Incident Commander (IC) be the Coordinator for the Damage Assessment Teams and Debris Removal Teams and serve the EOC Support Group in the Planning Section.
- Identify mobile home parks, campsites, and other areas with available vacant space that could be used if needed for temporary housing.
- Maintain contact with realtors in the county as to availability of rental property, apartments, houses, vacant lots, etc.
- Additional duties may be found in the various Annexes and Procedures

**19. Building Inspections Supervisor**

- Develop and maintain standard procedures and guidelines for assisting property owners in the recovery phase of a disaster.
- Inform property owners on current flood ordinance and hazard mitigation issues that may affect the rebuilding of storm-damaged property following a natural disaster event.
- Coordinate with the Division of Coastal Management, Emergency Management, County Land Records Specialist, and others regarding development of necessary codes and plans for disaster recovery and the enforcement of existing codes.
- Advise the Beaufort County Board of Commissioners and County Manager regarding new construction options and potential benefits of modifications to existing County properties that are at risk from hurricanes and other hazards.

**20. Water Department Supervisor**

- Develop and maintain Standard Operating Procedures and guidelines for emergency and/or disaster operations in support of this plan.
- Coordinate with the Emergency Management Coordinator and other appropriate agencies for the acquisition and distribution of emergency public water supplies.
- Coordinate with the Emergency Management Coordinator/Fire Marshal, Fire Chiefs, Health Director, State Water Supply officials, and others as necessary regarding the status of public water supplies affected by an emergency/disaster event requiring emergency public water supplies in tankers or military water buffaloes for non-potable use such as fire-fighting.

- Coordinate with the Emergency Management Coordinator, Health Director, State Water Supply Official, and others as necessary regarding the acquisition, testing, and distribution of emergency potable water supplies and emergency testing of private supplies.
- Assess damage to Beaufort County water system and prioritize repairs based on greatest need and threat. Serve as the coordinator for all public service (water districts) as it applies to status of water systems throughout the county.

**21. Register of Deeds**

- Develop and maintain Standard Operating Procedures for protection of deeds and other vital records during emergency/disaster events in support of this plan.
- Assist disaster medical personnel with requests for birth certificates and other records essential to accurate identification of disaster victims.

**22. Board of Elections Supervisor**

- Develop and maintain Standard Operating Procedures for protection of vital records during emergency/disaster events in support of this plan.
- Maintain procedures for postponement and rescheduling of elections delayed by emergency/disaster events.

**23. Cooperative Extension Service**

- Operate out of the County Emergency Operations Center as needed and provide technical advice and liaison with the agricultural community.
- Maintain contact with the agricultural representative at the State Emergency Operations Center for coordination of agricultural activities.
- Assist sampling teams operating in the county during hazardous materials incidents that may affect agriculture.
- Work with other County agencies to provide personnel for agricultural damage assessment teams.
- Coordinate releases of public information with the Public Information Officer and the Health Department.
- Additional duties are also found in the various Annexes and Procedures.

**24. Animal Control Supervisor**

- Serve as technical advisor to the Emergency Operations Center on issues dealing with animal control.

- Develop an emergency plan dealing with animal control issues and care, custody and control of domestic animals in a disaster.
  - Assist in developing a policy regarding fees, pickups and releases of domestic animals during a disaster and in the recovery phase of disaster operations.
  - Coordinate with NC Wildlife Resources Commission Officers and/or Animal Rescue Teams in the capture or rescue of animals displaced or stranded by a disaster.
- Assume the lead role in the control and disposal of rabid animals.
- Develop a resource list and establish contact with local regional agencies that could be utilized for animal control or protection during an emergency event.
- As needed, coordinate with the US Coast Guard and others to assist with cleanup and rehabilitation of waterfowl contaminated by oil spills
- Additional duties are also found in the various Annexes and Procedures.

**25. Land Records Supervisor (Information Technology)**

- Develop and maintain Standard Operating Procedures for the protection of vital records and computerized information during emergency/disaster situations in support of this plan.
- Serve as a member of the Support Group with primary emergency responsibility for providing administrative support (GIS mapping, etc.) to the Control Group.
- Assist the Emergency Management Coordinator with procurement of needed maps for emergency use. Maintain copies of fire and rescue districts.
- Provide technical assistance with computer equipment, telephone, and information systems during emergency/disaster events.
  - Assist the Control Group with receipt and display of critical information, including operation of computerized decision tools such as the HURREVAC.
- Provide and coordinate technical support to the Damage Assessment Officer and field Damage Assessment Teams.

**26. Damage Assessment Officer (Tax Administrator, Tax Collector or designee)**

- Develop, review and annually update procedures for damage reporting and accounting.
- Serve as the EOC Support Group representative primarily responsible for preparation of initial impact and detailed damage assessment reports for the Control Group.
- Prepare initial disaster-impact assessments for the Control Group.

- Collect data, prepare damage assessment reports, and forward reports to the Emergency Management Coordinator.
- Coordinate damage assessment teams, including volunteer fire departments (VFD) and volunteer rescue squads (VRS), conducting field surveys after a disaster has occurred and assure teams are properly trained and equipped.
  - Train personnel in damage assessment organization, techniques and reporting procedures and be familiar with the FEMA Schedule of Equipment rates.
  - Maintain a current damage assessment team notification/recall roster.
  - Assign damage assessment teams and deploy as appropriate. Assure each team has communications with the Emergency Operations Center.
  - Collect and compile incoming damage reports from teams in the field to include County and private agencies such as American Red Cross, school systems, private nonprofit/government utilities.
  - Collate and compile damage assessment information for transmittal to the State Emergency Management Office.
- In coordination with the Finance Officer, provide damage assessment information in support of the Governor's request for a Presidential Declaration of Disaster.
- Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- Assist the Emergency Management Coordinator and other County or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected government facilities.
- Additional duties are also found in the various Annexes and Procedures.

**27. Debris Removal Coordinator (designated by County Manager)**

- Identify, prepare, and maintain temporary sites for the collection and subsequent removal of debris from affected areas.
- Coordinate with debris removal forces regarding classification of debris and proper disposal in the County landfill site.
- Coordinate with NC Division of Air Quality, the NC Division of Forest Resources, and the Beaufort County Fire Marshal regarding temporary burning sites and burning of disaster related debris.

- Coordinate with the Regional Solid Waste Landfill Authority to maintain special records of disaster-related debris generated by the County and Municipalities, as needed for completion of Damage Survey Reports.
- Prioritize debris removal operations in coordination with the Emergency Management Coordinator, County Manager, and others as necessary giving priority consideration to vital facilities described in the EOP.
- Accesses equipment and manpower capabilities and organize crews and equipment for debris removal operations.
- Confer with the County Manager and/or Emergency Management Coordinator, as necessary, to maintain manpower needed for debris removal operations.

## 28. Superintendent of Schools

- Serve as, or designate the transportation coordinator for Beaufort County.
- Develop and maintain Standard Operating Procedures for school system support of this EOP (mass feeding, shelter facility, employee evacuation/reentry, use of buses and drivers during evacuation, etc.).
- Develop emergency plans for all school facilities to provide for safety of students and faculty during emergency situations such as fires, tornadoes, bomb threats, and hazardous materials events. All schools should have their own emergency plan in place as well as support transportation operations by providing buses and drivers, on request, for evacuations of the general public along with medical and health care facilities.
- Serve as the EOC Support Group representative primarily responsible for coordination of school facilities and transportation.
- Assist the Emergency Management Coordinator and the Public Information Officer with the distribution of family disaster preparedness information to students, faculty, and staff.
- Provide personnel, equipment and facilities coordinated with the Red Cross, the Director of Social Services and the Emergency Management Coordinator as the situation develops to support shelter operations, mass feeding, and emergency transportation authorized by the Control Group.
  - Provide facilities and support for local Disaster Recovery Centers to be opened in the county following a disaster.
  - Provide school facilities for temporary medical treatment facilities or shelters.
  - Coordinate letters of agreement for use of schools as shelters, as appropriate.
- Provide resources for emergency transportation of evacuees, including transportation to hurricane shelters, as requested by Emergency Management on a case-by-case basis.

- Coordinate transportation operations, and keep Emergency Operations Center advised of status.
- Provide for fuel support when refueling buses being used in transportation activities.
- Coordinate with the Long Term Recovery Committee to identify and assist students, faculty, and staff with unmet needs resulting from a disaster event.
- Provide representatives to assist damage survey teams, deployed in Beaufort County with surveying school property damage.
- Designate an official for the school system that will sign and track disaster related documentation.
- Additional duties may be found in the various Annexes and Procedures.

**29. Public Works Director**

- Will serve as the Deputy Chief of Logistics.
- Prepare procedures to coordinate, provide public works / maintenance functions during major emergencies (e.g., building and grounds repair services) and review the Public Works and Maintenance annex annually.
- With assistance from EMC, develop and maintain resource lists with source, location and availability of equipment, fuel and operational personnel to support response/recovery operations.
- Request (through EM channels), coordinate and direct public works mutual aid assistance from other jurisdictions and the State.
- Provide for backup electrical power to the EOC.
- Coordinate the maintenance of emergency power, water and sanitation resources at vital facilities in the county during emergencies.
- Prepare required reports and forward to the designated EOC.
- Conduct debris clearance operations at County owned facilities or as otherwise directed.
- Store and provide fuel for emergency vehicles.
- Provide sanitation services during emergencies.
- Assist in decontamination operations.
- Assist in damage assessment operations and relay damage assessment information to the EOC.

**30. Air Operations Manager (City of Washington)**

- Develop and maintain Standard Operating Procedures for local air operations during emergency situations in support of this plan.
- Coordinate local aircraft operations during and following disaster events and provide related information to the Emergency Management Coordinator (EOC Operations Officer).
- Provide for the priority clearance of the runway at the Washington/Warren Field Airport.
- Determine the capabilities and limitations of the airstrips within the county, as well as aircraft and facilities available to support aviation operations during emergencies.
- Coordinate with the FAA regarding the need to restrict air space over the disaster area and issue NOTAMS.
- Provide liaison to the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.
- Coordinate with military officials in support of disaster-related military flight operations at the Washington/Warren Field Airport.
- Coordinate with Civil Air Patrol (CAP) deployed to the county regarding missions and availability of CAP aircraft.
- Coordinate and maintain relationship with other airports in close proximity to the county that may be available for support or alternate usage during or following a disaster event.

**31. American Red Cross**

- Shall serve as the lead agency for Shelter Operations and Management in Beaufort County and shall coordinate shelter/mass care operations for the County.
  - Inspect shelter sites for serviceability.
  - Develop letters of agreement and procedures for shelter activities and secure cooperation of building owners for use of shelter space
- Serve as a representative to the EOC Support Group for disaster-related Red Cross programs and shelter operations available to Beaufort County.
- Coordinate with the Director of Social Services to identify and provide crisis counseling to victims of disaster or traumatic events including establishment of a Family Assistance Crisis Center following a mass fatality incident.

- Identify needs and provide appropriate crisis counseling within the operating shelters if the Beaufort County Chapter has the capability to provide this service.
- Arrange for staffing of ARC shelters and feeding of evacuees.
  - Provide shelter managers to operate ARC shelters. Ensure managers follow ARC guidance procedure.
  - Provide other support personnel as requested.
  - Provide a shelter-stocking plan for ARC shelters.
  - Provide shelter management supplies.
  - Ensure that personnel are trained to operate and care for the day-to-day needs of the evacuees staying in shelters.
  - Identify evacuees within ARC shelters with special needs.
- Assist in handling inquiries and informing families on the status of individuals injured or missing.
- Additional duties are also found in the various Annexes and Procedures.

### 32. **United Way (Volunteer Coordinator)**

- Serve on the Long Term Recovery Committee.
- Coordinate volunteer services by maintaining a database of volunteers.
- Receive requests from Agencies (Red Cross, Salvation Army, Shepherd's Staff, Eagles Wings, DSS, etc.) specifying number of volunteers needed, jobs to be performed, work sites, etc. and match needs with volunteers.
- Provide public information support via electronic and print media (with PIO approval) to solicit volunteers when and if more volunteers are needed.
- Identify non-governmental resources of funding and goods to fill unmet needs.
- As soon as is safely possible following a disaster, establish telephone contact with the Beaufort County Emergency Management and provide a base for coordination of incoming volunteers to disaster relief sites.

### 33. Salvation Army (also Donated Goods Management)

- Provide appropriately trained personnel, as available, to response teams. The Salvation Army will provide and man with volunteers a mobile canteen to be ready to serve hot and cold foods and drinks during an emergency.
- The Salvation Army Commanding Officer will serve as the Donated Goods Manager as outlined in the existing written agreement with Beaufort County Emergency Management.
  - Identify local facilities, volunteer personnel, and equipment needed to receive, sort, track, and distribute donated goods, and participate with Salvation Army, Red Cross, Emergency Management and other agencies in the development of needed agreements.
  - Inform the Public Information Officer, Emergency Management Coordinator, and other officials regarding status of emergency operations and availability of goods needed by citizens.
  - Develop procedures and guidelines for managing local operations to receive, sort, and distribute goods.
  - Strive to minimize duplication of effort among agencies conducting donated goods operations.
  - As requested, update the Division of Emergency Management Donated Goods Officer (State EOC in Raleigh) regarding the types, quantities, etc. of goods needed which may be available through the State EOC.
  - Provide information to the local Disaster Recovery Center on the availability of donated goods.
- The Salvation Army building at 112 E. 7th Street will be available to assist with emergency shelter as needed. NOTE: This facility is not normally set up for emergency shelters but can assist as needed during the day until a shelter can be opened or room becomes available.
- If available, provide support personnel for counseling services for disaster victims.
- Additional duties are also found in the various Annexes and Procedures.

### 34. Amateur Radio Operators (ARES)

- Coordinate and provide communications for outlying areas and local shelters with the Communications Center (Emergency Operations Center).
- Provide operators to the County Emergency Operations Center and other facilities as needed during emergency/disaster activation.

- Transmit, receive, and log emergency traffic as necessary during emergency/disaster events.
- Provide a summary of communications transmissions to the EOC Operations Officer/Emergency Management Coordinator.
- Disassemble and relocate radio equipment to an alternate Emergency Operations Center if necessary.
- Develop and maintain a list of amateur radio resources that may be used during emergency/disaster.
- Coordinate with Tarheel Emergency Network amateur radio operators in Area 2 and other locations to establish and support an emergency communications network.
- Additional duties are also found in the various Annexes and Procedures.

### **35. Local Emergency Planning Committee (LEPC) Chairman**

- Assist in the development, maintenance, and timely review of the Beaufort County Hazardous Materials annex, in coordination with the Beaufort County Emergency Operations Plan and municipal plans.
- Identify needed subcommittees and appoint subcommittee chairmen.
- Review facility information reported to the LEPC and ensure appropriate planning actions are taken by the LEPC.
- Provide leadership to the LEPC on critical issues and problems.
- Coordinate with the Community Emergency Coordinator in the development of plans, training and exercises.
- Maintain liaison with the State Emergency Response Commission, recommend membership changes to the Commission, and represent the LEPC at Commission meetings
- Additional duties are also found in the various Annexes and Procedures.

### **36. Hazardous Materials Facility Emergency Coordinator**

- Report all releases of hazardous materials to 911 Communications Center as required by the LEPC.
- Provide planning information to the LEPC, local fire departments, and State Emergency Response Commission as required by Federal law (SARA Title III).

- Serve as the point of contact for a chemical emergency involving industry or government facility and provide appropriate assistance to responders during the facility emergency.
- Additional duties are also found in the various Annexes and Procedures.

## **VI. DIRECTION AND CONTROL**

A. Direction and control provides for an efficient response to an emergency by coordinating all response and recovery activities through one central location. An Emergency Operations Center (EOC) is a base of operations for all emergency activities for the County. Members of the Emergency Management organization will be familiar with plans and procedures to cope with an emergency. The Chairman of County Commissioners, or designee, will decide whether to activate an EOC. The overall direction and control of emergency activities in a crisis situation is the responsibility of the Chairman, County Commissioners.

B. Upon declaration of an emergency of sufficient magnitude, the Chairman of County Commissioners will direct opening and staffing of an EOC. Initially, emergency operations will be conducted locally with little or no outside assistance or support.

C. On-site direction and control will be by the Incident Commander(s).

## **VII. 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 name who will be the decision-makers if an elected official or department head is not available.

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

The line of succession of the County Board of Commissioners/Town/City Council/Alderman proceeds from the Chairman to the Members of the Board in accordance with jurisdictional policy or law. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate procedure.

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

Each department/agency is responsible for the preservation of essential records to ensure continued operational capabilities. It is the responsibility of each County department head and all 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.

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

The County provides for the relocation of the governing body to the Emergency Operations Center during times of emergency if necessary. If the primary Emergency Operations Center is determined inoperable,

the governing body will relocate to an alternate Emergency Operations Center facility as needed. Municipal governments will relocate to facilities within their jurisdictions capable of providing emergency operations. If needed, the County EOC will help support this.

## VIII. ADMINISTRATION AND LOGISTICS

### A. General

- The Communications Center operates continuously 24 hours per day. Day-to-day operations are directed by the Communications Supervisor.
- The operational readiness and operations of the Emergency Operations Center is the responsibility of the Emergency Management Coordinator.
- The Emergency Services dispatching operations center operates 24 hours per day and is administered by the Sheriff through the Communications Director.

### B. Records and Reports

- Records of expenditures and obligations during emergency operations must be maintained by all functions of County government and narratives and operational journals of response actions will be kept.

### C. Compliance with Law

- Beaufort County, during all operations including emergency and / or disaster operations, complies or attempts to comply with all applicable General Statutes of the State of North Carolina and all regulatory requirements of the various State agencies including but not limited to:
  - Department of Labor
  - Department of Health and Human Services
  - Department of Environment and Natural Resources
- Beaufort County, during all operations including emergency and / or disaster operations, complies or attempts to comply with all applicable Federal law and the regulatory requirements of the various Federal agencies including but not limited to:
  - The Robert T. Stafford Disaster Relief and Emergency Assistance Act
  - Pets Evacuation and Transportation Standards Act
  - Americans with Disabilities Act
  - Occupational Safety and Health Administration
- Consumer complaints pertaining to alleged unfair or illegal business practices during emergencies will be referred to the County Attorney and the State Attorney General's Consumer Protection Division.
- 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. This policy applies equally to all levels of government, contractors and labor unions.

D. Agreements and Understandings

- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
- Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the local Emergency Management Coordinator to the Eastern Branch Office. From there, such requests are forwarded to the State Emergency Operations Center, unless otherwise directed by NC DEM.
- 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.

**IX. PLAN DEVELOPMENT AND MAINTENANCE**

- A. This plan shall be exercised at least annually or in accordance with the policy of Beaufort County and in keeping with legal and regulatory requirements of North Carolina General Statutes and / or Federal regulations.
- B. The County Manager will ensure development and annual review of this plan is conducted by all officials involved and will coordinate necessary revision efforts with the Emergency Management Coordinator.

Updates, changes, modifications, additions, deletions and / or corrections to this plan may be determined to be administrative in nature and may not require approval of the County Board of Commissioners or the re-approval or promulgation of the entire plan. Decisions regarding such shall be made by the Emergency Management Coordinator in coordination and consultation with the County Manager. If the County Manager feels the updates, changes, modifications, additions, deletions and / or corrections to this plan are significant and that Board action is advised, the Emergency Management Coordinator shall prepare appropriate documentation and submit the documentation, through normal channels, to the Board of Commissioners for consideration.

Emergency updates, changes, modifications, additions, deletions and / or corrections to this plan and / or any policy, procedure or annex that is part of this plan, may be made as an emergency interim measure with written approval of the Chairman of the Board of Commissioners without prior consent or approval of the entire Board sitting in either regular or emergency session.

**X. AUTHORITIES AND REFERENCES**

The following listed authorities, references and documents were consulted in the development of this plan.

- A. Beaufort County authorities, references and documents consulted in the development of this plan include:

- State of Emergency Ordinance
- Emergency Management Ordinance
- Proclamation of a Local State of Emergency (sample)
- Proclamation Terminating a Local State of Emergency (sample)
- Multi Jurisdictional Hazard Mitigation Plan
- Proclamation Adopting the National Incident Management System. 

B. State authorities, references and documents consulted in the development of this plan include:

- Emergency Management Act of 1977, N.C. General Statutes 166-A, as amended
- N.C.G.S. 162B Continuity of Government
- N.C.G.S. 143-215 Oil Spill Act
- N.C.G.S. 14-288.1 Riots and Civil Disorder
- N.C.G.S. 132-1.7 Public Record
- N.C.G.S. 104E Radiation Protection Act
- N.C.G.S. 115C-242(6) Use of School Buses in Declared Emergency
- The Hazardous Chemical Right to Know Act, Article 18, Chapter 95 of N.C. General Statutes
- Executive Order 43 (Citizen Corps Council)
- Statewide Mutual Aid Agreement 

C. Federal authorities, references and documents consulted in the development of this plan include:

- Public Law 93-288 as amended (Stafford Act)
- OSHA (29 CFR 1910.120)
- Community Right-to-Know Act (SARA TITLE III)
- Federal Communications Commission (FCC) rules and regulations
- FEMA Equipment Cost Schedule Requires 
- Emergency Alert System - Code of Federal Regulations (47 CFR Part 11)
- National Security Decision Directive #259
- Homeland Security Presidential Directive 5
- Homeland Security Presidential Directive 8
- Local Government Emergency Planning (CPG 101)
- National Incident Management System (NIMS)
- National Response Framework [formerly National Response Plan]
- Americans with Disabilities Act (ADA)
- Public Law 109-308 as amended (Pets Evacuation and Transportation Standards Act)
- Animal Welfare Act

C. Additional references researched in the development of this plan include, but are not limited to:

- National Hurricane Center
- National Weather Service
- Coastal Area Management Act (CAMA)
- NC Emergency Alert System
- American Red Cross
- Storm Prediction Center