

Town of Atlantic Beach
 Emergency Operations Plan for Multi-Hazards
 Basic Plan

PRIMARY AGENCY	RESPONSIBLE POSITION
Atlantic Beach Police/Fire Department	Emergency Manager
SUPPORT AGENCIES	RESPONSIBLE POSITION
All other Atlantic Beach organizations and departments. Automatic aid and mutual aid organizations. Federal, state, county, and non-government organizations that support emergency operations and homeland security.	Senior ranking person in organizations supporting emergency operations within Atlantic Beach

I. INTRODUCTION

A. Purpose

The Atlantic Beach Emergency Operations Plan (EOP) is an addendum to Carteret County’s EOP and will address Atlantic Beach’s specific actions not covered by Carteret County’s EOP. The Town of Atlantic Beach endorses and supports the Carteret County EOP and both EOPs must be used together in order to conduct effective emergency operations.

B. Applicability

This EOP applies to all Town departments and non-government organizations that support emergency operations and homeland security within the Town.

C. Scope

The scope of this EOP:

- > Presents the organization and general capability available in the Town to address an emergency situation;
- > Describes the concept of operations for emergency operations and homeland security within the Town;
- > Defines and assigns emergency roles and responsibilities of organizations and key positions conducting emergency operations in the Town;
- > Establishes the authority for direction and control of emergency operations within the Town;
- > Predetermines measures to take to ensure continuity of government operations in the wake of an emergency situation, to include relocation of the Town government.

D. Terminology

Reference Carteret County EOP Section I, Paragraph D. All references to “Town” refer to the Town of Atlantic Beach.

E. Methodology

The EOP was written to be a Comprehensive Emergency Management Plan that is supportive of the National Response Plan, the NC EOP, the Carteret County EOP, and to reflect current federal, state, county, and local legislation and regulations.

II. SITUATION AND ASSUMPTIONS

Reference Carteret County EOP Section II.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. General

Reference Carteret County EOP Section III, Paragraph A.

B. Specific

1. Town of Atlantic Beach Government: The Town government is efficiently and adequately organized to handle normal daily operations.

The onset of an emergency situation does not change the role of any Town organization. In fact, additional responsibilities and functions may be required of Town organizations to protect residents, visitors, and property in an emergency situation (refer to *Basic Plan Appendix 1, Town of Atlantic Beach Emergency Support Function Responsibility Matrix* in this EOP).

Joint action is required between all Town organizations, surrounding municipalities, County, and non-governmental organizations to maximize resources and support for the safety of the citizens of the Town during emergency operations.

2. Town Council of Atlantic Beach Board: The Town Council of Atlantic Beach carries out their responsibilities during emergencies to provide for the health and safety of the public and protection of property through the Mayor.

The Mayor is the senior elected official. The Mayor is the final decision making authority on local emergency operations within Town limits. The Mayor also has the authority to order an evacuation of the Town, but only after a “State of Emergency” has been proclaimed. State and federal law may supersede the Mayor’s decision making authority for local emergency operations under certain specific circumstances.

3. Town of Atlantic Beach Emergency Management Office: The emergency management office has been organized to plan for, respond to, and recover from disasters. The Town Manager with the concurrence of the Town Council appoints the Police Chief as well as the Town’s Emergency Manager which currently are one and the same and he/she is designated the Incident Commander (IC) for the AB “Emergency Operations Center (EOC) or “Command Post”.

The Town complies with the federally mandated National Incident Management System and utilizes the Incident Command System as the command system to mitigate emergencies.

The Town’s command organization consists of the Fire/EMS, Police, Public Works, and Water Departments; additionally, the Town may utilize volunteers to help fill critical staff positions.

4. Town Emergency Operations Center (EOC) or Incident Command Posts:

a. Primary Incident Command Post (less than town wide threats): The primary Command Post for emergencies that are scene specific and are not affecting the entire town will be located at a safe and secure site near the incident. The Command Post will have communications with County and any organizations providing mutual aid. NIMS will be used to mitigate the threat.

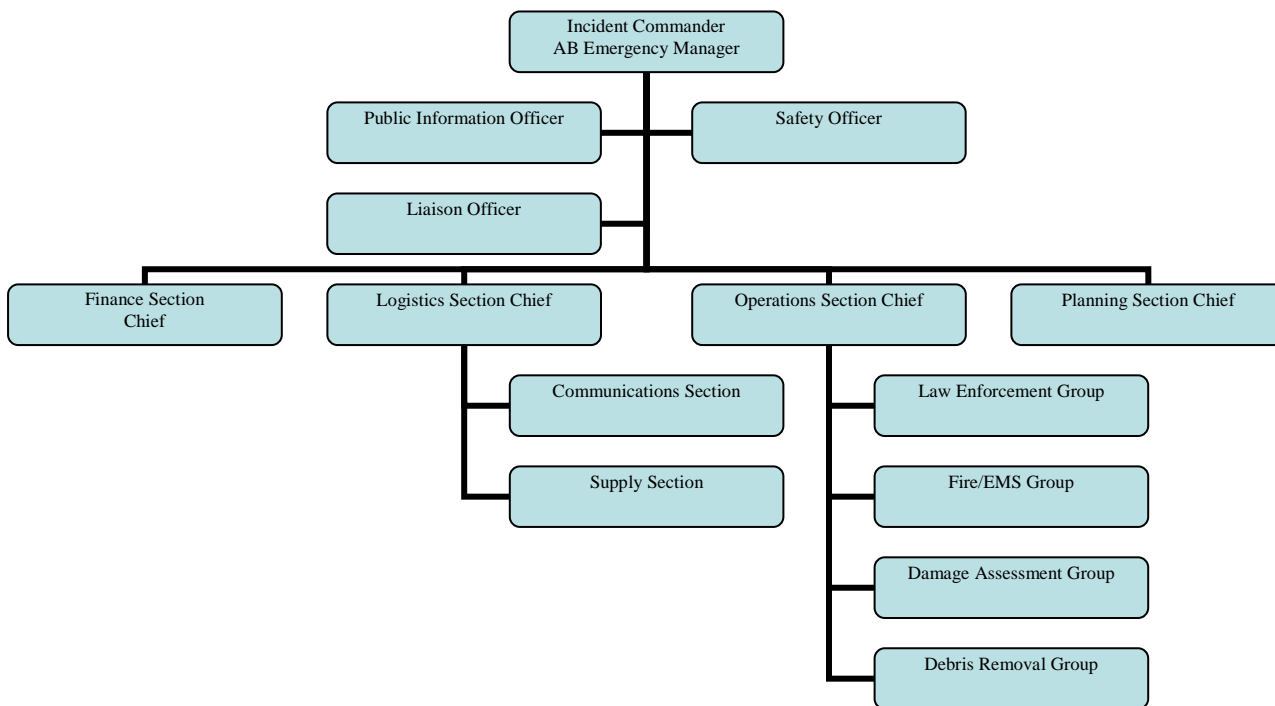
b. Primary Emergency Operation Center (EOC) (town wide threats): The primary Emergency Operations Center for emergencies that affect the entire town is located at the Police Department located at 125 W. Fort Macon Rd. The EOC will have communications with County and any organizations providing mutual aid. NIMS will be used to mitigate the threat.

c. Alternate Emergency Command Center (town wide threats): The alternate EOC for emergencies that affect the entire town and also threaten the safety of emergency responders and AB Command will be co-located with the Carteret County EOC (refer *Carteret County Basic Plan, Section III, Para. 8b*). When operating with the County EOC, a skeleton command staff (if applicable) consisting of the ICS and designated personnel will operate AB Command.

All other personnel and equipment will be evacuated to predetermined locations per the County EOC. When mitigating an event of regional magnitude, AB Command will operate as a unit within a Unified Command established by the county or the state per NIMS. Town personnel and equipment will remain focused on response and recovery of Atlantic Beach; however, may need to operate outside of the Town to satisfy regional incident objectives in order to achieve local incident objectives.

5. The Town of Atlantic Beach Emergency Manager: The Atlantic Beach Emergency Manager, under the general direction of the Town Mayor, manages the administrative, operational, planning, and logistical activity of the Town’s EOC. The Town Emergency Manager shall have the authority to direct response activities, mobilize personnel and equipment, and request outside assistance from County and surrounding municipalities to mitigate, prepare for, respond to, and recover from emergencies.

6. The Town of Atlantic Beach Incident Command Organization: The Town’s Emergency Management office is organized per the federally mandated NIMS ICS structure. The structure is flexible and expandable depending upon the emergency and is used at all Town emergency responses. The office consists of a command and general staff and functional groups of Law Enforcement, Fire/EMS, Damage Assessment, and Debris Removal. The organization is scalable dependent upon the severity of the emergency. The organization is also flexible, task forces or divisions may be formed to address particular emergencies; mutually supporting organizations from surrounding municipalities and the County may be included in the divisions/task forces as needed. Not all emergencies require full implementation of the ICS structure; in cases of a fire or law enforcement scene, the group responsible for that scene would implement a command structure suitable to address that particular scene. When the Emergency Management ICS structure is not fully activated, the senior responders on scene assumes the IC position and are responsible for the positions not activated.



7. Declaring of a Town “State of Emergency”: If an emergency situation warrants, the Town Mayor, or designee, may declare a “State of Emergency” to exist within the Town of Atlantic Beach limit and begin implementing emergency procedures, as required

8. Termination of a Town “State of Emergency”: Termination of a Town “State of Emergency” shall be by the authority by which it was proclaimed.

9. Emergency Alert System: The primary Emergency Alert System (EAS) stations for Atlantic Beach are the Carteret County Emergency services, National Weather Service, Newport WERO (FM 93.3) radio located in Washington, NC; and WRNS (FM 95.1) located in Kinston, NC.

10. Emergency Public Information (EPI): The public will be kept informed on any hazards threatening the Town, or an emergency situation affecting it, through the dissemination of EPI. The Town Public Information Officer (Manager or Designee) (PIO) will disseminate EPI through available media outlets with the assistance of the County Joint Information Center, if activated, (Refer to *Annex III – Response, ESF 14 – Public Information and Warning* in this EOP).

11. Evacuation: An emergency situation could become so unsafe for the residents and visitors that the Mayor may order a voluntary or mandatory evacuation of the town (Refer to *Annex III – Response, ESF 1 – Transportation and Evacuation* in this EOP).

12. Outside Assistance: The Town of Atlantic Beach is a signatory of the NC Statewide Emergency Management Mutual Aid and Assistance Agreement. When local capabilities or resources do not exist or are depleted during emergency operations, request for outside assistance will be made to North Carolina Emergency Management through the County EOC.

IV. ASSIGNMENT OF RESPONSIBILITIES

All Town departments have specified emergency functions to carry out in addition to their day-to-day activities. Each department is also responsible for developing in writing, maintaining, and implementing their department's unique emergency operational guidelines or procedures that support this EOP. General and specific responsibilities for Town departments and key positions that support Town emergency operations are listed below.

A. General Department Responsibilities

- > Assist with emergency operations and homeland security duties as directed by the Town Manager, or designee.
- > Assist the Town Emergency Manager in emergency operations and homeland security duties as requested during an emergency situation.
- > Ensure that any action in conducting emergency operations or homeland security duties for the Town is in accordance with this EOP, other applicable authorities and references, and in compliance with established legal guidelines.
- > Utilize your parent department's personnel and resources to carry out their responsibilities during an emergency situation until outside resources can be obtained if needed.
- > Develop and maintain accurate and current inventories of personnel and equipment required for emergency operations within your department.
- > Develop and maintain updated department personnel contact/recall/alert rosters and provide a copy to the Town Emergency Manager.
- > Designate and maintain an updated three-tier or greater line of succession for your respective department's senior position with the authority to make decisions for committing department resources in support of Town emergency operations.
- > Be prepared to assist other Town departments with manpower or resource needs, as required.
- > Develop and maintain contact lists of additional organizations, personnel, services, expertise, equipment, information, and other resources that might be required by your department during an emergency situation.
- > Where possible and practical pre-contract for services, equipment, and other resources with private industry through the Town Manager prior to an emergency situation.
- > Develop, implement, and maintain internal department standard operating guidelines (SOG) and checklists for emergency operations and homeland security that are supportive of the Town EOP.
- > Coordinate with the Town Safety officer to develop and implement guidelines for the safety and protection of employees and visitors to your facilities.
- > Coordinate with the Town Manager, Emergency Manager, and Public Works Director to develop and implement guidelines for protection of Town critical infrastructure from all hazards.
- > Develop and maintain a list of vital records in your department and provide a copy to the Town Clerk.
- > Safeguard vital records and high value property at all times by anticipating emergency situations that may damage or destroy the records or property.

- > Familiarize all department personnel with their emergency responsibilities and procedures on a regular basis
- > Coordinate with the Town Emergency Manager to ensure that all Town employees receive annual hurricane awareness information.
- > Provide for and encourage participation in emergency training programs and courses pertinent to department responsibilities for a major emergency situation.
- > Conduct annual internal emergency management drills or exercises. Encourage the participation in external emergency management drills and exercises.
- > Provide for individual and departmental administrative and logistical support for operating out of the Town EOC as part of the Town Incident Management Office.
- > Be prepared to staff the Town EOC or Incident Command Post when notified.
- > Maintain documentation of information received that is related to the emergency situations that is within your scope of responsibility.
- > Report any information collected on an emergency situation to the Incident Commander in support of information analysis and planning (refer to *Annex III – Response, ESF 5 – Information and Planning* in this EOP).
- > Inform the Town Safety Officer of any injuries or fatalities of Town employees or volunteers; report those that are unaccounted for as soon as possible.
- > Inform the Town Public Works Director of any damage or destruction sustained to any Town buildings and grounds.
- > Inform the Town Emergency Manager of any damaged, destroyed, or missing town property.
- > Issue media releases through the towns Public Information Officer.
- > Media releases of significant emergency events that involve other governments should be coordinated with those governments. During a county-wide emergency, the county Public Information Officer shall be the media outlet.
- > During recovery, return organizational equipment to pre-emergency conditions and replenish organizational supplies. Ensure proper cost documentation is kept for reimbursement purposes.
- > Participate in emergency management after action reviews conducted on incidents and training exercises.
- > Identify areas of improvement and modify emergency plans, policies, and guidelines based on lessons learned.
- > Review all emergency plans, policies, and guidelines on an annual basis for required changes.

B. Specific Key Position Responsibilities

Specific emergency responsibilities for key Town positions are listed below.

1. Mayor: As the senior elected Town official, the Mayor of the Town of Atlantic Beach is responsible for top-level Town policy implementation and is the final decision-making authority in the Town in regards to Town emergency operations. The Mayor promulgates a written Declaration of a State of Emergency and allows for the expenditure of funds and resources for emergency operations in consultation with the Town Council.

- > Review and approve policies and guidelines for emergency operations and key decision processes related to emergency operations and homeland security within the town.
- > Oversee that appropriate provisions of federal law, state statutes and local ordinances related to emergency operations and homeland security in the town are adhered to (Refer to *Basic Plan, Paragraph IX, Authorities and References* in this EOP).

- > In coordination with the Town Council, consider authorizing a reserve in the Town budget for contingency funding of emergency operations and homeland security based on recommendations from the Town Manager, Finance Officer, and Emergency Manager.
- > In coordination with the Town Manager and Emergency Manager, authorize the activation of the Town Emergency Operations Center when required.
- > Coordinate emergency response actions with the Carteret County Control Group which is made up of the Chairman of the County Board of Commissioners and mayors of the surrounding municipalities.
- > Issue a proclamation declaring a Town “State of Emergency” or terminating the Town “State of Emergency” when necessary (Refer to *Basic Plan, Appendix 2, Attachment A and B – Proclamation Declaring and Proclamation Terminating a Town “State of Emergency”* in this EOP).
- > Be prepared to restrict the sale of alcohol and/or firearms, order a curfew, close businesses, or issue an evacuation order of citizens, visitors, and animals of the town for safety or other compelling circumstances for emergency situations.
- > In coordination with the Chairman County Board of Commissioners and surrounding municipality mayors (Control Group), be prepared to restrict movement into or out of town during an emergency situation.
- > Authorize emergency service mutual aid to and from other jurisdictions, if available and when needed.

2. Town Council: The Town Council (TC) are responsible for legislating top level Town policy, assisting the Mayor as the final decision making authority for the Town in regards to emergency operations, and allocating funds for the Town emergency response system and Town emergency operations.

- > Assist the Mayor with emergency operations and homeland security planning and policy decisions.
- > Consider authorizing a reserve in the Town budget for contingency funding of emergency operations and homeland security based on recommendations from the Town Manager, Finance Officer, and Emergency Manager.
- > When the Town EOC is activated, monitor the situation and assist the Mayor as requested.

3. Town Manager: The Town Manager implements policy and decisions and provides direction and control to the Town staff for emergency operations on behalf of the Mayor and the Town Council. The Town Manager also ensures that the Town staff carries out their assigned emergency operations responsibilities and defines the priorities from which the staff operates within a given emergency situation.

- > Carry out emergency policy on behalf of the Mayor and the Town Council. Implement applicable sections of the Town EOP as dictated by the emergency situation.
- > In conjunction with the Town Emergency Manager, assist the Town Finance Officer in determining an adequate reserve in the Town budget for contingency funding of emergency operations and homeland security; submit an appropriate recommendation to the Town Council for consideration.
- > Ensure that all Town departments develop, maintain, and implement emergency plans and standard operating guidelines commensurate with their responsibilities in emergency situations.
- > Ensure that departments develop and maintain a current contact roster of emergency service organizations and resources available for town emergencies.
- > Ensure that all levels of Town government carry out their general and specific responsibilities concerning emergency operations and homeland security as delineated in this EOP and their departments policies and standard operating guidelines.
- > Be prepared to relocate the Town seat of government to an alternate site if the current administrative offices are no longer available.

- > Authorize requests for outside assistance to the County Emergency Services when local capabilities or resources do not exist or will soon be overwhelmed.
- > Authorize emergency service mutual aid to and from other jurisdictions, if available and when needed.
- > Ensure that departments secure needed mutual aid agreements with other jurisdictions and supply the Town Clerk with the originals who will maintain the master file.
- > Designate a Town Emergency Manager with the concurrence of Council to be responsible for Emergency Management within the municipality's jurisdiction.
- > Nominate municipal representatives to the County Local Emergency Planning Committee (Emergency Manager).
- > Serve as the liaison between the Mayor and the Town Emergency Manager
- > When the Carteret County EOC is activated, provide appropriate Town liaison as requested by the County ESD.
- > Ensure that the Mayor, Council, and County Manager are kept abreast of the situation by providing information and recommendations as appropriate.
- > Ensure that financial records of expenditures during emergencies are recorded by the Town Finance Officer.
- > Provide personnel support to perform town wide damage assessment in accordance with guidance from the County Damage Assessment Officer for pre-disaster damage assessment training and support to county wide damage assessment.
- > Ensure that emergency management trains, exercises and tests of the Town's emergency response system and plans are conducted on a periodic basis.
- > Ensure that the Town Clerk develops, maintains, and implements procedures to protect Town vital records from all hazards.

4. Town Emergency Manager: The Town Emergency Manager is responsible for overall emergency operations within the Town when this EOP and the Town EOC have been activated. The Town Emergency Manager maintains situational awareness of the emergency for the Town Manager and disseminates information to other key officials and organizations as required. In order to carry out this responsibility the Town Emergency Manager maintains communication and liaison with surrounding municipalities, county, state, and federal governments and non-government emergency response and support organizations.

- > Be the primary agent on the Town EOP Basic Plan and coordinate input from all sources.
- > In conjunction with the Town Manager, assist the Town Finance Officer in determining an adequate reserve in the Town budget for contingency funding of emergency operations and homeland security; submit an appropriate recommendation to the Town Council for consideration.
- > Provide for the continuity of your organization's operations; identify and prepare an alternate site for the efficient relocation of operations during an emergency situation if required.
- > Assist the Town Finance Officer with the development and implementation of internal procedures for recording emergency operational expenditures for possible reimbursement if funding becomes available.
- > Plan for outside assistance and resources as future needs and, where appropriate, initiate mutual aid agreements through the Town Manager, and County ESD.
- > Implement applicable federal, state, county, and town emergency management regulations and guidelines within the Town limits. Incorporate such regulations and guidelines into updated emergency management plans, policies, procedures, guidelines, assets, and training (Refer to *Basic Plan, Paragraph IX, Authorities and References* in this EOP).
- > Keep the Town Manager informed on hazards threatening the Town and emergency situations in or near the Town.

- > Keep the Town Manager, Mayor, and Council updated on the emergency services capabilities and readiness affecting the Town.
 - > Assist the Town Manager and Mayor in keeping the general public informed on emergency public information and implementing public awareness programs of potential hazards (Refer to *Annex III – Response, ESF-14 – Public Information and Warning* in this EOP).
 - > Implement plans for effective town wide alert and warning system.
 - > Develop and maintain a current contact roster of emergency service organizations and resources available for town emergencies.
 - > Develop, maintain, and implement a Town EOC Standard Operating Guidelines with appropriate checklists.
 - > Develop, maintain, and manage a primary Town EOC and an alternate Town EOC.
 - > Maintain operational readiness of the Town primary EOC.
 - > Establish and equip the primary Town EOC with communications equipment appropriate for communications to county, state, and federal agencies.
 - > Provide for Town EOC administrative and operational supplies and equipment required to operate the Town EOC.
 - > Provide for stocking and sustainability of food and water supplies for the Town EOC.
 - > Develop and maintain a current EOC staffing and recall list for the Town EOC.
 - > Attend the county annual hurricane briefing and State bi-annual hurricane conference and disseminate pertinent information to key Town personnel.
 - > Ensure an EOC operations journal and essential records are maintained during emergency situations and for permanent records.
 - > Ensure that periodic status reports on an emergency situation and operations are sent to the County EOC.
 - > Coordinate termination, deactivation of the Town EOC and emergency operations.
 - > During recovery, return emergency management equipment to pre-emergency conditions and replenish Town EOC supplies.
 - > Schedule a Town EOC staff after action debriefing at the conclusion of emergency operations.
 - > Develop and file appropriate after action reports and lessons learned.
 - > Identify areas in need of improvement based on lessons learned and modify plans, policies, and guidelines accordingly.
- 5. Town Attorney:** The Town Attorney is the advisor to the Town Council, Mayor, Town Manager, and department heads on legal matters as they affect the Town in regard to emergency operations.
- > Serve as legal advisor to the Town Council and the Town Manager.
 - > Develop, maintain, and implement the necessary and appropriate ordinances and regulations that provide a legal basis for the Mayor to declare and terminate a Town “State of Emergency”, set curfews, restrict access to certain areas, restrict alcohol consumption, order an evacuation and/or population control and allow for the purchase, acquisition, and/or control of critical resources for emergency operations and homeland security as required.
 - > Assist the Mayor in overseeing that appropriate provisions of federal law, state statutes, and local ordinances related to emergency operations and homeland security in the Town are adhered to as required (Refer to *Basic Plan, Paragraph IX, Authorities and References* in this EOP).

> In cooperation with the District Attorney, commence civil and criminal proceedings, as necessary and appropriate, to implement and enforce local emergency ordinances and regulations.

6. Police Chief: The Town Police Chief is responsible for managing and directing Town law enforcement operations and is the primary authority for establishing the priority for law enforcement response and allocation to an emergency situation within the town limits.

> Maintain close liaison with local, state, and federal law enforcement agencies and available intelligence channels for the protection of Town critical infrastructure.

> Develop and maintain and enforce the Town re-entry policy.

> Coordinate with the Highway Patrol to establish control points during an evacuation.

> Develop and maintain emergency recall roster for their perspective department.

7. Fire/Rescue/EMS Chief: The Town Fire Chief is responsible for managing and directing Town fire, EMS and rescue operations and is the primary authority for establishing the priority for Fire/Rescue and EMS response to an emergency situation within the town limits.

> Be the secondary agent on the Town EOP Basic Plan and coordinate input from all sources.

> Provide essential personnel to assist with the operation of the Town EOC.

> Maintain close liaison with local, state, and federal fire service agencies channels for the protection of Town critical infrastructure.

> Develop and maintain emergency recall roster for their perspective department.

8. Town Damage Assessment Officer: The Town Damage Assessment Officer coordinates, educates, and trains a Town Damage Assessment Team that provides assessments of damage to buildings and equipment in the Town. The Damage Assessment Officer will also serve as the Disaster Assistance Officer.

> Provide advice and information on damage assessment to the Town EOC.

> Develop and maintain emergency recall roster for their perspective department.

> Form Damage Assessment Teams to assess structural and other damage within town limits.

> Develop, maintain, and implement a Town Damage Assessment Plan that includes a process to divide the Town into zones and assigning Damage Assessment Teams to zones.

> Assure that Damage Assessment Teams are trained and equipped to conduct damage assessment.

> Consolidate damage assessment reports for the Incident Commander.

> Assist state and federal Damage Assessment Teams that are dispatched to the Town.

> Coordinate disaster assistance activities in the Town.

> Consolidates all claims of damage assistance and ensures that they are submitted properly.

> Train Town disaster assistance workers that assist with processing, reviewing, and collating disaster claims in the Town.

> Also refer to *Annex III – Response, ESF 5 – Information and Planning* and *Annex IV – Recovery* in this EOP.

9. Public Works Director: The Public Works Director is responsible for determining Town critical infrastructure necessary to maintain continuity of government operations, coordinating and prioritizing emergency repairs to Town facilities in support of emergency operations, maintaining emergency power, water, and sanitation to Town infrastructure, and submitting damage assessments of Town facilities and other infrastructure to the Town Damage Assessment Officer.

- > As part of the Town EOC, coordinate town wide efforts, including outside assistance, to maintain and/or restore infrastructure usage and energy.
- > Maintain and provide the town's emergency manager with a prioritized list of critical facilities within the Town based on their importance to the continuity of government operations.
- > Develop and maintain emergency recall roster for their perspective department.
- > Receive and assess requests for emergency aid and/or offers of emergency assistance from private and public agencies and make recommendations to the Town Incident Commander.
- > Manage all aspects of debris contracts and removal.
- > Keep the Town Incident Commander informed on current and impending emergency issues involving Town infrastructure and energy sources.
- > Develop and maintain relationships with representatives from surrounding municipalities, county, military, and private agencies supporting infrastructure and energy within the town.
- > Refer to *Annex III – Response, ESF3/12 – Infrastructure* in this EOP.

10. Town Finance/Human Resources Officer: The Town Finance/Human Resources Officer is responsible for establishing methods of recording expenditures by all Town departments. As the Human Resources Officer, maintain injury and fatality records of Town employees, temporary employees, contractors, and volunteers that are supporting town emergency operations.

- > In conjunction with the Town Manager and the Town Emergency Manager, determine an adequate reserve in the Town budget for contingency funding of emergency operations and homeland security.
- > Develop, maintain, and implement procedures to expend contingency funds in support of emergency operations.
- > Maintain sufficient cash and credit cards for emergency purchases in support of emergency operations.
- > Provide Town budget information in support of state or federal Declarations of Disaster.
- > Establish methods and manage disaster related funds whether appropriated or donated.
- > Assist Department Heads with employee job descriptions to ensure they reflect emergency operation responsibilities.
- > Develop and maintain emergency recall roster for their perspective department.
- > Develop, maintain, and implement procedures to hire temporary workers for support of emergency operations.
- > Refer to *Annex III – Response, ESF 15 – Volunteers and Donations* in this EOP.

11. Town Information Technology (IT) Representative: The Town IT representative is responsible for developing and maintaining an adequate and efficient local area network (LAN), multimedia, and GIS support for the Town and provides for the protection of the LAN from all hazards including cyber attacks.

- > Develop, maintain, and implement procedures to protect and backup the Town's digital data records and protect Town computer property and LAN from all hazards.
- > Assist the Town Emergency Manager in developing and maintaining an emergency management LAN system and multimedia to manage information and resources in the Town EOC.

- > Develop and maintain emergency recall roster for their perspective department.
- > Provide for a UPS backup to the Town EOC for emergency situations.
- > Provide real time support, to include technicians, software, and hardware to the Town EOC to ensure that the EOC network and multimedia systems remain connected and operational at all times.

12. **Town Clerk:** The Town Clerk is responsible developing and maintaining a process for preservation and protection of the town and each department’s vital records as well as historical documentation.

- >Responsible for establishing a safe location for the removal and protection of the towns vital records.
- >Responsible for assisting the Mayor with drafting and implementing contractual agreements for emergency situations.

13. Town Chief Building Inspector: The Town Building Inspector is responsible for the inspection of all Town buildings and facilities for damages and habitability if they have been affected by an emergency situation.

- > Develop and maintain emergency recall roster for their perspective department.
- > Prepare and maintain agreements with other municipalities for furnishing building, electrical, plumbing, and mechanical inspections.
- > Inspect damaged or temporarily repaired structures for habitability in the wake of an emergency.
- > Provide information to citizens on emergency repairs and rebuilding.
- > Refer to *Annex III – Response, ESF 3/12 – Infrastructure* in this EOP.

14. Town Planning and Development Director/Hazard Mitigation Officer:

The Town Planning Officer is responsible for ANNEX I – MITIGATION of this plan.

- > In coordination with planning department ensure the Town of Atlantic Beach is inclusive in the County Mitigation Plan.
- > Provide information to citizens on emergency repairs and rebuilding on the Hazard Mitigation Plan.

15. Incident Commander: An Incident Commander shall be designated for every emergency in Atlantic Beach. The Incident Commander will generally be the senior Town employee on scene from the Town Department responsible for mitigating the particular emergency. In the event of an emergency that affects the entire Town, the Town Emergency Manager shall be the Incident Commander. When multiple Town Departments are involved at an emergency scene, the Department responsible for mitigating the emergency has command and other Town Departments shall support operations as ICS Divisions/Groups per the Incident Commander’s discretion.

For example, if the Police Department is mitigating a hostage situation, then a police officer would be Incident Command and the Fire/EMS Department would support police operations as the Medical Division/Group etc. Incident Commander responsibilities include:

- > Have clear authority and know agency policy
- > Ensure incident safety
- > Establish an Incident Command Post
- > Obtain a briefing from prior Incident Commander and/or assess the situation
- > Establish immediate priorities
- > Determine incident objectives and strategy(s) to be followed

- > Establish the level of organization needed, and monitor the operation and effectiveness of that > organization
- > Manage planning meetings as required
- > Approve and implement the Incident Action Plan
- > Coordinate activity of the Command and General Staff
- > Approve requests for additional resources or for the release of resources
- > Approve the use of students, volunteers, and auxiliary personnel
- > Authorize release of information to the news media
- > Order demobilization of the incident when appropriate
- > Ensure incident after-action reports are complete

16. EOC Finance Section Chief: The Town EOC Finance Chief is responsible for establishing methods of recording expenditures by all Town departments in support of emergency operations. The Finance Chief will process, prioritize, and track all requests for resources and outside resource assistance.

- > Manage all financial aspects of an incident
- > Provide financial and cost analysis information as requested
- > Ensure compensation and claims functions are being addressed relative to the incident
- > Gather pertinent information from briefings with responsible agencies
- > Develop an operating plan for the Finance/Administration Section; fill section supply and support needs
- > Determine need to set up and operate an incident commissary
- > Meet with assisting and cooperating agency representatives as needed
- > Maintain daily contact with agency(s) administrative headquarters on finance matters
- > Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy
- > Provide financial input for demobilization planning
- > Ensure that all obligation documents initiated at the incident are properly prepared and completed
- > Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up
- > Prepare applications and claims for state and federal financial assistance.
- > Refer to *Annex III – Response, ESF-7 Resource Management* in this EOP.

17. EOC Logistics Section Chief: The Logistics Section provides for facilities, transportation, communications, and supplies for an incident. The Logistic Section also provides for equipment, maintenance, fueling, food, and medical services for incident personnel and equipment.

- > Manage incident logistics
- > Provide logistical input to the Incident Action Plan
- > Brief Logistics branch Directors and Unit Leaders as needed

- > Identify anticipated and known incident service and support requirements
- > Request additional resources as needed
- > Develop as required, the Communications, Medical and Traffic Plans
- > Oversee demobilization of the Logistics Section
- > Develops and maintains a Town transportation plan to estimate transportation requirements needed to evacuate at risk citizens from the town during emergencies.
- > Refer to *Annex III – Response, ESF 1 – Transportation and Evacuation; ESF13 – Defense/Military Support to Civil Authorities; and ESF 11 – Food and Water* in this EOP.

8. EOC Operations Section Chief: The Operations Section will carry out the Incident Action Plan to mitigate the emergency. The Operations Chief will be responsible directly to the Incident Commander to conduct operations that will terminate the incident.

- > Manage tactical operations
- > Ensure interaction is taking place with other agencies
- > Assist in the development of the operations portion of the Incident Action Plan
- > Supervise the execution of the operations portion of the Incident Action Plan
- > Maintain close contact with subordinate positions
- > Assure safe tactical operations
- > Request additional resources to support tactical operations
- > Approve release of resources from active assignments (not release from the incident)
- > Make or approve expedient changes to the operations portion of the Incident Action Plan
- > Maintain close communication with the Incident Commander

19. EOC Planning Section Chief: The Planning Section is responsible for planning operations to mitigate the emergency. The Planning Chief should be looking ahead in time and anticipating issues that may arise during the operation. The Planning Section will work at least one operational period ahead of the Operations Section.

- > Collect and manage all incident-relevant operational data
- > Provide input to the IC and Operations Section Chief for use in preparing the Incident Action Plan
- > Supervise preparation of the Incident Action Plan
- > Conduct and facilitate planning meetings
- > Reassign personnel already on-site to ICS organizational positions as appropriate
- > Establish information requirements and reporting schedules for units (e.g., resources, situation units)
- > Determine need for specialized resources to support the incident
- > Assemble and disassemble task forces and strike teams not assigned to Operations

- > Establish specialized data collection systems as necessary (e.g., weather)
- > Assemble information on alternative strategies
- > Provide periodic predictions on incident potential
- > Report any significant changes in incident status
- > Compile and display incident status information
- > Oversee preparation of the Demobilization Plan
- > Incorporate traffic, medical, communications plans, and other supporting material into the Incident Action Plan

V. DIRECTION AND CONTROL

A. General: The overall direction and control of emergency operations in an emergency situation in the Town is vested in the Mayor.

B. Specific: Many of the hazards which exist in or near the Town have the potential for causing disasters of such magnitude as to require centralized direction and control.

A central base for direction and control provides for an efficient response to an emergency situation by coordinating all emergency operations through a common location. The common location becomes the centralized depository of all information regarding the emergency situation.

The Police Department is the central base for town wide emergency operations.

In most cases, emergency operations will initially be conducted with little or no outside assistance. If an emergency situation escalates or overwhelms the Town's limited resources, emergency response personnel will request additional resources through the County's EOC.

VI. CONTINUITY OF GOVERNMENT OPERATIONS

A. General: The possibility that an emergency situation could disrupt government functions necessitates that all levels of the Town government develop, maintain and implement procedures to ensure continuity of government operations and provide for the relocation of parent organization operations to an alternate site.

B. Lines of Succession: Each position named in Paragraph IV of this plan are required to designate and maintain an updated two tier or greater line of succession with the authority to make decisions for committing organizational resources in support of Town emergency operations.

1. **Mayor:** The line of succession for the Mayor proceeds from the Mayor to the Mayor Pro Tem and then to members of the Board in order of seniority (if applicable).
2. **Town Manager:** The line of succession for the Town Manager proceeds from the Town Manager to the Assistant Town Manager to the Finance/Human Resources Officer and then to the Town Clerk.
3. **Town Emergency Manager:** The line of succession for the Emergency Manager proceeds from the Emergency Manager to the Fire Chief and then to the Deputy Police Chief, or designee.

C. Preservation of Vital Records: It is the responsibility of Town Clerk and department heads of the Town to protect and preserve legal documents of both public and private in nature in accordance with existing laws, statutes, and ordinances. Each Town department is responsible for the preservation of vital records to ensure their organizational continuity of operations.

D. Critical Infrastructure: The Public Works Director will provide the Town Emergency Manager with an updated list of critical infrastructure within the Town that is required to maintain continuity of government operations. Critical infrastructure will be given priority for protection, services, and restoration efforts if threatened, damaged, or destroyed.

E. Relocation of Government: Relocation of the Town's governing body will be at the discretion of the Mayor. In the event that Atlantic Beach has to be evacuated, the Mayor will choose a location to relocate the governing body, usually to an off island location. Town staff that is not required to be on the island will remain at their residence until recalled by the Town. Town emergency response personnel remaining on the island will shelter at the Fire Station or Police Department while conducting emergency response operations. In the event that the emergency situation puts emergency personnel at risk, the town will evacuate those personnel to the County's alternate EOC in Newport or further inland if the entire county is at risk.

VII. ADMINISTRATION AND LOGISTICS

Administration and logistics in support of Town emergency operations is primarily a responsibility of the Town government. All departments must initially provide for their own administrative and logistical needs for use in carrying out their responsibilities to emergency operations. Departments will fund emergency operations within their available budgets unless a contingency fund is authorized to expend by the Town BOC or outside funding becomes available.

A. Administration

1. Records and Reports: All departments or personnel that participate in emergency operations for the Town have a reporting responsibility. The departments are expected to collect, record, and report pertinent information related to the emergency situation to designated personnel for information analysis and planning. Reports should indicate the time and date of the report, name, and contact information. Reporting should be accurate, timely, and comprehensive enough to include the 5W's (who, what, when, why, where) and how.

a. Operational Records: Town departments will keep operational journals and incident reports of response actions for historical documentation and future reference.

b. Records of Expenditure and Obligation: Town departments must record expenditures and obligations of public funds during emergency operations in a manner acceptable for payment, reimbursement, and audit purposes.

2. Mutual Aid Agreements and Contracts: A copy of all mutual aid agreements or contracts for providing or receiving outside assistance during emergency operations will be kept on file with the Town Clerk and a copy in the Town EOC for reference during an emergency operation.

a. Mutual Aid: Mutual Aid agreements that obligate Town resources must only be entered into by duly authorized officials and, where practicable, it is recommended they be formalized in writing prior to performance, and if time allows reviewed by the Town Attorney and approved by the Town Manager before signing.

b. Contracts: Contracts that obligate Town funds must be entered into by authorized officials and, where practical, will be formalized in writing prior to performance, reviewed by the Town Manager, and approved by the Town Council before signing.

3. Non-Discrimination: There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency preparedness, response, or relief and assistance functions.

B. Logistics

1. Initial Resources: An emergency situation in the Town may place great demands on logistical services and resources. Organizations supporting any ESF are initially responsible for their own resources to carry out their individual responsibilities for emergency operations.

2. Maps and GIS Resources: Maps and other GIS resources to support emergency operations, to include aerial photographs and GIS data layers, are available from the Carteret County ESD and GIS department.

3. Additional Resources: When resources do not exist locally or have been depleted, requests for additional resources or outside assistance may be sent to the Carteret County EOC for processing and prioritization.

4. Resource Priority: Resource priority will be based on essential needs followed by resource support to critical infrastructure necessary for continuity of operations.

5. Outside Assistance: The Carteret County ESD will assist in requesting other needed resources and outside assistance as prioritized against all other needs within Carteret County. During an emergency situation, all requests for outside assistance will be forwarded to North Carolina Emergency Management via the Carteret County EOC.

VIII. EOP DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. EOP Development and Maintenance: The primary responsibility for coordinating the development and maintenance of the Atlantic Beach EOP rests with the Town Emergency Manager. Town Departments will assist the Town Emergency Manager in developing and maintaining the EOP. An annual review will be conducted of the Town EOP for necessary changes. The EOP is a living document which should be updated as necessary; revisions may be approved by the town manager and shared with council members and department heads. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills, and exercises.

B. EOP Support – Organization’s Standard Operating Guidelines: All departments and organizations that support emergency operations within the Town will develop and maintain their Standard Operating Guidelines (SOG) and mutual aid agreements, as appropriate, that are supportive of this EOP.

C. EOP and SOG Training and Exercises: The Town will train to and exercise this EOP periodically, at least annually. The Town will support and participate in County EOP training, as needed, to ensure understanding of the County EOP and compatibility with this EOP. Training to and exercising of department and organizations SOGs that support this EOP are the responsibility of each respective department and organization.

X. AUTHORITIES AND REFERENCES

The Town EOP was written to be supportive of applicable federal, state, and county authorities and references that form the legal basis for actions outlined in this EOP and are listed below.

A. Federal Authorities and References

- > *Department of Homeland Security Incident Management System*, March 2004
- > *National Response Plan*, December 2004
- > *FEMA State and Local Guide (SLG) 101*, September 1996
- > *National Security Decision Directive #259, US Civil Defense*, February 1987
- > *Nuclear Attack Planning Base – 1990*, April 1987
- > *Public Law 93-288- The Disaster Relief Act of 1974 – The Robert T. Stafford disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390 PII*, October 2000
- > *Public Law 99-499- Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act*, October 1986
- < *DOD Directive 3025.1, Military Support to Civil Authorities*, January 1993
- > *DOD Directive 3025.1-M, Manual for Civil Emergencies*, June 1994
- > *MCO 3440.7A, Marine Corps Support to Civil Authorities* October 1998

B. State of NC Authorities and References

- > *NC Emergency Operations Plan (NC EOP) 2002, with Change 1, September 2003*
- > *NC Emergency Response Commission Resolution #13 (Concerning the Designation of Emergency Planning districts and the Appointment of Members to Local Emergency Planning Committees), March 2000*
- > *NC General Statutes 115C-242(6) Use of School Bus for Emergency Management*
- > *NC General Statute, Chapter 166A, NC Emergency Management Act of 1977*
- > *NC Statewide Emergency Management Mutual Aid and Assistance Agreement, February 2004*

C. Carteret County Authorities and References

- > *Carteret County Emergency Operations Plan, December 2005*
- > *Carteret County Emergency Operations Center Standard Operating Guidelines*

APPENDIX 1 – Atlantic Beach EOP Basic Plan and ESF Responsibility Matrix

EOP Position P = Primary; S= Support	Basic Plan	Annex I – Mitigation	Annex II – Preparedness	* ESF 1 – Transportation and Evacuation	ESF 2 – Communication and Warning	ESF 3 – Infrastructure	ESF 4 – Fire, EMS, and Rescue	ESF 5 – Information and Planning	ESF 6 – Mass Care and Shelter	ESF 7 – Resource Management	ESF 8 – Public Health and Medical Services	ESF 9 – Search and Rescue	ESF 10 – Hazardous Materials	ESF 11 – Food and Water	ESF 12 – Combined with ESF 3	ESF 13 – Defense Summary Support to Civil Authorities	ESF 14 – Public Information	ESF 15 – Volunteers and Donations	ESF 16 – Law Enforcement	ESF 17 – Animal Protection	ESF 18 – Antiterrorism and Homeland Security	Annex IV - Recovery
	Basic Plan	Annex I – Mitigation	Annex II – Preparedness	* ESF 1 – Transportation and Evacuation	ESF 2 – Communication and Warning	ESF 3 – Infrastructure	ESF 4 – Fire, EMS, and Rescue	ESF 5 – Information and Planning	ESF 6 – Mass Care and Shelter	ESF 7 – Resource Management	ESF 8 – Public Health and Medical Services	ESF 9 – Search and Rescue	ESF 10 – Hazardous Materials	ESF 11 – Food and Water	ESF 12 – Combined with ESF 3	ESF 13 – Defense Summary Support to Civil Authorities	ESF 14 – Public Information	ESF 15 – Volunteers and Donations	ESF 16 – Law Enforcement	ESF 17 – Animal Protection	ESF 18 – Antiterrorism and Homeland Security	Annex IV - Recovery
Town Executive Positions and Emergency Manager																						
Mayor	S	S	S	P				S									P					P
Town Council	S	S	S	S				S									S					S
Town Manager	S	S	P	S				S								S	S					P
Town EmergencyMgr	P	S	P	P	S	S	S	P	S	S	S	S	P	P	S	P	P	S	S	S	P	P
Town Department Directors and Incident General Staff Positions																						
Attorney	S	S	S					S									S					S
Town Clerk	S	S	S					S									S					S
Damage Assess. Officer	S	S	S					S									S					S
Finance / HR Director	S	S	S					S		S							S	S				S
Chief Building Inspector	S	P	S			S		S									S					P
PW/Util. Dir.	S	S	S			P		S						S			S				S	P
Police Chief	S	S	S	S				S	S			P	S			S	S	S	P		P	S
EOC Finance Chief	S	S	S					S									S					S
EOC Logistics Chief	S	S	S	P	P			S	P	P	S			P			S	P				S
EOC Operations Chief	S	S	S	P	S		S	S	P	S	P	S		S		S	S	S	S	P	S	S
EOC Planning Chief	S	S	S		S			P		P	P			S		S	S	P			S	S
EOP Position P = Primary; S= Support	BP	Annex I	Annex II	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	Annex IV
Medical Examiner	S							S			S						S					
NC DOT District Eng	S			S		S		S									S					
NCSHP 1 st Sgt	S			S				S									S					
Onslow-Carteret BHCS Coord.	S							S	S		S						S					
Salvation Army Exec Officer	S							S						S			S	S				
Supt.- CC Schools	S			S				S	S		S			S			S			S		
Trans. Dir. CC Schools	S							S									S					
United Way Dir.	S							S									S	S				

APPENDIX 2

Town of Atlantic Beach EOP Basic Plan and ESF Summary

Basic Plan: The Atlantic Beach Emergency Operations Plan (EOP) establishes an effective process to mitigate, prepare for, respond to, and recover from the actual occurrence of an emergency situation; and provides a framework of predetermined coordinated actions to be taken to reduce the vulnerabilities of people and property in the Town to all hazards.

Annex I – Mitigation: To provide coordinated hazard mitigation planning, guidance, and implementation measures to accomplish the long-term prevention or reduction of the adverse impact of natural and man-made hazards on the citizens of Atlantic Beach. This Annex addresses mitigation as a long-term, on-going process, and identifies planning and implementation procedures applicable to both pre-incident and post-incident situations. The primary mitigation objective is to save lives and reduce property damage through the utilization of coordinated hazard mitigation planning and implementation activities.

Annex II – Preparedness: This Annex establishes a process and provides guidance to maintain a strong emergency operations capability for all hazards through a continuing preparedness program.

Annex III – Response: The purpose of this Annex is to coordinate the Town’s response to an emergency situation within the town limits. It further provides for a Concept of Operations and organizational and individual responsibilities leading to and during the response phase; and in some regard the recovery phase.

ESF 1 – Transportation and Evacuation: This Emergency Support Function (ESF) addresses transportation requirements of emergency organizations to perform their respective missions during an emergency situation and provides guidance for a coordinated evacuation out of an area at risk to safety within or outside of the town.

ESF 2 – Communications and Warning: This ESF describes the communication systems, and presents available communication sources, policies, and procedures to be used during emergency situations. This function will assure the provision of required telecommunications and emergency radio support to operations and will provide technical assistance in the assessment and reconstruction of the communications infrastructure. It also outlines the structure of, and provides guidance in implementing the Town’s Notification and Warning process.

ESF 3/12 – Infrastructure (Public Works, Engineering, Utilities, and Energy): This combined ESF provides guidance to coordinate public and private sector response and recovery activities for continued infrastructure services and energy sources during an emergency situation that may impact or threaten to impact Atlantic Beach. The primary responsibilities addressed in this ESF are road debris clearance and removal, repair of water and water treatment facilities, and the restoration of public utilities and energy during an emergency situation.

ESF 4 – Fire Protection, EMS and Rescue: Fire protection, emergency medical services, and rescue operations are challenges faced daily by the Town’s Fire, Rescue & EMS department. These activities become even more intense during emergency/ multi-hazard situations such as hurricanes/ fires, major hazardous materials incidents/ contaminated victims, flooding/ disease outbreak, widespread power outages/ loss of supporting critical infrastructure, etc. Such occurrences may cause need for specialized emergency fire fighting, hazardous materials response, EMS, and rescue activities including provisions for extended mass care/ triage operations, and extensive decontamination operations.

ESF 5 – Information and Planning: This ESF provides guidance on collecting, processing, and disseminating information about a potential or actual emergency situation in order to facilitate the current and future planning process for response and recovery to an emergency situation, to include damage assessment.

ESF 6 – Mass Care and Shelter: This ESF provides guidance for the protection of residents and visitors from the effects of hazards through the identification of emergency shelters and provision of mass care and social services in shelters. It also establishes procedures for the coordination of shelters for persons with special needs.

ESF 7 – Resource Management: This ESF provides a system of identifying, procuring, distributing, sustaining, coordinating, and tracking resources for emergency operations within the Town and requesting additional resources through Carteret County.

ESF 8 – Public Health and Medical Services: This ESF provides a coordinated response for the protection of the town’s public health and medical service needs in an emergency situation. It provides a structure to coordinate emergency medical services/ mass medical activities to ensure the safety of life and property.

ESF 9 – Search and Rescue: This ESF provides guidance in coordinating search and rescue (SAR) activities in the town, to include a search for a missing or lost person/s, missing watercraft, or suspected drowning. It outlines the general procedures that may be implemented as necessary for a successful search, to include providing medical assistance to victims upon rescue.

ESF 10 – Hazardous Materials: This ESF provides basic information and guidance for a coordinated response to a potential or actual hazardous material (HazMat) incident (chemical, biological, and radiological).

ESF 11 – Food and Water: This ESF facilitates and provides guidance in identifying food, water, and ice needs during and in the aftermath of an emergency situation, and also outlines procedures to obtain these commodities and to distribute them to those in need.

ESF 12 – Energy: See ESF 3 – Infrastructure

ESF 13 – Military Support to Civil Authorities: This ESF describes the circumstances and conditions under which units of the NC National Guard and the Department of Defense (DOD) can provide defense/ military support to civil authorities (DSCA/ MSCA) in Atlantic Beach. This ESF also outlines procedures for obtaining military assistance in support of emergency operations for the Town.

ESF 14 – Public Information and Warning: This ESF provides guidance in developing, conducting, and maintaining a program for dissemination of Emergency Public Information (EPI) to the media and the general public that is related to specific emergency actions and recommendations for protective measures.

ESF 17 – Animal Protection: This ESF provides guidance and assignment of responsibility for animal protection issues before, during, and after an actual or potential emergency situation; and is designed to facilitate overall coordination of animal issues during emergency operations. The goal of this ESF is to protect domesticated and non-domesticated animals (including pets, livestock, and wild animals), the public health, the public food supply, the environment, and to ensure the humane care, and treatment of animals in the event of an emergency situation that causes animal suffering.

ESF 18 – Anti-Terrorism and Homeland Security: This ESF provides guidance for anti-terrorism and homeland security planning and operations. It also establishes procedures for a uniform response to protect citizens and property from further injury, or damage caused by a terrorist incident involving a Weapon of Mass Destruction (WMD). Additionally, it outlines the procedures for requesting and coordinating State and Federal assistance in response to a terrorist incident.

Annex IV – Recovery: The purpose of this Annex is to provide guidance for Town recovery operations to include coordinating damage assessment activities; outlining requirements for a State or Federal Disaster Declaration; restoration of damaged or destroyed public property; assistance to private citizens affected by a major disaster or emergency situation; and facilitating private and public claims.

APPENDIX 3

Emergency Order xxxx-xx-xx

**STATE OF EMERGENCY
DECLARED IN THE TOWN OF ATLANTIC BEACH**

In accordance with the provisions of Chapter 7, Emergency Management, of the Atlantic Beach Town Code, Section 7-1, *State of Emergency; Restrictions Authorized.*, a State of Emergency has been declared to exist in the Town of Atlantic Beach which is found to be as follows:

1. The threat of _____ endangers the lives, safety, health and welfare of the people within the Town.

2. There further exists a threat of damage or destruction of property.

This state of emergency is hereby declared in order to more effectively protect the lives and property of the people of the Atlantic Beach. Restrictions may be imposed as necessary and appropriate.

THIS the ____ day of _____, 20__ at ____ o'clock __.m.

XXXXXXXXXX - Mayor

ATTEST:

XXXXXXXXXX - Town Clerk

(SEAL)

**PROCLAMATION OF THE MAYOR OF ATLANTIC BEACH
ESTABLISHING A STATE OF EMERGENCY
IN THE TOWN OF ATLANTIC BEACH AND
ENUMERATING THE PROHIBITIONS AND
RESTRICTIONS IMPOSED BY SAME**

WHEREAS, the Carteret County Control Group convened at o'clock __.m. on _____, 20__ for the purpose of assessing the potential disaster impact of Hurricane _____; and

WHEREAS, Hurricane _____ is expected to make landfall in an area of _____ of the Town of Atlantic Beach, where the strong possibility of damage to property and potential loss of life is high; and

WHEREAS, in accordance with the provisions of Chapter 7, Emergency Management of the Atlantic Beach Town Code, Sections 7-1 through 7-13, the Mayor is authorized and empowered to issue a public proclamation declaring to all persons the existence of a State of Emergency and to establish certain restrictions deemed essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of the people within the Town, including evacuation.

NOW, THEREFORE, BE IT PROCLAIMED by _____, Mayor of the Town of Atlantic Beach that:

1. Effective at __ o'clock __.m. on _____, 20__, a State of Emergency is declared for the purpose of an evacuation of the Town of Atlantic Beach, all or in part.
2. The Town Manager and the Chief of Police are expressly given the authority to determine the location of persons and property to be evacuated.
3. The Town Manager and Chief of Police are given the express authority to determine the location of all barricades, road blocks, and traffic control points, and are specifically given the authority to control egress and ingress for the Town of Atlantic Beach.

AND BE IT FURTHER PROCLAIMED that the following provisions, restrictions and prohibitions apply:

1. **Exemptions.** The following classes shall be exempt from all or any part of such restrictions established by this proclamation, while acting in the line of and within the scope of, their respective duties: law enforcement officers, firefighters, and other public employees; rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, newspaper, magazine, radio broadcasting and television broadcasting corporations operated for profit; and such other classes of persons as may be essential the preservation of public order and immediately necessary to serve the safety, health, and welfare needs of the people within the Town.

2. **Curfew.** There is hereby established a curfew prohibiting the appearance in public anyone who is not a member of the exempted class identified in Section 1 above, in the following geographical areas within the Town of Atlantic Beach, and time periods in and during while this restriction shall apply:

a. _____ from ____ o'clock ____m. on
_____, 20__ until ____ o'clock ____m. on
_____, 20__.

b. _____ from ____ o'clock ____m. on
_____, 20__ until ____ o'clock ____m. on
_____, 20__.

c. _____ from ____ o'clock ____m. on
_____, 20__ until ____ o'clock ____m. on
_____, 20__.

d. _____ from ____ o'clock ____m. on
_____, 20__ until ____ o'clock ____m. on
_____, 20__.

e. _____ from ____ o'clock ____m. on
_____, 20__ until ____ o'clock ____m. on
_____, 20__.

3. **Restrictions on possession, consumption or transfer of alcoholic beverages.** There is hereby established a prohibition on the possession or consumption of any alcoholic beverage, including beer, wine and spirituous liquor, other than on one's own premises, and a prohibition on the transfer, transportation, sale, or purchase of any alcoholic beverage, to be effective at ____ o'clock ____m. on _____, 20__, which shall apply to the following geographical areas within the Town of Atlantic Beach:

a. _____

b. _____

c. _____

d. _____

e. _____

4. Restrictions on possession, transportation and transfer of dangerous weapons and substances.

There is hereby established a prohibition on the transportation or possession off one's premises, and the sale or purchase of any dangerous weapon or substance throughout the jurisdiction of the Town of Atlantic Beach to be effective at ___ o'clock __.m. on _____, 20__. For the purposes of this section, *dangerous weapon or substance* means: (a) any deadly weapon, ammunition, explosive, incendiary device, gasoline, radioactive material or device as defined in NCGS 14-288.8(c)(5), or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property; (b) any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property, when the circumstances indicate that there is some probability that such instrument or substance will be so used; or (c) any part or ingredient in any instrument or substance included above.

5. Restrictions on access to areas. There is hereby established the following area restrictions and prohibitions throughout the Town of Atlantic Beach to be effective at ____ o'clock __.m. on _____, 20__:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Further, the Chief of Police and his subordinates may restrict or deny access to any area, street, highway or location within the Town if, in their judgment, that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.

AND BE IT FURTHER PROCLAIMED that this Proclamation shall terminate no later than five (5) days from ___ o'clock __.m. on _____, 20__, if not sooner terminated by a rescinding proclamation.

This the ___ day of _____, 20__.

XXXXXXXXXX - Mayor

ATTEST:

XXXXXXXXXX - Town Clerk

(SEAL)

APPENDIX 5

Emergency Order xxxx-xx-xx

**ORDER TERMINATING A STATE OF EMERGENCY
IN THE TOWN OF ATLANTIC BEACH**

WHEREAS, on _____, 20__ at ____ o'clock __.m., there was established a State of Emergency for the Town of Atlantic Beach by Proclamation ____-__-__, which also enumerated conditions and prohibitions imposed by same; and

WHEREAS, on _____, 20__ at ____ o'clock __.m., it has been determined that the conditions which made this declaration of a State of Emergency no longer exist;

NOW, THEREFORE, I ORDER Proclamation ____-__-__, and all of the restrictions and orders thereof, are hereby terminated.

This order is effective immediately, this the ____ day of _____, 20__ at ____ o'clock __.m.

XXXXXXXXX - Mayor

ATTEST:

XXXXXXXXX - Town Clerk

(SEAL)

APPENDIX 6

Emergency Order xxxx-xx-xx

**ORDER OF
THE TOWN COUNCIL
OF THE
TOWN OF ATLANTIC BEACH**

TEXT: _____

_____.

Adopted this _____ day of _____, 20__.

xxxxxxxx - Mayor

ATTEST:

xxxxxxxx - Town Clerk

(SEAL)

APPENDIX 7

Emergency Order xxxx-xx-xx

**ORDER OF THE TOWN COUNCIL
OF THE TOWN OF ATLANTIC BEACH**

THERE IS HEREBY ENACTED a prohibition of all vending from mobile vehicles or stations at any location within the corporate limits of the Town of Atlantic Beach.

This order is effective immediately, this the ____ day of _____, 20__ at ____ o'clock __.m.

xxxxxxx - Mayor

ATTEST:

xxxxxxx - Town Clerk

(SEAL)

APPENDIX 8

Incident Command System (ICS)

General: The Incident Command System (ICS) provides a basis for a standardized system to be utilized in combating emergencies. The ICS encompasses methodologies enabling agencies to work together towards the common objective of effective and efficient management of emergencies. It is a responsive system, capable of incorporating new technology, ideas and the individual needs of the agencies comprising the system. In addition, the ICS provides an umbrella concept which municipalities may find effective in addressing emergencies within their respective jurisdictions. The Town of Atlantic Beach has adopted the National Incident Command System (NIMS) as the approved ICS structure to use for Town emergency operations.

PURPOSE

The purpose of the ICS is to provide guidance to all emergency response agencies in Atlantic Beach necessary to effectively orchestrate inter-agency management of an emergency incident. The goal of an effective command organization is to eliminate confusion and the unnecessary loss of life. Command of an incident must not be left to chance. The ICS provides methods for the management team to manage any incident, whether routine or a major disaster.

The ICS will provide an umbrella system through which multi-agency responses will be effectively pre-planned, organized, and coordinated across response jurisdictions. Through a unified command system, agencies will develop common terminology, compatible communication systems, coordinated planning procedures, and efficient standard operating techniques.

The ICS will provide a system to process information to support incident management, planning and decision-making. The ICS is based upon basic business management principles. Just as in business, the incident commander must utilize the tasks of planning, directing, organizing, coordinating, communication, delegation and evaluating. In brief, the ICS is a management tool consisting of procedures for organizing personnel, facilities, equipment, and communications at the scene of an emergency.

The ICS can be used for every type of emergency situation (e.g., fires, floods, hazardous material incidents, hurricanes, radiological incidents, tornadoes, transportation accidents, etc).

> ICS can be expanded to support the following types of operations

> Single jurisdiction/ single agency, Single jurisdiction/ multi-agency, Multi-jurisdiction/ multi-agency.

> ICS incorporates the following principles

Use of common terminology, implementation of pre-established role responsibilities and operational strategies, integrated communications, Unified Command structures (combined with a flexible span of control), comprehensive resource management, and training standards.

I. CONCEPT OF OPERATIONS

A. General

THE PRIMARY RESPONSIBILITY FOR IMPLEMENTATION OF THE ICS RESTS WITH THE LOCAL EMERGENCY SERVICES ORGANIZATIONS (E.G., FIRE, EMS/ RESCUE, LAW ENFORCEMENT).

Once implemented, management and coordination of emergency operations becomes the responsibility of the Incident Commander/ On-Scene Coordinator.

Selection of the Incident Commander/ On-Scene Coordinator will depend upon three primary factors:

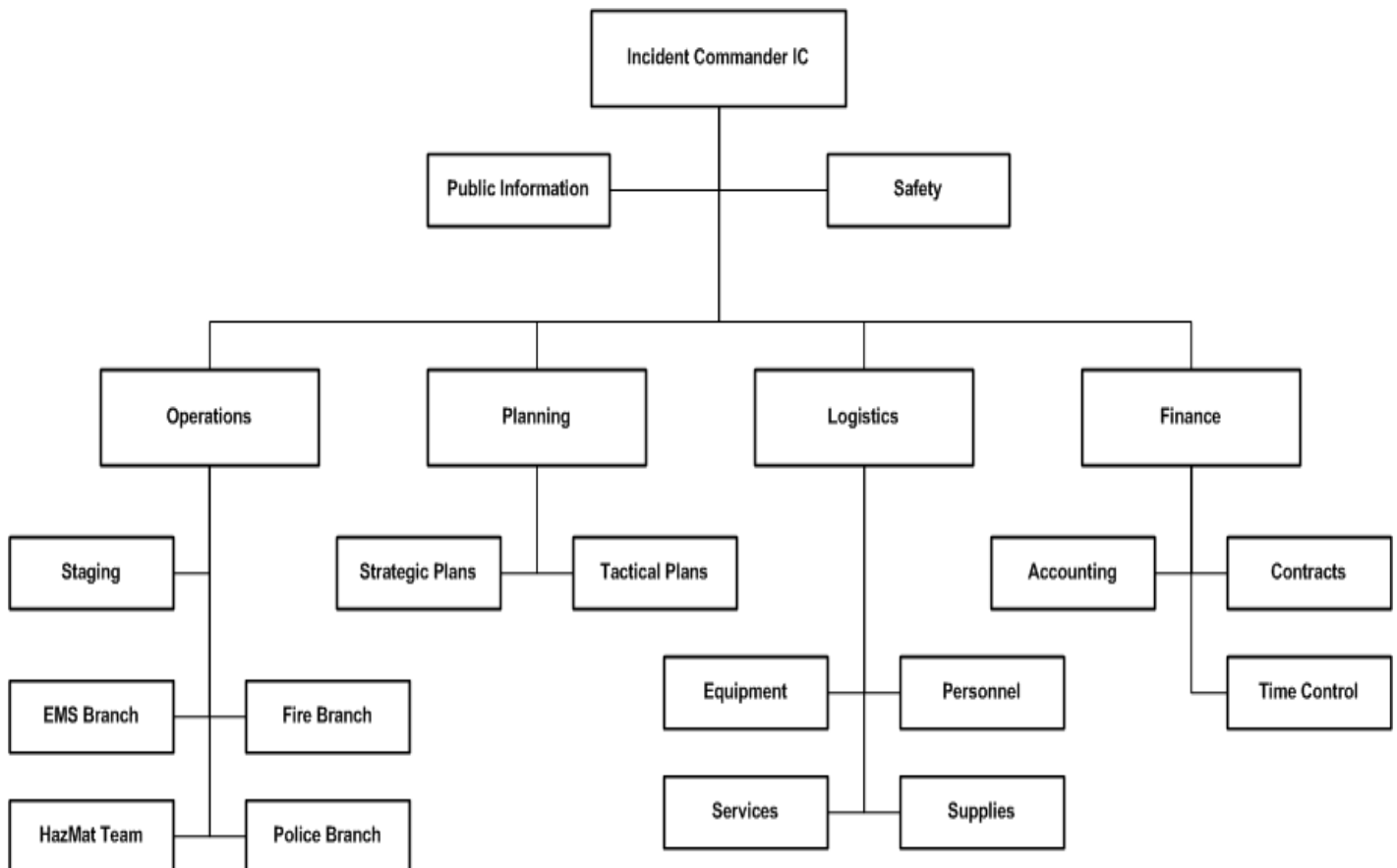
- > Nature of incident
- > Location of incident
- > Magnitude of incident

The County ESD will support local response efforts through coordination of required County, State, Federal, and private resources. Providing or requesting technical assistance and support as required and activation of the County EOC, if required.

Attachments

Organization Chart for ICS Single Command Post

Attachment A, ICS Single Agency Command Organization Chart



APPENDIX 9 - NC Statewide EM Mutual Aid and Assistance Agreement

NORTH CAROLINA STATEWIDE EMERGENCY MANAGEMENT MUTUAL AID AND ASSISTANCE AGREEMENT

Revision - February 2004

THIS AGREEMENT IS ENTERED INTO BETWEEN THE NORTH CAROLINA DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY, AND ITS DIVISION OF EMERGENCY MANAGEMENT OF THE STATE OF NORTH CAROLINA AND BY EACH OF THE ENTITIES THAT EXECUTES AND ADOPTS THE UNDERSTANDINGS, COMMITMENTS, TERMS, AND CONDITIONS CONTAINED HEREIN:

WHEREAS, the State of North Carolina is geographically vulnerable to a variety of natural disasters;

WHEREAS, Chapter 166A of the North Carolina General Statutes, entitled the North Carolina Emergency Management Act, recognizes this vulnerability and provides that its intended purposes are to:

- (1) Reduce vulnerability of people and property of this State to damage, injury, and loss of life and property;
- (2) Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
- (3) Provide for the rapid and orderly rehabilitation of persons and restoration of property; and
- (4) Provide for cooperation and coordination of activities relating to emergency and disaster mitigation, preparedness, response, and recovery;

WHEREAS, in addition to the State, the Federal Emergency Management Agency (FEMA) has recognized the importance of the concept of coordination between the State and local governments;

WHEREAS, under Chapter 166A and other chapters of the North Carolina General Statutes, entities entering into mutual aid and assistance agreements may include provisions for the furnishing and exchanging of supplies, equipment, facilities, personnel and services; and

WHEREAS, the entities which have chosen to become signatories to this Agreement wish to provide mutual aid and assistance amongst one another at the appropriate times; THEREFORE, pursuant to G.S. 166A-10(b), these entities agree to enter into this Agreement for reciprocal emergency management aid and assistance, with this Agreement embodying the understandings, commitments, terms, and conditions for said aid and assistance, as follows:

Section I. DEFINITIONS

"Agreement" means this document, the North Carolina Statewide Emergency Management Mutual Aid and Assistance Agreement.

"Aid and assistance" includes personnel, equipment, facilities, services, supplies, and other resources.

"Authorized Representative" means a party's employee who has been authorized, in writing by that party, to request, to offer, or to otherwise provide assistance under the terms of this Agreement. The list of Authorized Representatives for each party executing this Agreement shall be attached to the executed copy of this Agreement. (In the event of a change in personnel, unless otherwise notified the presumption will be that the successor to that position will be the authorized representative.)

"Disaster" means an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, resulting from any natural or man-made accidental, military, or paramilitary cause.

"Local Agency" means a county agency charged with coordination of all emergency management activities for its geographical limits pursuant to G.S. 166A-7.

"Party" means a governmental entity which has adopted and executed this Agreement.

"Provider" means the party which has received a request to furnish aid and assistance from another party in need (the "Recipient").

"Recipient" means the party setting forth a request for aid and assistance to another party (the "Provider").

Section II. **INITIAL RECOGNITION OF PRINCIPLE BY ALL PARTIES; AGREEMENT PROVIDES NO RIGHT OF ACTION FOR THIRD PARTIES**

As this is a reciprocal contract, it is recognized that any party to this Agreement may be requested by another party to be a Provider. It is mutually understood that each party's foremost responsibility is to its own citizens. The provisions of this Agreement shall not be construed to impose an unconditional obligation on any party to this Agreement to provide aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may in good faith withhold the resources necessary to provide reasonable and adequate protection for its own community, by deeming itself unavailable to respond and so informing the party setting forth the request.

Given the finite resources of any jurisdiction and the potential for each party to be unavailable for aid and assistance at a given point in time, the parties mutually encourage each other to enlist other entities in mutual aid and assistance efforts and to enter into such agreements accordingly. Concomitantly, the parties fully recognize that there is a highly meritorious reason for entering into this Agreement, and accordingly shall attempt to render assistance in accordance with the terms of this Agreement to the fullest extent possible.

Pursuant to G.S. 166A-14 and as elaborated upon in Section X of this Agreement, all functions and activities performed under this Agreement are hereby declared to be governmental functions. Functions and activities performed under this Agreement are carried out for the benefit of the general public and not for the benefit of any specific individual or individuals. Accordingly, this Agreement shall not be construed as or deemed to be an agreement for the benefit of any third parties or persons and no third parties or persons shall have any right of action under this Agreement for any cause whatsoever. All immunities provided by law shall be fully applicable as elaborated upon in Section X of this Agreement.

Section III. **PROCEDURES FOR REQUESTING ASSISTANCE**

Mutual aid and assistance shall not be requested unless the resources available within the stricken area are deemed inadequate by Recipient. When Recipient becomes affected by a disaster and deems its resources inadequate, it may request mutual aid and assistance by communicating the request to Provider, indicating the request is made pursuant to this mutual aid agreement. The request shall be followed as soon as practicable by a written confirmation of that request, including the transmission of a proclamation of local State of Emergency under NCGS 166A-8 and Article 36A of Chapter 14 of the NCGS, and a completed form describing its projected needs in light of the disaster. All requests for mutual aid and assistance shall be transmitted by the party's *Authorized Representative* or to the *Coordinator of the Local Agency* as set forth below.

A. **METHOD OF REQUEST FOR MUTUAL AID AND ASSISTANCE:** Recipient shall set forth requests by means of one of the two options described as follows:

(i) **REQUESTS ROUTED THROUGH THE RECIPIENT'S LOCAL AGENCY:** Recipient may directly contact the Local Agency, in which case it shall provide the Local Agency with the information in paragraph B of this Section (Section III). The Local Agency shall then contact other parties on behalf of Recipient to coordinate the provision of mutual aid and assistance. Recipient shall be responsible for the costs and expenses incurred by any Provider in providing aid and assistance pursuant to Section VII of this Agreement.

(ii) **REQUESTS MADE DIRECTLY TO PROVIDER:** Recipient may directly contact Provider's authorized representative, setting forth the information in paragraph B of this Section (Section III). All communications shall be conducted directly between Recipient and Provider. Recipient shall be responsible for the costs and expenses incurred by any Provider in providing aid and assistance pursuant to the provisions of this Agreement as noted in Section VII of this Agreement. Provider and recipient shall be responsible for keeping Local Agencies advised of the status of response activities, in a timely manner.

(iii) **RECORD OF REQUESTS TO BE PROVIDED:** A record of the request for assistance shall be provided by the Recipient to the Director of the Division of Emergency Management in the NC Department of Crime Control and Public Safety, in a timely manner.

B. **REQUIRED INFORMATION:** Each request for assistance shall be accompanied by the following information, in writing or by any other available means, to the extent known:

(i) *Stricken Area and Status:* A general description summarizing the condition of the community (i.e., whether the disaster is imminent, in progress, or has already occurred) and of the damage sustained to date;

(ii) *Services:* Identification of the service function(s) for which assistance is needed and the particular type of assistance needed;

(iii) *Infrastructure Systems:* Identification of the type(s) of public infrastructure system for which assistance is needed (water and sewer, storm water systems, streets) and the type of work assistance needed;

(iv) *Aid and Assistance:* The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed;

*Provider's Traveling Employee Needs--*Unless otherwise specified by Recipient, it is mutually understood that Recipient will provide for the basic needs of Provider's traveling employees. Recipient shall pay for all reasonable out-of-pocket costs and expenses of Provider's personnel, including without limitation transportation expenses for travel to and from the stricken area. Further, Recipient shall house and feed Provider's personnel at its (Recipient's) sole cost and expense. If Recipient cannot provide such food and/or housing at the disaster area, Recipient shall specify in its request for assistance that self-contained personnel are needed.

(v) *Facilities:* The need for sites, structures, or buildings outside Recipient's geographical limits to serve as relief centers or staging areas for incoming emergency goods and services; and

(vi) *Meeting Time and Place:* An estimated time and a specific place for a representative of Recipient to meet the personnel and resources of any Provider.

C. **STATE AND FEDERAL ASSISTANCE:** Recipient shall be responsible for coordinating requests for state or federal assistance with its (Recipient's) Local Agency.

Section IV. **PROVIDER'S ASSESSMENT OF AVAILABILITY OF RESOURCES AND ABILITY TO RENDER ASSISTANCE**

When contacted by the Recipient/Local Agency, Provider's authorized representative shall assess Provider's own local situation in order to determine available personnel, equipment, and other resources. If Provider's authorized representative determines that Provider has available resources, Provider's authorized representative shall so notify the Recipient/Local Agency (whichever communicated the request). Provider shall complete a written acknowledgment, whether on the request form received from Recipient or on another form, regarding the assistance to be rendered (or a rejection of the request) and shall transmit it by the most efficient practical means to the Recipient/Local Agency for a final response. Provider's acknowledgment shall contain the following information:

1. In response to the items contained in the request, a description of the personnel, equipment, and other resources available;
2. The projected length of time such personnel, equipment, and other resources will be available to serve Recipient, particularly if the period is projected to be shorter than one week (as provided in the "Length of Time for Aid and Assistance" section [Section VI] of this Agreement.)
3. The estimated time when the assistance provided will arrive at the location designated by the Authorized Representative of the Requesting Party; and
4. The name of the person(s) to be designated as Provider's supervisory personnel (pursuant to the "Supervision and Control" section [Section V] of this Agreement.)

Where a request has been submitted to the Local Agency, the Local Agency shall notify Recipient's authorized representative and forward the information from Provider. The Recipient/Local Agency shall respond to Provider's written acknowledgment by executing and returning a copy of the form to Provider by the most efficient practical means, maintaining a copy for its file.

Section V. SUPERVISION AND CONTROL

Provider shall designate supervisory personnel amongst its employees sent to render aid and assistance to Recipient. As soon as practicable, Recipient shall assign work tasks to Provider's supervisory personnel, and unless specifically instructed otherwise, Recipient shall have the responsibility for coordinating communications between Provider's supervisory personnel and Recipient. Recipient shall provide necessary credentials to Provider's personnel authorizing them to operate on behalf of Recipient.

Based upon such assignments set forth by Recipient, Provider's supervisory personnel shall:

- (1) have the authority to assign work and establish work schedules for Provider's personnel. Further, direct supervision and control of Provider's personnel, equipment, and other resources shall remain with Provider's supervisory personnel. Provider should be prepared to furnish communications equipment sufficient to maintain communications among its respective operating units, and if this is not possible, Provider shall notify Recipient accordingly;
- (2) maintain daily personnel time records, material records, and a log of equipment hours;
- (3) shall report work progress to Recipient at mutually agreed upon intervals.

Section VI. LENGTH OF TIME FOR AID AND ASSISTANCE; RENEWABILITY; RECALL

Unless otherwise provided, the duration of Provider's assistance shall be for an initial period of seven days, starting from the time of arrival. Thereafter, assistance may be extended in daily or weekly increments as the situation warrants, for a period agreed upon by the authorized representatives of Provider and Recipient.

As noted in Section II of this Agreement, Provider's personnel, equipment, and other resources shall remain subject to recall by Provider to provide for its own citizens if circumstances so warrant. Provider shall make a good faith effort to provide at least twenty-four (24) hours advance notification to Recipient of its (Provider's) intent to terminate mission, unless such notice is not practicable, in which case as much notice as is reasonable under the circumstances shall be provided.

Section VII. REIMBURSEMENTS

Except as otherwise provided below, it is understood that Recipient shall pay to Provider all documented costs and expenses incurred by Provider as a result of extending aid and assistance to Recipient. The terms and conditions governing reimbursement for any assistance provided under this Agreement shall be in accordance with the following provisions, unless otherwise agreed in writing by Recipient and Provider. Recipient shall be ultimately responsible for reimbursement of all eligible expenses. Provider shall submit reimbursement documentation to Recipient on the forms shown in Appendix B.

A. *Personnel*-- During the period of assistance, Provider shall continue to pay its employees according to its then prevailing ordinances, rules, and regulations. Recipient shall reimburse Provider for all direct and indirect payroll costs and expenses including travel expenses incurred during the period of assistance, including, but not limited to, employee retirement benefits as provided by Generally Accepted Accounting Principles (GAAP). However, as stated in Section IX of this Agreement, Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's personnel under the terms of the North Carolina Workers' Compensation Act (Chapter 97 of the North Carolina General Statutes).

B. *Equipment*-- Provider shall be reimbursed by Recipient for the use of its equipment during the period of assistance according to either a pre-established local or state hourly rate or according to the actual replacement, operation, and maintenance expenses incurred. For those instances in which costs are reimbursed by the Federal Emergency Management Agency (FEMA), the FEMA-eligible direct costs shall be determined in accordance with 44 C.F.R. 206.228. Provider shall pay for all repairs to its equipment as determined necessary by its on-site supervisor(s) to maintain such equipment in safe and operational condition. At the request of Provider, fuels, miscellaneous supplies, and minor repairs may be provided by Recipient, if practical. The total equipment charges to Recipient shall be reduced by the total value of the fuels, supplies, and repairs furnished by Recipient and by the amount of any insurance proceeds received by Provider.

C. *Materials And Supplies*-- Provider shall be reimbursed for all materials and supplies furnished by it and used or damaged during the period of assistance, except for the costs of equipment, fuel and maintenance materials, labor, and supplies, which shall be included in the equipment rate established in subsection B of this section (Section VII), unless such damage is caused by gross negligence, willful and wanton misconduct, intentional misuse, or recklessness of Provider's personnel. Provider's personnel shall use reasonable care under the circumstances in the operation and control of all materials and supplies used by them during the period of assistance. The measure of reimbursement shall be determined in accordance with 44 C.F.R. 206.228. In the alternative, the parties may agree that Recipient will replace, with like kind and quality as determined by Provider, the materials and supplies used or damaged. If such an agreement is made, it shall be reduced to writing and transmitted to the North Carolina Division of Emergency Management.

D. *Record Keeping*-- Recipient and NC Division of Emergency Management personnel shall provide information, directions, and assistance for record keeping to Provider's personnel. Provider shall maintain records and submit invoices for reimbursement by Recipient or the NC Division of Emergency Management using the format used or required by FEMA publications, including 44 C.F.R. part 13 and applicable Office of Management and Budget (OMB) Circulars.

E. *Payment; Other Miscellaneous Matters as to Reimbursements*-- The reimbursable costs and expenses with an itemized notice shall be forwarded as soon as practicable after the costs and expenses are incurred, but not later than sixty (60) days following the period of assistance, unless the deadline for identifying damage is extended in accordance with 44 C.F.R. part 206. Recipient shall pay the bill or advise of any disputed items, not later than sixty (60) days following the billing date. These time frames may be modified in writing by mutual agreement. This shall not preclude Provider or Recipient from assuming or donating, in whole or in part, the costs and expenses associated with any loss, damage, or use of personnel, equipment, and resources provided to Recipient.

Section VIII. RIGHTS AND PRIVILEGES OF PROVIDER'S EMPLOYEES

Pursuant to G.S. 166A-14, whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographical limits of Provider.

Section IX. PROVIDER'S EMPLOYEES COVERED AT ALL TIMES BY PROVIDER'S WORKER'S COMPENSATION POLICY

Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees under the terms of the North Carolina Workers' Compensation Act, Chapter 97 of the General Statutes, due to personal injury or death occurring during the period of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees. Further, it is mutually understood that Provider will be entirely responsible for the payment of workers' compensation benefits to its own respective employees pursuant to G.S. 97-51.

Section X. IMMUNITY

Pursuant to G.S. 166A-14, all activities performed under this Agreement are hereby declared to be governmental functions. Neither the parties to this Agreement, nor, except in cases of willful misconduct, gross negligence, or bad faith, their personnel complying with or reasonably attempting to comply with this Agreement or any ordinance, order, rule, or regulation enacted or promulgated pursuant to the provisions of this Agreement shall be liable for the death of or injury to persons, or for damage to property as a result of any such activity.

Section XI. PARTIES MUTUALLY AGREE TO HOLD EACH OTHER HARMLESS FROM LIABILITY

Each party (as indemnitor) agrees to protect, defend, indemnify, and hold the other party (as indemnitee), and its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of indemnitor's negligent acts, errors and/or omissions. Indemnitor further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at indemnitor's sole expense and agrees to bear all other costs and expenses related thereto. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

Notwithstanding the foregoing, to the extent that each party does not purchase insurance, it shall not be deemed to have waived its governmental immunity by law.

SECTION XII. ROLE OF THE DIVISION OF EMERGENCY MANAGEMENT

Under this Agreement, the responsibilities of the NC Division of Emergency Management are: (1) to serve as the central depository for executed agreements, to maintain a current listing of entities with their authorized representatives and contact information, and to provide this listing to each of the entities on an annual basis; (2) to coordinate the provision of mutual aid and assistance to a requesting party, pursuant to the provisions of this Agreement; (3) to keep a record of all requests for assistance and acknowledgments; (4) to report on the status of ongoing emergency or disaster-related mutual aid and assistance as appropriate; and (5) if the parties so designate, to serve as the eligible entity for requesting reimbursement of eligible costs from FEMA and provide information, directions, and assistance for record keeping pursuant thereto.

Section XIII. AMENDMENTS

Manner-- This Agreement may be modified at any time upon the mutual written consent of the Recipient and Provider.

Addition of Other Entities--Additional entities may become parties to this Agreement upon: (1) acceptance and execution of this Agreement; and (2) sending said executed copy of the Agreement to the NC Division of Emergency Management.

Section XIV. INITIAL DURATION OF AGREEMENT; RENEWAL; TERMINATION

This Agreement shall be binding for not less than one (1) year from its effective date, unless terminated upon at least sixty (60) days advance written notice by a party as set forth below. Thereafter, this Agreement shall continue to be binding upon the parties in subsequent years, unless canceled by written notification served personally or by registered mail upon the Director of NC Division of Emergency Management, which shall provide copies to all other parties. The withdrawal shall not be effective until sixty (60) days after notice thereof has been sent by the Director of the NC Division of Emergency Management to all other parties. A party's withdrawal from this Agreement shall not affect a party's reimbursement obligations or any other liability or obligation under the terms of this Agreement incurred hereunder. Once the withdrawal is effective, the withdrawing entity shall no longer be a party to this Agreement, but this Agreement shall continue to exist among the remaining parties.

Section XV. HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

Section XVI. SEVERABILITY: EFFECT ON OTHER AGREEMENTS

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement. Each of the parties declares that it would have entered into this Agreement irrespective of the fact that any one or more of this Agreement's clauses, sentences, provisions, paragraphs, or other parts have been so declared invalid. Accordingly, it is the intention of the parties that the remaining portions of this Agreement shall remain in full force and effect without regard to the clause(s), sentence(s), provision(s), paragraph(s), or other part(s) invalidated.

In the event that parties to this Agreement have entered into other mutual aid and assistance contracts, for example pursuant to Chapter 160A of the North Carolina General Statutes, those parties agree that to the extent a request for mutual assistance is made pursuant to this agreement, those other mutual aid and assistance contracts are superseded by this Agreement.

Section XVII. EFFECTIVE DATE

This Agreement shall take effect upon its approval by the entity seeking to become a signatory to this Agreement and upon proper execution hereof.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

ANNEX I – MITIGATION

PRIMARY AGENCY	RESPONSIBLE POSITION
Town of Atlantic Beach Planning and Inspection Departments	Hazard Mitigation Officer (Town Planning and Development Director Chief Building Inspector)
SUPPORT AGENCIES	RESPONSIBLE POSITION
All Town Departments	All Town Employees
	Individual Members

I. PURPOSE

To provide coordinated hazard mitigation planning, guidance, and implementation measures to accomplish the long-term prevention or reduction of the adverse impact of natural and man-made hazards on the citizens of Atlantic beach. This Annex addresses mitigation as a long-term, on-going process, and identifies planning and implementation procedures applicable to both pre-incident and post-incident situations. The primary mitigation objective is to save lives and reduce property damage through the utilization of coordinated hazard mitigation planning and implementation activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Various hazardous conditions exist, which have the potential for causing loss of lives, inflicting injuries, or causing extensive property damage in Atlantic Beach.
2. Hazard mitigation is a process to develop and implement an overall strategy and specific efficient and effective ways to prevent or reduce the future adverse impact from known hazards and newly discovered hazards.
3. Samples of hazard mitigation measures include building codes, buyout, disaster insurance, hazard analysis, enforcement, land use management, litigation, monitoring/ evaluating, planning, public awareness, research, safety codes, statutes/ ordinance, tax incentives, tax disincentives, vulnerability assessment, and zoning.
4. Mitigation activities can be initiated at any time, but are classified as either pre-incident or post-incident. These activities are not mutually exclusive and should be merged into a coordinated, continuous mitigation process.
5. Pre-Incident Mitigation Activities: Pre-Incident mitigation activities are those that take place prior to the incident occurrence. This time frame provides a more relaxed atmosphere for the development and implementation of long-term, multi-hazard oriented mitigation measures. Pre-Incident Mitigation is preferred and is the most appropriate for reducing risks and potential damages.
6. Post-Incident Mitigation Activities: Post-Incident mitigation activities are those that take place after an incident has already adversely affected the town. These activities are in response to an incident that has already occurred and are too late to prevent, or reduce the impacts already suffered. Heightened hazard awareness and a desire for speedy recovery, provide an emphasis for conducting mitigation activities during this time frame.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Assumptions

1. Exposure to risks from hazards exists whether or not an incident actually occurs.
2. The adverse impact of hazards can be directly affected by hazard mitigation actions accomplished prior to an incident occurrence.
3. Effective post-incident mitigation actions can also reduce the risk of repeat disasters.
4. The hazard mitigation process never ends, and is a direct influence on preparation for, response to, and recovery from a hazard that may adversely affect the town if its destructive powers cannot be completely mitigated.
5. Mitigation action to save lives and reduce damages can only be achieved through a properly coordinated group effort. The coordinated effort requires active participation and cooperation of all levels of government and may be well served by the involvement of talented individuals with expertise in varying disciplines outside of government.
6. The effective, long-term reduction of risks is a goal and responsibility shared by all residents of Atlantic Beach.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization:

1. Atlantic Beach has appointed a Town Hazard Mitigation Officer (Town Planning Director) to coordinate hazard mitigation planning activities in the Town.

B. Concept of Operations:

1. The Town of Atlantic Beach Board of Commissioners have the overall authority and responsibility for approving and implementing a hazard mitigation plan in accordance with the Disaster Mitigation Act of 2000(DMA2K).
2. This Annex is not intended to describe in detail all aspects of the Town mitigation program; however, the Town has separately published a hazard mitigation plan. The Town's Hazard Mitigation Plan was written to eliminate or reduce the adverse impact of hazards that threaten the town and satisfies the requirements set forth in the DMA 2K. For detailed information on the overall local multi-jurisdictional mitigation program see the Carteret County Multi-Jurisdictional Hazard Mitigation Plan.
3. Achieving the Town's hazard mitigation objectives are a high priority.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. All Town departments and their employees will support hazard mitigation efforts in the Town, to include:
 - a. Assist in the accomplishment of the hazard mitigation strategy and objectives as described in the County/Town's HMP.
 - b. Provide technical assistance and functional expertise in disciplines as requested by the Town Hazard Mitigation Officer.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Specific Key Position Responsibilities

1. Town Hazard Mitigation Officer (Town Planning and Development Director)

The Town Hazard Mitigation Officer is responsible for the coordination of all Town mitigation planning activities, and is the Town's representative to Carteret County, local military installations, and State and Federal government or non-government organizations that support mitigation planning activities in the town. Be the primary coordinating agency for this Annex. Currently the Town Planning and Development Director also serves as the Town Hazard Mitigation Officer

Coordinate and facilitate hazard mitigation planning efforts for the Town. Develop, distribute, and retain, as necessary, hazard mitigation reports, records and associated correspondence.

Maintain the copy of the Carteret County Multi-Jurisdictional Hazard Mitigation Plan. Monitor the implementation of the hazard mitigation strategy and objectives as outlined in the Carteret County Multi-Jurisdictional Hazard Mitigation Plan. Keep the County Hazard Mitigation Officer apprised of the status of mitigation activities in within Atlantic Beach.

V. DIRECTION AND CONTROL:

The Atlantic Beach Town Council provides direction and control of the implementation of hazard mitigation activities and programs in Atlantic Beach. The Town Hazard Mitigation Officer provides the overall direction and control of hazard mitigation planning activities within Atlantic Beach.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Hazard Mitigation

1. Hazard Mitigation Officer (Town Planning and Development Director)
2. Town Emergency Manager
3. Town Manager

B. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for other organizations that support this ESF are in accordance with that organization's established policy

VII. ADMINISTRATION AND LOGISTICS

A. Administration: Reports, records of previous disasters and disaster declarations, and associated correspondence pertinent to hazard analysis and mitigation will be maintained by the Town Hazard Mitigation Officer. The data contained in those documents will be used for continued hazard analysis and development of the Town's mitigation planning strategy. Also, refer to the Basic Plan, Paragraph VII.A, Administration in this EOP.

B. Logistics: Refer to the Basic Plan, Paragraph VII.B Logistics in this EOP

VIII. ANNEX DEVELOPMENT AND MAINTENANCE

A. The primary responsibility for coordinating the development and maintenance of *Annex I - Mitigation* rests with the Town Hazard Mitigation Officer.

B. Support agencies to this Annex will assist the Town Hazard Mitigation Officer in developing and maintaining this Annex.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

C. A periodic review will be conducted of this Annex for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic reviews, and new data obtained from subsequent hazards and disasters.

IX. AUTHORITIES AND REFERENCES

A. Authorities

Disaster Mitigation Act of 2000 (DMA 2K), Oct 30, 2000

Carteret County Multi-Jurisdictional Mitigation Plan, 2009

B. References

Keeping Natural Hazards from becoming Disasters NCEM, May 2003

ANNEX II – PREPAREDNESS

PRIMARY AGENCIES	RESPONSIBLE POSITION
Town Administration	Town Manager
Town Emergency Management	Emergency Manager
SUPPORT AGENCIES	RESPONSIBLE POSITION
All Departments	Department Directors

I. PURPOSE

This Annex establishes a process and provides guidance to maintain a strong emergency operations capability for all hazards through a continuing preparedness program.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Various hazardous conditions exist which have the potential for causing loss of lives, inflicting injuries, or causing extensive property damage in Atlantic Beach.
2. These hazards could adversely affect the Town at anytime.
3. The Town has a comprehensive Carteret County Multi-Jurisdictional Hazard Mitigation Plan and implemented a long-term hazard mitigation program in an attempt to reduce the risk of loss of life, damage to property, and human suffering.
4. The Town must prepare to respond to and recover from those hazards that cannot be fully mitigated.
5. Preparedness is any activity taken in advance of an emergency to develop, support and enhance operational capabilities and to facilitate an effective and efficient response and recovery to an emergency situation.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

6. The Town has also written the *Atlantic Beach Emergency Operations Plan* that will assist the Town in responding to and recovering from most hazards that could adversely affect the Town.

7. Preparedness activities are never ending, and the Town's preparedness program focuses on preparing to carry out the *Atlantic Beach EOP*; and other supportive plans, policies, procedures, and guidelines by ensuring the availability of capabilities and resources required to carry out the plans; consistently training to and exercising the plans; and continuing a viable public hazard awareness education program; and a robust outreach program for volunteers to support and sustain emergency operations in the County.

B. Assumptions

1. Not all hazardous conditions can be completely mitigated.
2. Atlantic Beach is adequately prepared to meet day-to-day emergencies that cannot be fully mitigated.
3. Preparedness activities to respond to and recover from hazards that cannot be fully mitigated will significantly reduce the loss of life, damage to property, and human suffering.
4. The Town can never fully prepare to meet all hazards with local capabilities and resources, and must also prepare to request outside assistance when local capabilities and resources are not available or become overwhelmed.
5. Preparedness activities should include all levels of government, non-government organizations, private businesses, and citizens in an effort to draw from all available capabilities and resources to support emergency operations in the Town.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

1. Atlantic Beach is adequately organized to respond to and recover from day to day emergencies, and most hazards that have been identified that might adversely affect the town.
2. Atlantic Beach is a signatory to the State-Wide Emergency Management Mutual Aid Agreement. The Police and Fire & EMS Departments also have mutual aid agreements with the county and surrounding municipalities for emergency operations.

B. Concept of Operations

1. Coordinated Preparedness Activities: Preparedness activities in the town consist mainly of recruiting personnel, including volunteers, planning, training, public awareness, and protection of critical infrastructure.

2. Recruiting Personnel: Recruiting of personnel, including volunteers, is done as a function of each of the organizations that carry out or support emergency operations in the town.

3. Planning:

a. Planning is concerned with the questions of who does what, when, and where; developing the capabilities to perform emergency operations, and ensuring adequate resources are available to support and sustain emergency operations.

b. Planning efforts in the Town are carried out under the following premises: Planning is not a product, but rather a process, and effective planning efforts result in high quality and useful plans, but written plans are only one element in the process. Planning is based on a realistic assessment of hazards and of the likely consequences of disaster events. Hazard and vulnerability assessments are integral to all community-wide planning efforts. Planning efforts are based as much as possible on a community's disaster experience, information on the experiences of other communities, and research-based planning principles. All organizations in the town are encouraged to plan with organizations that will be participating in or supporting

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

emergency operations in the town with them. With this goal in mind, a critical initial task in all planning efforts is to identify and engage planning partners at the very start of the planning process. In addition to being multi-organizational, the planning process is also inclusive – that is, it involves all levels of government, as well as private sector organizations. Planning efforts are designed to provide a range of benefits and incentives for those involved in the process so that the participants will benefit from them even if disasters do not occur. Planning is a long-term process, and it involves tangible milestones and a method of continually improving upon the process and integrating best practices.

4. Training:

a. The Town considers that training for emergency operations and training to existing emergency plans, policies, procedures and guidelines is essential for all persons that participate in emergency operations.

b. The Town's goal for training is to prepare all individuals to effectively, efficiently, and safely carry out or support emergency operations in the town as written in the existing plans, et al. The Town's emergency operations training programs are organizationally based and consist of initial and in-service training. Training is made available from many different organizations at all levels of government with support from the Carteret County Community College.

5. Community Exercises:

a. The Town considers that exercising existing emergency plans, policies, procedures and guidelines are essential for all organizations that participate in emergency operations.

b. The Town's goal in exercising is to prepare all organizations too effectively, efficiently, and uniformly carry out or support coordinated emergency operations in the town as written in applicable publications, or to update the publications accordingly; and to identify gaps in capabilities and resources.

c. The Town will participate in county and statewide training evolutions and exercises.

6. Public Awareness and Education:

a. The Town has implemented an active public awareness program that includes educating the general public on the various hazards that threaten them and includes the available methods of protection.

b. Additionally, prior to, during, and following an emergency situation, the Town in partnership with Carteret County and the local media has developed a very effective Emergency Public Information Program (EPI) to keep the general public informed of the current emergency conditions. Recommendations of what to do or avoid in reference to safety, security, health care, evacuation, transportation, shelter, and all other issues of which they should be informed.

7. Protection of Critical Infrastructure:

a. The Town is involved in an ongoing program to identify and protect its critical infrastructure from all hazards.

b. The protection of critical infrastructure includes conducting vulnerability assessments, publishing, training to, and exercising emergency action plans and security guidelines for the critical facilities, and enhancing physical and electronic security of the facilities.

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. All local government, and non-government organizations and individuals that participate in or support emergency operations in the town will support preparedness activities in the town.
2. All Town Department Heads are responsible for knowing their organizations responsibilities during emergency operations and ensuring that their personnel are aware of and trained to their emergency responsibilities as assigned.
3. All local government, and non-government organizations and individuals that participate in or support emergency operations in the town are encouraged to participate in training and exercise events in as much as is possible.

B. Key Specific Responsibilities

1. Town Manager:

- > Be the primary agency for this annex in matters pertaining to preparing all Town departments for emergency operations.
- > Maintain overall direction and control of preparedness in the Town.
- > Keep the Town Council apprised of emergency preparedness activities in the Town.
- > Ensure that the Town possesses the required capabilities and resources to carry out emergency operations in the town or identify where those capabilities and resources can be obtained prior to an emergency situation.
- > Ensure that the Town's emergency response and support organizations are adequately prepared to carry out the Town's emergency plans and other applicable emergency publications as written.
- > Prioritize Town's preparedness in coordination with Carteret County and the Town Emergency Manager.

2. Town Emergency Manager:

- > Be the primary coordinating agency for this annex in matters of emergency services.
- > Assist the Town Manager in carrying out preparedness activities and coordinate these activities with all other departments in the Town that participate in or support emergency operations in the town.
- > Support the Carteret County Emergency Services in maintaining a viable public awareness and education program.
- > Develop training opportunities to support organizationally based initial and in-service training for emergency operations that include course offerings from all levels of government and the private sector when applicable.
- > Establish procedures for the notification of available training opportunities to other county and municipal agencies and other governmental and private emergency response organizations.
- > Conduct hurricane awareness and EOC training for applicable personnel that support emergency operations in the Atlantic Beach EOC.
- > Conduct or participate in at least one tabletop or functional training exercise annually to exercise the Town's emergency plans and other applicable emergency publications.
- > Develop a protection of critical infrastructure program, as necessary.
- > Participate in regional emergency preparedness planning sessions with Carteret County and NC Emergency Management, as applicable.

3. Department Heads and equivalent positions:

- > Support recruiting efforts for support to emergency operations in the town.
- > Actively and consistently participate in emergency planning efforts in the town.
- > Ensure personnel are trained to their responsibilities during emergency operations and to the Town's emergency plans and other applicable emergency publications.
- > Ensure your organization participates in community exercises, as appropriate.
- > Assist Town Emergency Manager in protection of critical infrastructure, continuity of operations and government activities

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- > Perform emergency response self-assessments of your organizations capabilities and resources to continue to provide essential services during and following an emergency situation.
- > Develop your organizations long-term plans to address emergency preparedness activities on a continuing basis.

V. DIRECTION AND CONTROL

The Town Manager provides overall direction and control of the implementation of *Annex II - Preparedness* in Atlantic Beach. The Town Emergency Manager will coordinate preparedness activities in Atlantic Beach.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Preparedness

1. Town Manager
2. Town Emergency Manager
3. Fire Chief

B. Line of Succession – Other Organizations Supporting this Annex:

Lines of Succession for other organizations that support this Annex are in accordance with that organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration: Refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics: Refer to the *Basic Plan, Paragraph VII.B Logistics* in this EOP.

VIII. ANNEX DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. Annex Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *Annex II – Preparedness* rests with the Town Emergency Manager.
2. Support agencies to this Annex will assist the Town Emergency Manager in developing and maintaining this Annex.
3. A periodic review will be conducted of this Annex for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate

B. Annex Support – Organization SOG/ SOPs

All organizations that support this Annex will develop and maintain their own organization's updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP) and mutual aid agreements, as appropriate, that are supportive of this Annex.

IX. AUTHORITIES AND REFERENCES: NONE

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

**ANNEX III – RESPONSE
ESF 1 – Transportation and Evacuation**

PRIMARY AGENCIES	RESPONSIBLE POSITION
Town Administration	Mayor
Town Emergency Management	Police Chief
AB EOC Logistics Section	Logistic Chief
Police Department	Police Deputy Chief
SUPPORT AGENCIES	RESPONSIBLE POSITION
Carteret County Emergency Services	Carteret County ES Director
Board of County Commissioners	Chairman, Board of Commissioners
NC State Highway Patrol	NCSHP First Sergeant
County Administration	County Manager
Carteret County Control Group	Carteret County Chairman & Mayors
County E-911 Communication Center	E-911 Communications Center Manager
NC Department of Transportation	NCDOT District Engineer
State Emergency Management	Area 3 Coordinator

I. PURPOSE

This Emergency Support Function addresses transportation requirements of Atlantic Beach organizations to perform their respective missions during an emergency situation and provides guidance for a coordinated evacuation out of an area at risk to safety within or outside of Carteret County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Normal Transportation Requirements: Atlantic Beach has sufficient transportation to meet its day-to-day transportation requirements.

2. Emergency Transportation Requirements: An emergency situation threatening or impacting directly on Atlantic Beach has the potential to create significant demands for transportation of individuals to hospitals and shelters, and unprecedented requests for transport of evacuees, materials, and services that may include: Increased transportation support to all levels of local government carrying out emergency responsibilities and homeland security duties; Transport of evacuees; Unique transportation requirements for special needs individuals or groups of individuals; Realignment of shelter populations; Transportation to and from feeding centers; Transportation of supplies, equipment, and tools to designated areas, etc.

3. Evacuation: There are certain hazards that may threaten or adversely affect the town and create an emergency situation that requires an evacuation of people and animals out of an area at risk within the town to a safe area within or outside the county. Atlantic Beach has experienced numerous evacuations in the past due to hurricane warnings and this trend is expected to continue.

a. **Small-Scale Evacuation:** A small-scale evacuation is a localized site evacuation caused by an isolated emergency such as a hazardous materials spill, burning tank car, burning building, rising waters, or other containable or manageable incident, and involves a small segment of the population. A small-scale evacuation may not require any additional transportation and evacuees may be able to walk out of the area at risk to safety on their own cognizance unless otherwise needing without assistance. A small-scale evacuation is usually ordered by the Incident Commander at the scene of the isolated emergency.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

b. **Large-Scale Evacuation:** A large-scale evacuation is a much broader evacuation that may be initiated by a hurricane, major wildfire, or other uncontrollable or unmanageable hazard and involves a large segment of the population. A large-scale evacuation may be localized in one jurisdiction or may be regional involving many jurisdictions. A large-scale evacuation may become extremely complex and require a significant increase in many resources to carry it out efficiently.

c. **Evacuation Resource Requirements:** A small-scale evacuation may require substantial manpower to walk from door to door to notify people to immediately depart the area at risk or loudspeakers to pass the evacuation order throughout a small area. A large-scale evacuation in addition to possibly requiring substantial emergency transportation resources may also require substantial communication, traffic control, and other resources to efficiently carry out the evacuation. If a large-scale evacuation encompasses many jurisdictions and becomes regional, the Eastern Branch of North Carolina Emergency Management, the NC State Highway Patrol First Sergeant (NCSHP 1st Sgt), and Carteret County will assist Atlantic Beach in coordinating the evacuation.

4. County School Buses: County school buses and activity buses, as provided for in NC General Statutes, may be used for increased emergency transportation requirements.

5. Public and Commercial Transportation: In the event of a mass evacuation out of Atlantic Beach, the use of public and commercial transportation may also be required to evacuate a large number of people to host areas in neighboring Counties or even further inland.

6. Support to Evacuees in Neighboring County Host Areas: If a mass evacuation out of Atlantic Beach occurred, there may also be a requirement to support evacuees in neighboring county host areas with essential goods and services. The State Coastal Regional Evacuation and Sheltering Plan (CRESP) may be implemented.

7. Evacuation of Animals: An emergency situation may also require the evacuation of pets (Refer to *Annex III – Response, ESF 17 - Animal Protection* in this EOP).

8. Hazard Analysis: A hazard analysis of Atlantic Beach was conducted that identifies the types of hazards, and the areas and population in the town that are most vulnerable to these hazards (Refer to the *Carteret County Multi-Jurisdictional Hazard Mitigation Plan*).

9. Highway Network: The current highway network in the County is sufficient to support a major evacuation out of Atlantic Beach (Refer to *Appendix 1, Carteret County Evacuation Map* and *Appendix 2, Estimated Vehicle Flow of Major Evacuation Routes out of Carteret County* in this ESF). The highways that support a major evacuation out of Atlantic Beach include:

a. **US 70:** US 70 is a 2-lane highway that originates on the NE end of Carteret County in the coastal village of Atlantic. US 70 heads S/SW paralleling the Core Sound to Beaufort. In Beaufort, US 70 becomes a 4-lane highway, continuing W/NW to New Bern. US 70 is a major evacuation route out of Carteret County to the N and W towards Kinston.

b. **NC 58:** NC 58 is a 2-lane highway that originates at Fort Macon National Park on Emerald Isle where it heads W paralleling the length of Emerald Isle. NC 58 heads N/NW over the Emerald Isle Bridge in Cape Carteret and continues N/NW out of the County. NC 58 is a secondary evacuation route out of the County to the N and W towards Kinston.

c. **NC 24:** NC 24 is a 4-lane highway that enters the County from the SW paralleling the Bogue Sound and ends when it meets US 70 on the W side of Morehead City. NC 24 is a major evacuation route out of the County to the S and W towards Jacksonville.

i. Bridges:

1. Bogue Sound & ICW Bridge – SR 1182: The 4-lane Bogue Sound & ICW Bridge, also known as the Atlantic Beach Bridge, is located on SR 1182, 0.1 miles S of US 70. The Bogue Sound & ICW Bridge spans the Bogue Sound for 3918 feet, and is 58 feet wide. This bridge is crucial for a timely evacuation to occur out of Atlantic Beach to the North towards Morehead City and with the US 70 towards the SW and NW.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. Broad Creek Bridge – NC 24: The 4-lane Broad Creek Bridge is located on NC 24 approximately 6.9 miles E of NC 58. The Broad Creek Bridge spans the Broad Creek for 227 feet, and is 72 feet wide. This bridge is crucial for a timely evacuation to occur out of certain parts of Carteret County to the S and W towards Jacksonville.

3. Gales Creek Bridge – NC 24: The 4-lane Gales Creek Bridge is located on NC 24, approximately 8.8 miles E of the intersection with NC 58. The Gales Creek Bridge spans the Gale Creek for 227 feet, and is 72 feet wide. This bridge is crucial for a timely evacuation to occur out of certain parts of Carteret County to the S and W towards Jacksonville, and E towards Morehead City and US 70.

4. Hadnot Creek Bridge – NC 58: The 2-lane Hadnot Creek Bridge is located on NC 58, approximately 5.9 miles NW of the NC 24. The Hadnot Creek Bridge spans the Hadnot Creek for 152 feet, and is 30 feet wide. This bridge is crucial for a timely evacuation to occur out of Atlantic Beach to the W towards Kinston.

5. Intracoastal Waterway Bridge – NC 58: The 2-lane Intracoastal Waterway Bridge, also known as the Emerald Island Bridge, is located on NC 58 approximately 1.2 miles S of NC 24. The Intracoastal Waterway Bridge spans the Bogue Sound for 4613 feet, and is 34 feet wide. This bridge is crucial for a timely evacuation to occur out of Atlantic Beach to the S on NC 58 towards Cape Carteret and to NC 24 towards Jacksonville.

6. Pettiford Creek Bridge – US 58: The 2-lane Pettiford Creek Bridge is located 1.7 miles N of NC 24. The Pettiford Creek Bridge spans Pettiford Creek for 206 feet, and is 30 feet wide. This bridge is crucial for a timely evacuation to occur out of certain parts of Carteret County to the W towards Kinston.

B. Assumptions

1. An emergency situation has the potential of severe damage or hindering the transportation system and other critical infrastructure throughout Carteret County.
2. Damaged roads, vehicles, facilities, equipment, and damaged or disrupted communications could significantly hamper emergency transportation support.
3. An emergency situation could also require the evacuation of a large segment of the Carteret County's population up to and including the entire county.
4. Emergency transportation support requirements will likely exceed local capabilities and outside assistance will be required and must be planned for to support local emergency operations and/or a large-scale evacuation.
5. Sufficient warning time will normally be available to evacuate.
6. If there is advanced warning, some people will voluntarily evacuate prior to being advised to do so.
7. The general public will receive and understand official emergency public information (EPI) and warning related to evacuation.
8. The great majority of the public will act in its own interest and will evacuate areas promptly when advised to do so.
9. Some people may refuse to evacuate regardless of warnings.
10. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
11. The principal mode of transportation for evacuees will be private vehicles.
12. Some people will lack transportation.
13. Some residents that are ill or disabled may require vehicles with special transportation capabilities.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

14. Special populations within Atlantic Beach may need additional time to accomplish an evacuation.
15. It may take several days to complete a mass evacuation out of the town.
16. County roads and highways will become congested during a large-scale evacuation and hamper the movement of traffic, and access for emergency vehicles.
17. The NCSHP will provide for the majority of traffic control on major evacuation routes within Carteret County, as assigned by the Governor.
18. The Atlantic Beach Police Department will provide for traffic control out of Atlantic Beach.
19. Allot sufficient time for a large-scale evacuation to occur to safe areas out of the county.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

1. Carteret County is sufficiently organized to acquire additional transportation to assist Atlantic Beach with increased transportation requirements caused by an emergency situation.
2. The daily transportation requirements for Town departments are the responsibility of individual department Directors.
3. The **Atlantic Beach EOC Logistics Chief** in conjunction with the Carteret County Emergency Services Director is responsible for planning and coordination of transportation requirements in support of a large evacuation from Atlantic Beach.
4. The Carteret County EOP contains a mass movement and evacuation plan which utilizes school buses to pick up evacuees at pre-determined sites and transport them to a county hub.
5. **Each Town department head or special staff will provide their anticipated emergency transportation requirements to the EOC Logistics Chief.**
6. **The Police Chief**, in coordination with the NCSHP 1st Sgt NC State Highway Patrol, is responsible for the overall planning and execution of an evacuation of people out of an area of risk in Atlantic Beach.
7. The NC State Highway Patrol has the primary responsibility for traffic control on major highways and intersections during a large-scale evacuation, as assigned by the Governor. In the event of an evacuation, joint action is required by the Town, Carteret County and surrounding municipal governments. A joint organization for decision-making and resource use has been established, as follows:

a. Evacuation Control Group

- (1) Mission – To exercise overall direction and control of hurricane evacuation operations including decisions to institute countywide increased readiness conditions and such other actions necessary to the situation.
- (2). Composition
 - (a) Group Chairman - Chairman of the County Board of Commissioners
 - (b) **Mayors of: Atlantic Beach**, Beaufort, Cape Carteret, Cedar Point, Emerald Isle, Indian Beach, Morehead City, Newport, and Pine Knoll Shores.
 - (c) County Emergency Services Director

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- (3) Lines of Succession: In the event that any of the members of the Control Group are not available, each primary member will be succeeded by alternates that have the responsibility and authority of the primary member.

b. Evacuation Support Group

- (1) Mission: To provide personnel and material resources for the implementation of pre-planned actions and actions as directed by the Control Group; provide direction to personnel in operations; and to provide information, data, and recommendations to the Control Group. This Evacuation Support Group is a separate group from the EOC Support Group.

- (2) Composition: County Manager, Sheriff, Emergency Services Director, Fire Marshal, Emergency Medical Services Director, Superintendent of County Schools, Health Director, Finance Director, Tax Office Administrator, Public Information Officer, American Red Cross Representative, and National Park Representative (if applicable).

8. If a large-scale evacuation is required, the Chief Executive of the responsible government will either announce a voluntary or highly recommended evacuation; or order a mandatory evacuation as appropriate to the situation, as follows:

- a. Atlantic Beach Evacuation – If an evacuation is required out of Atlantic Beach, the Mayor, or designated representative has the overall authority and responsibility for announcing a large-scale evacuation and will issue the official evacuation order.
- b. County Evacuation - If an evacuation is required out of an unincorporated area in the County, or a countywide evacuation is required; the official evacuation order will be issued by the Chairman Carteret County BOC, or official designee.
- c. State Evacuation – If an evacuation is required out of a large geographical region of the State, the Governor of NC, or official designee, may issue the official evacuation order.
- d. An Incident Commander at the scene of an isolated emergency has the authority to order an evacuation of the specific area affected by the incident.
- e. A mandatory evacuation of people out of a given area will rarely be issued, in lieu of a highly recommended evacuation. Prior to issuing a mandatory evacuation review current *NC Statute 166A* and local regulations in reference to evacuations.
- f. A large-scale evacuation should be coordinated with all County government and non-government organizations that support County emergency operations; and chief executives of surrounding jurisdictions prior to issuing the official evacuation order if time permits.
- g. The Superintendent of Carteret County Schools in coordination with the County Emergency Services Director (ESD), and County Transportation Coordinator is responsible for providing an augmentation of available buses and drivers to support evacuation and other emergency transportation needs.
- h. The American Red Cross and Community Emergency Response Teams (CERT) in coordination with the County ESD may open local shelters and/or coordinate with host Counties to open their shelters to receive the evacuees.
- i. When evacuees are relocated outside the County, a representative will be appointed by the County Manager to act as liaison between Carteret County and the host government.
- j. Once an area has been evacuated, no people will be permitted back into the area at risk until declared safe by the Chief Executive that either declared a voluntary; or ordered a mandatory evacuation.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Concept of Operations

1. Pre-Evacuation

The Town and Carteret County will prepare citizens with evacuation awareness information through all available media outlets and other means, as required.

- a. The size of the area at risk to be evacuated will be determined by the conditions at the time of the emergency situation.
- b. Evacuation routes, transportation staging areas for emergency transportation vehicles, traffic control points, and pickup locations for evacuees will be identified and established prior to recommending or ordering an evacuation.
- c. Subsequent to the official evacuation order, Emergency Public Information (EPI) concerning the official evacuation order released by the County PIO in coordination with Local PIO, may include information on areas at risk, evacuation routes, evacuee pickup locations, shelter and host area openings, movement guidance, and other protective information.
- e. Evacuees without vehicles will be instructed to go to the nearest pick-up locations. The pick-up location in Atlantic Beach is the AB Council Chambers located behind town hall. Any person, who cannot get to the pick-up point on their own, can call the Police Department to have volunteers come and assist them.

2. Emergency Transportation and Evacuation Control

- a. The Town Emergency Manager and Town Manager will recommend the geographic or physical area to be evacuated to the Mayor. The Mayor, through the Carteret County Control Group will coordinate a decision with other local leaders.
- b. The decision to execute a large-scale official evacuation order whether voluntary, highly recommended; or ordered as mandatory will be made in writing and announced through the public information officer with an official media release to all available media outlets.
- c. The County will continue to broadcast the official evacuation recommendation or order and EPI via all available media outlets, the EAS network, CODE-RED and/or via loudspeakers from vehicles moving through the threatened areas. For localized areas, evacuation orders may also be given door-to-door.
- d. The EOC Logistics Chief will coordinate all requests for emergency transportation and will then send to the Transportation Coordinator Representative located in the Carteret County EOC to be processed and prioritized. Priority of transportation requests are as follows:
 - (1). Evacuation of persons from immediate danger.
 - (2). Transportation of persons registered for evacuation assistance via county databases, if available.
 - (3). Transport of materials, personnel, and supplies to support emergency activities.
 - (4). Transport of relief supplies necessary for recovery operations.
 - (5). Time and safety permitting, emergency transportation vehicles will travel to evacuee pickup locations as often, as required, during the evacuation to provide transport to evacuees without vehicles.
 - (6). Traffic movement during evacuation will be controlled by use of the pre-designated routes and traffic control points.
 - (7). Whenever practical at least two routes of egress out of the area of risk will be identified.
 - (8). One lane of each route should be kept open to permit ingress of emergency vehicles when possible.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- (9). The NC Department of Transportation (NC DOT) has developed a Reversal Plan for Interstate I-40 where by westbound traffic will also be able to use the eastbound lanes when the coast of North Carolina is threatened by a major hurricane and the Governor has issued a mandatory evacuation. The reversal could begin as far South as Wilmington, just before the Gordon Road interchange, Exit 420, and end as far north as Exit 334 at the NC 96 interchange east of Benson. Instructional pamphlets describing this plan are available in the Carteret County Emergency Services Department.
- (10). **The Police Chief** with support from the NC State Highway Patrol, will closely monitor the progress of the evacuation and report the status to the EOC and County EOC, if activated.
- (11). Estimated vehicle flow for the major and secondary evacuation routes is shown in *Appendix 2, Estimated Vehicle Flow of Evacuation Routes out of Carteret County* in this ESF).
- (12). Evacuee traffic is to be directed to pre-designated reception areas and shelters within Carteret County, or into host counties, and further inland as appropriate.
- (13). Service areas, as necessary, will be identified by law enforcement agencies in their jurisdictions, and announced by the County Public Information Officer via the Emergency Alert System (EAS), to assist evacuees with information, fuel, medical aid, etc.
- (14). Any impediments to the evacuation will be identified and contingency options will be implemented as soon as possible.
- (15). Vehicles and debris that are obstructing traffic flow of the evacuation will be moved off the roads.
- (16). Stranded evacuees will be picked up by other evacuating vehicles or by emergency response personnel.
- (17). County transportation support will cease when sustained winds reach 40 mph or greater for safety reasons, except for extreme emergencies that will be authorized by the County ESD on a case by case basis.

2. Evacuation Recovery/ Re-entry

- a. Prior to allowing the general public into an evacuated area, a safety assessment will be conducted by the **Police Chief**, Fire Marshal, and if required the County Health Director; and the **Police Chief** will check with the NC DOT District Engineer to ensure the egress routes remain passable for ingress.
- b. Evacuation routes and traffic control measures will normally just be reversed to accommodate the re-entry process unless otherwise advised by NC SHP District First Sergeant or other applicable organization that the egress routes cannot be used for ingress.
- c. The decision to allow re-entry to any evacuated areas of Atlantic Beach will be made by the Mayor in coordination with the **Town Manager**, the **Town Emergency Manager**, in accordance with the towns' codified re-entry plan. (Refer to APPENDIX # 2)
- d. Inform the surrounding municipalities and Carteret County of the evacuation termination order prior to announcing it.
- e. Reception areas for incoming people will be established, if required.
- f. Note that certain designated sections of the Town may remain isolated or closed to the public even after re-entry begins based on safety and security concerns of that area.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. The Town of Atlantic Beach Board of Commissioners has the overall authority and responsibility for ensuring that Town government organizations emergency transportation requirements are adequately fulfilled to carry out emergency operations during an emergency situation.
2. All Town government organizations will provide their anticipated emergency transportation requirements to the Town Manager.
3. All Town government organizations and non-government organizations in support of Town emergency operations will cease Town transportation support when sustained winds exceed what is determined as unsafe, except for extreme emergencies that will be authorized by the Town Emergency Manager on a case by case basis.
4. All organizations that support this ESF are responsible for developing their respective SOGs for conducting emergency transportation and evacuation operations in the town.
5. All organizations that support this ESF in the town are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
6. All organizations supporting this ESF in the town will coordinate their plans and operations with the EOC Logistics Chief and Town Emergency Manager.
7. Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the EOC Logistics Chief, who will forward the request to the County EOC, when activated, for processing and prioritization.

B. Specific Key Position Responsibilities

1. Town of Atlantic Beach Mayor:

- > Declare a state of emergency in writing, when required.
- > In consultation with the County Control Group and the Town Emergency Manager issue a voluntary or a highly recommended evacuation; or order a mandatory evacuation out of an area at risk to the safety of people and pets. Request the assumption of county direction and control of the evacuation, if required.
- > Terminate the official evacuation order when the area at risk is no longer threatened and considered safe.

2. Town Emergency Manager

- > Serve as the primary coordinating agency for *ESF 1 - Transportation and Evacuation* in matters pertaining to the overall coordination of all organizations providing or supporting evacuation functions within, out of, or into Atlantic Beach inclusive of overall estimated time needed to evacuate.
- > Identify potential evacuation areas at risk in accordance with the *Carteret County Multi-Jurisdictional Mitigation Plan*.
- > Assist the Police Chief and EOC Logistics Chief in developing evacuation procedures out of potential areas at risk.
- > In coordination with the Police Chief and the EOC Logistics Chief develop estimated emergency transportation requirements for selected areas at risk in the town for evacuation; up to and including a mass evacuation of the entire town.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- > Assist the EOC Logistics Chief with planning for augmentation of emergency transportation vehicle and driver requirements from the Carteret County Area Transportation System Director and private contractors.
- > Maintain close liaison with the County EOC regarding availability of personnel and equipment resources from local military facilities to assist with an evacuation; or to open shelters on local military facilities to temporarily receive evacuees.
- > Assist all organizations supporting this ESF in the town in obtaining required outside assistance and resources, as necessary.
- > In coordination with the EOC Logistics Chief, the County EOC, and the County Transportation Coordinator prioritize emergency transportation resources for the transport of people; materials, goods, and services (See *Paragraph III.B.2.e, Priority of Transportation Requests* in this ESF).
- > In coordination with the EOC Logistics Chief and the County Transportation Coordinator, identify potential staging areas for emergency transportation vehicles, evacuee pickup locations, and fueling and drinking water points, when required.
- > In coordination with the County EOC in identifying special needs populations (handicapped, elderly, on life support, etc.) with unique transportation requirements that do not have access to required transportation.
- > Assist the County Emergency Medical Services Director in planning for emergency transportation requirements of non-ambulatory people requiring medical attention that have no other means of transportation.
- > Assist institutions and facilities within the Town that are responsible for large groups of people with development of evacuation procedures, where required.
- > Assist the County EOC in the dissemination of evacuation warning and other EPI, as required.
- > Monitor the progress of the evacuation and modify evacuation procedures where needed.
- > Keep the Town Manager and the County EOC, when activated, apprised on the evacuation status and status on the return of the evacuees.
- > Cease Town transportation support when sustained winds exceed what is considered safe for first responders, except for extreme emergencies that will be authorized on a case by case basis.

3. Police Chief / Designee

- > Serve as the primary coordinating agency *ESF 1 - Transportation and Evacuation* in matters pertaining to timely evacuation movement, traffic control, and security.
- > Provide planning assistance to the NC DOT District Engineer and the NCSHP 1st Sgt in order that they properly set up traffic control mechanisms (e.g., evacuation route signs, road barriers, etc.) that may be needed to direct the flow of traffic or to maintain an orderly movement of traffic during an evacuation.
- > Coordinate with the NCSHP 1stSgt to ensure for adequate traffic control in the town.
- > Assist the Town Emergency Manager, the EOC Logistics Chief, the County Transportation Coordinator, and the NCSHP 1st Sgt in identifying staging areas for emergency transportation vehicles, evacuee pickup locations, and fueling and drinking water points within the town.
- > Where possible and safe to do so, obtain Next of Kin information from people who refuse to evacuate out of an area that the Mayor has highly recommended be evacuated.

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

- > Coordinate the evacuation movement with neighboring municipal police chiefs, and the NCSHP 1st Sgt, including the relocation into other jurisdictions.
- > Assist the NCSHP 1st Sgt in providing traffic control for an evacuation within the town; out of the town; where required.
- > Provide perimeter security for evacuated areas in the town as long as it is safe to do so, and divert other traffic away from the threatened area.
- > Keep a path open for emergency response personnel and other workers, as required, into and out of evacuated areas as long as it is safe to do so.
- > Assist the NCSHP 1st Sgt, as required, in being prepared to reverse the evacuation process and traffic control measures to allow for the return of the evacuees en masse when the Mayor, or designee, terminates the official evacuation order.
- > In coordination with the Town Emergency Manager and the Damage Assessment Team, conduct a safety assessment of an evacuated area in the town prior to the Mayor announcing a termination of the evacuation order and permitting evacuees back into the evacuated area.

4. EOC Logistics Chief

- > Serve as the primary coordinating agency for *ESF 1- Transportation and Evacuation* in matters pertaining to emergency transportation requirements and support.
- > Coordinate emergency transportation requirements for Town government organizations and provide for transportation support to meet those requirements.
- > Provide for continuous (24/7) maintenance support for Town vehicles and field equipment, including generators, during emergency operations, as required.
- > Develop procedures for intra- and inter-town transportation to move critical supplies and equipment, as required.
- > Develop procedures to aid in the evacuation of town residents and transients to a safe location, if required.
- > In coordination with the County EOC, provide emergency transportation assets in support of emergency operations, as required, and available.
- > Provide for adequate fuel, and fuel service arrangements for all Town organizations during an emergency situation.
- > Maintain emergency transportation resources and provide for fuel support.
- > Assist the Town Emergency Manager in developing estimated emergency transportation requirements for selected areas at risk in the town for evacuation; up to and including a mass evacuation of the entire town.
- > Identify sources for additional vehicles, field equipment, parts, and fuel for use during emergency situations, and develop methods to expedite renting and/or purchasing, and delivery.
- > Coordinate with the County EOC to obtain additional outside assistance to fulfill emergency transportation requirements, as needed, through North Carolina Emergency Management if all local sources have been exhausted.
- > Maintain an inventory list of available sources of additional support for emergency transportation.
- > Report to the EOC when activated, and ensure 24-hour coverage of a Logistics Chief in the EOC when activated to process transportation requests.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- > Immediately upon reporting to the EOC coordinate with the County Transportation Coordinator for possible requests for emergency transportation assignments.
- > Maintain a message and event log of transportation requests and issues in the EOC, and keep detailed records of vehicle use, fuel consumption, maintenance, damages, etc., for possible reimbursement from State or Federal funding.
- > Assist the Town Emergency Manager in prioritizing emergency transportation resources for the transport of people, materials, goods, and services (See *Paragraph III.B.2.e, Priority of Transportation Requests* in this ESF).
- > Assist the Town Emergency Manager in identifying potential staging areas for emergency transportation vehicles, evacuee pickup, and fueling and drinking water points, when required.

5. Town Council

- > Assist the Mayor with transportation requirements, evacuation operations, and policy decisions where appropriate.
- > Ensure Atlantic Beach government transportation requirements are adequately fulfilled to carry out emergency operations.

6. Town Manager

- > On behalf of the Mayor, implement *ESF 1- Transportation and Evacuation*, when required.
- > At the direction of the Mayor, initiate the return of evacuees.
- > If time permits, ensure that all Town and non-government organizations that support town emergency operations, and the surrounding municipal City/ Town Managers are aware of a town evacuation prior to the evacuation being announced.
- > When evacuees are relocated outside the County to a host jurisdiction, appoint a representative to act as liaison between Atlantic Beach, Carteret County and the host government.
- > In coordination with the Town Emergency Manager, be the final decision authority on the prioritization of emergency transportation requirements in the town for the transport of people, materials, goods, and services (See *Paragraph III.B.2.e, Priority of Transportation Requests* in this ESF).

7. Incident Commander(s) / Emergency Manager

- > If deemed necessary, consider ordering an evacuation of an area at risk to safety that you are responding to as Incident Command.
- > Immediately inform the County E-911 Communications Center of your evacuation order, the location of the evacuation, the scope of the evacuation (i.e. geographical extent and an estimate number of people or animals involved), and the expected duration of the evacuation.
- > If required, request American Red Cross support to open and manage a shelter for the evacuees.
- > Keep the County E-911 Communications Center informed on the status of the evacuation.

V. DIRECTION AND CONTROL

A. Small-Scale Evacuation: An Incident Commander has the overall responsibility and authority of ordering and coordinating a small-scale evacuation when a localized emergency requires an immediate evacuation of a specific site.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Large-Scale Evacuation

- > The Mayor, or official designee, has the overall responsibility and authority of ordering a large-scale evacuation within, or out of, Atlantic Beach, and maintaining overall direction and control of the evacuation in conjunction with the County Evacuation Control Group.
- > The Town Emergency Manager is responsible for the overall coordination of a large-scale evacuation within the town.
- > The County Evacuation Control and Support Groups will assist in the direction and control of a large-scale evacuation of the County, as required.

C. Transportation and Traffic Control:

- > The EOC Logistics Chief has the overall responsibility for direction and control, and coordination of transportation resources for an evacuation that occurs within or out of Atlantic Beach.
- > The Police Chief has the overall responsibility for direction and control of traffic on town roads, and security required for emergency operations or an evacuation within the town.

VI. CONTINUITY OF GOVERNMENT

A. Relocation of Government: Continuity of government will be maintained by relocating government operations to safe areas, if required.

B. Vital Records: Town staff, directors, and division heads need to prepare to protect vital records and high value property in the event an evacuation of Town buildings or relocation of the Town Government is ordered.

C. Lines of Succession: Lines of succession to all key positions will be established at all levels of Town government. Lines of succession for the indicated evacuation function below are as follows:

1. Line of Succession – Small-Scale Evacuation Order and Coordination

- a. Incident Commander

In accordance with respective organization SOP

2. Line of Succession – Large-Scale Evacuation Order

- a. Mayor
- b. Mayor Pro-Tem
- c. Town Manager

3. Line of Succession – Large-Scale Evacuation Coordination

- a. Town Manager
- b. Emergency Manager
- c. Police Chief

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

4. Line of Succession – Emergency Transportation Requirements

- a. Emergency Manager
- b. EOC Logistics Chief
- c. EOC Operations Chief

5. Line of Succession – Large-Scale Evacuation Transportation Requirements

- a. Emergency Manager
- b. Logistics Chief
- c. Operations Chief

6. Line of Succession – Traffic Control of Town Roads

- a. Police Chief
- b. Police Major
- c. Police Captain

Other Organizations in support of a town evacuation: Lines of succession for other organizations that support the evacuation/emergency operations are in accordance with the organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Vehicle Records: All Town government organizations will keep detailed records of vehicle use to include mileage, fuel consumption, vehicle maintenance, damage to vehicles, etc. and report this information to the EOC Finance Chief for possible reimbursement from State and Federal Funding.

2. Evacuation Records: The EOC Logistics Chief will maintain evacuation records of displaced segments of the Town's population in as much as that data is available. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics Refer to the *Basic Plan, Paragraph VII.B Logistics* in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 1 - Transportation and Evacuation* rests with the Emergency Manager

2. Other primary and support agencies to this ESF will assist the Emergency Manager in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards

B. ESF Support – Organization SOGs

All organizations that support this ESF will develop and maintain their own organization’s updated SOGs and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Emergency Manager, as necessary.

C. ESF and SOG Training and Exercises

The Emergency Manager will train to and exercise this ESF periodically, as necessary. The Emergency Manager, in coordination with other emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

Training to and exercise of individual organization’s SOGs that support this ESF are the responsibility of each respective organization.

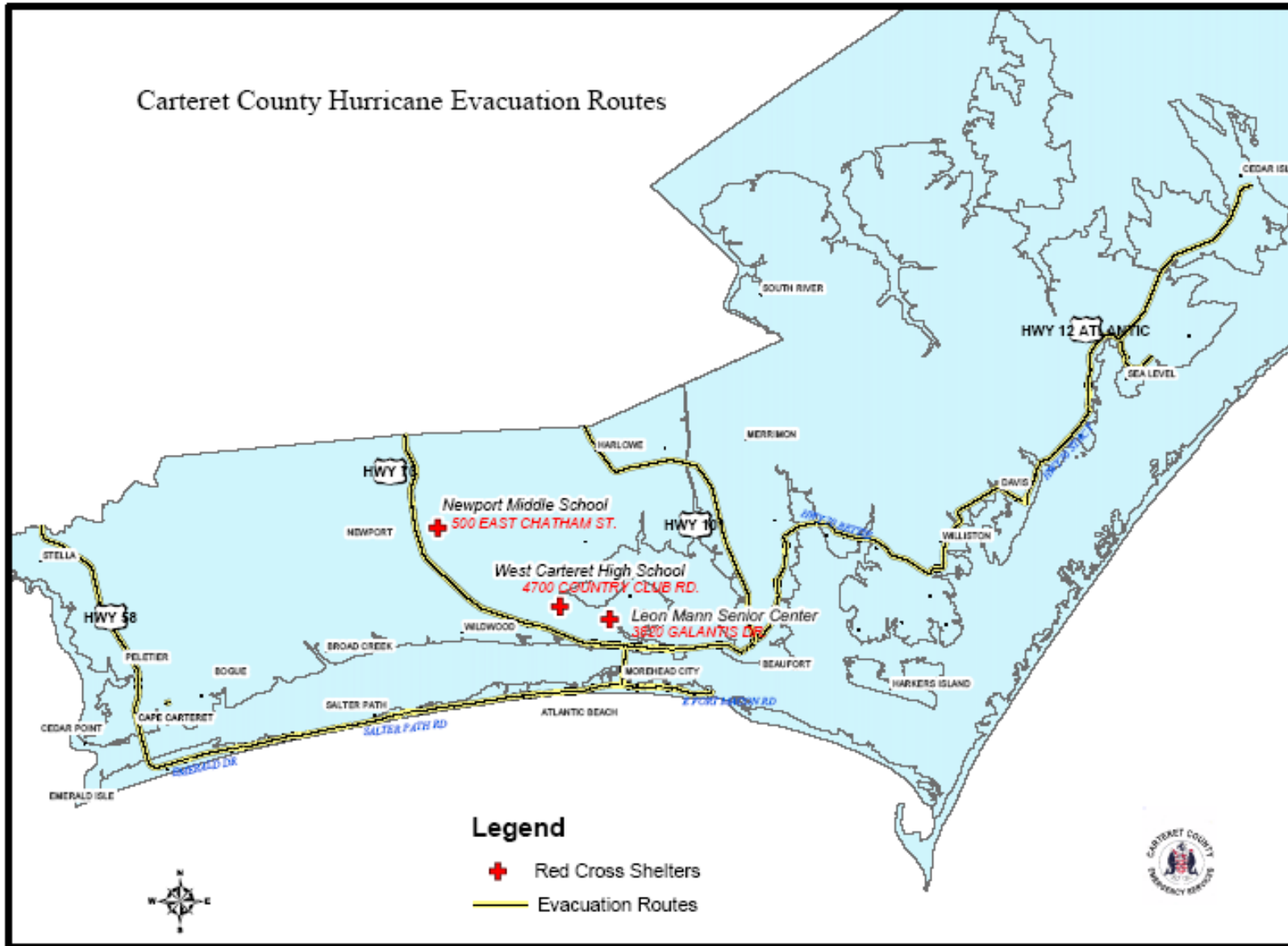
IX. AUTHORITIES AND REFERENCES

NC I-40 Reversal Plan, November 2002, *NC EOP*, September 2003

NC General Statutes 115C-242 (6) Use of School Bus for Emergency Management – Undated

Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards

I. APPENDIX 1 – Carteret County Evacuation Map



Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

II. APPENDIX 2 – ESTIMATED VEHICLE CAPACITIES OF MAJOR EVACUATION ROUTES

Primary Evacuation Routes	Estimated Capacity *
US 70	3000**
NC 24	3000**
Secondary Evacuation Routes	
NC 12	500
NC 58	500**
NC 101	850

* Capacity is in vehicles per hour for points on routes outside of neighborhoods and city streets. Capacity is only a general estimate and actual capacity will vary with roadway and weather conditions and utilization.

The minimum time required for evacuation is the total number of vehicles, divided by the total capacity of the most critical point in the evacuation roadway network through which those vehicles must travel. Generally, highways have a capacity for 1,500 vehicles per hour, per lane; city streets, 500 vehicles per hour; and rural roads, 850 vehicles per hour.

(Source: North Carolina Department of Transportation Planning and Research Branch)

** Congestion can be expected where 70 meets with Hwy 24 in Morehead City; and where NC 58 crosses NC 24 in Cape Carteret.

ANNEX III – RESPONSE ESF 2 – Communications and Warning

PRIMARY AGENCY	RESPONSIBLE POSITION
Atlantic Beach Communications Center	E-911 Communications Center Support Services Supervisor
AB EOC/Incident Command Post	Town Emergency Manager Logistics Chief Police Support services Supervisor
SUPPORT AGENCIES	RESPONSIBLE POSITION
County Emergency Services Department	Emergency Services Director

I. PURPOSE

This Emergency Support Function describes Atlantic Beach communication systems, and presents available communication sources, policies, and procedures to be used by the Town during emergency situations. This function will assure the provision of required telecommunications and emergency radio support to operations and will provide technical assistance in the assessment and reconstruction of the communications infrastructure. It also outlines the structure of, and provides guidance in implementing the Atlantic Beach’s Notification and Warning process.

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

II. SITUATION AND ASSUMPTIONS

A. Situation

Communications plays a critical role in emergency operations; and notification and warning. Communications networks and facilities exist and operate throughout Carteret County, surrounding municipalities, and local military installations. Properly coordinated, these facilities provide for reasonably effective and efficient communications; and notification and warning to the Town government, emergency organizations, and the general public.

B. Assumptions

1. The coordination of Carteret County and surrounding municipality communication assets during an emergency situation is essential to facilitate timely response activities in emergency situations.
2. A significant portion of the emergency communication systems in Atlantic beach may become overwhelmed or inoperable during an emergency situation or in the aftermath of a disaster.
3. State assistance may be necessary to procure supplemental communications equipment and/or locate available repair technicians following an emergency situation.
4. The commercial telephone system may become overloaded, thus delaying incoming and outgoing calls, or making calls impossible due to increased use.
5. Local and regional radio and television stations may be off the air due to power loss or other damaging circumstances.
6. All available forms of dissemination of information may be required to provide timely notification and warning to the general public and special needs population during an emergency situation.
7. When required, vehicles equipped with mobile public address systems may be required to supplement notification and warning to the general public.
8. Some remote communities and isolated groups of individuals may require door-to-door notification. Similarly, some areas of Atlantic Beach may be without communications capability due to the impact of the emergency situation and would have to be notified door-to-door.
9. Special care groups or persons residing in assisted living quarters, such as senior citizens' or nursing homes may require individual warning notification.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

B. Organization

1. Atlantic Beach E-911 Communications Center

- > Atlantic Beach E-911 Communications Center is located in the Police Department located at 125 W. Fort Macon Rd. Atlantic Beach, NC 28512 and is the primary emergency communications system used by Atlantic Beach. Atlantic Beach also has one (1) state 800 MHz VIPER radio which may be used to communicate with local state and federal agencies.
- > Atlantic Beach also owns and maintains one (1) satellite radio/phone which can be used to communicate nationwide if local and county infrastructure are inoperable.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

a. The following can be accessed from the Sheriff's E-911 Communications Center:

- > County EMS/ Rescue Net
- > County Fire Net
- > County Law Enforcement Net
- > Atlantic Beach Police & Fire
- > Emerald Isle E-911 Communications Center
- > Morehead City E-911 Communications Center

County communications are dependent upon several towers located within the County. The E-911 Communications Center Supervisor maintains a record of the location of the communications towers.

2. Emergency Alert System (EAS)

The nationwide Emergency Alert System (EAS) provides the President of the United States with the capability to disseminate immediate communications and information to the general public at the national, state and local area levels during periods of national emergency. The EAS also provides an operational notification and warning capability to local and State governments, and is managed locally at the County Warning Point (Sheriff's E-911 Communications Center). The EAS can additionally transmit and broadcast information on civil emergencies, weather warnings, and Amber Alerts for child abduction (Refer to *State Emergency Alert System Plan (EAS)*).

The stations listed below are the primary and alternate Common Programming Control Stations (CPCS) for EAS in the Carteret County listening area:

CPCS-1	WERO	FM-97.3	Washington
CPCS-2	WRNS	FM-95.1	Kinston

NOTE: When instructed by the FCC Emergency Action Notification, supplementary broadcasting stations will suspend normal operations after notifying the public to tune to the EAS station(s) serving designated areas.

3. National Warning System (NAWAS)

FEMA's National Warning System (NAWAS) phone can be accessed from the Sheriff's E-911 Communications Center to transmit and receive warnings to the State Warning Point EOC.

a. A satellite communications system is available through the Town Emergency Services Director (Police Chief).

4. County Warning Point

The Sheriff's E-911 Communications Center is the County Warning Point, and it will normally initiate official notification and warning to the County, and surrounding municipalities of an emergency situation (Refer to *Paragraph III.B.2 Notification and Warning* in this ESF).

Two-Way Radio Systems: The following local government, military, and volunteer organizations, operate two-way radio systems in Carteret County:

- (a) Amateur Radio Emergency Service (ARES)
- (b) American Red Cross – Coastal Carolina Chapter
- (c) Carteret County Schools
- (d) Carteret General Hospital

Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards

- (e) County Animal and Pest Management Division
- (f) County EMS Department
- (g) County EOC
- (h) County Sheriff's Department
- (i) County Water Utilities Operations Department
- (j) Municipal Fire Departments
- (k) Municipal Police Departments
- (l) NC State Agencies
- (m) Volunteer Fire Departments
- (n) Other Communication Systems in the County.

5. Cable TV

Cable TV service is primarily provided by Time Warner Communications and Charter Communications. These systems have the Cable Audio Interrupt capability. The Emergency Services Department is the authorized agency for that system.

6. Telephone

Local commercial telephone service is provided by Sprint Carolina.

7. Weather Radios

NOAA Weather Radios are extensively used throughout the County by local citizens, and all types of businesses and organizations, and provide another avenue for delivery of weather watches or warnings, and emergency public information and warnings directly to the general public and affected communications centers.

B. Concept of Operations

1. Emergency Communications

- a. Atlantic Beach E-911 Communications Center provides communications connectivity for Fire Fighting, Emergency Medical Services, Rescue, Law Enforcement, and other emergency services operating within the County.
- b. The County's two-way radio system is designated as the primary communication system to be used for direction and control activities. The system provides voice communications between the Sheriff's E-911 Communication Center, and applicable mobile, portable and fixed communication sites operating in support of the County's and surrounding municipalities' response to and recovery from emergency situations. Principal users of this system include Law Enforcement, Emergency Management, and Fire/ Rescue.
- c. The primary radio communications to the NC State EOC is via satellite radio maintained by the County ESD in the County EOC. Communication systems which may be used by the County's' E-911 Communications Center to communicate with the State EOC during emergencies include:
 - (1) NC Division of Criminal Information (DCI)
 - (2) NC Inter-City Police Network (Not normally used)
 - (3) NC State Highway Patrol Radio Communications
 - (4) Satellite Radio (located in the County EOC)
- d. The County EOC also communicates through the internet with the State EOC using State WEBEOC emergency management software for requesting and tracking resources, and other message traffic.
- e. Atlantic Beach maintains internet connection with the County via WEBEOC.
- f. Carteret County Amateur Radio Emergency Services (ARES)/ Carteret County Amateur Radio Club

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

The Carteret County EOC further maintains a Memorandum of Understanding with ARES to provide emergency communications support between the Carteret EOC and remote sites such as American Red Cross Shelters, incident locations, etc. (Refer to *Appendix 2, Carteret County Amateur Radio Club and Carteret County MOU* in this ESF).

The Carteret County ARES has installed Amateur Radio communications equipment in the Carteret General Hospital, the County Health Department, and the County Senior Center as part of the Carteret ARES Emergency Communications Plan.

The Carteret County ARES owns and operates a mobile communications unit that can be deployed in support of emergency operations in the County that includes long and short range communications, as well as a wide range of interoperability solutions.

Mutual Aid Communications: Voice communications to surrounding counties and the National Weather Service NAWAS is maintained in the Sheriff's E-911 Communications Center.

Backup Communications Systems: The following communications systems may also be available to the County's E-911 Communications Center as backup communication when activated during emergencies:

- > Multi-channel Radio Communication located in the E-911 Communications Center
- > Carteret County Mobile Advanced Communications (C-MAC) bus
- > Carteret County Amateur Radio Emergency Services (ARES)

2. Essential Telephone Service

The County ESD provides Sprint Carolina with an official Essential Telephone Service List of priority telephone service users, telephone numbers, account numbers, and/or circuits used for emergency operations or critical infrastructure; and the priority for restoration prior to an emergency situation, and updated as required. If telephone service is disrupted, or damaged the Carteret County Essential Telephone Service List is applicable for priority of restoration unless otherwise informed by the County ESD (Refer to *Appendix 1, Carteret County Essential Telephone Service* in this ESF).

3. Notification and Warning

a. Emergency notification and warning of a major outside threat to Carteret County will normally originate from one or more of the following organizations:

- > North American Aerospace Defense Command (NORAD), Colorado Springs, CO
- > Department of Homeland Security (DHS), Washington, D.C.
- > National Weather Service (NWS), Newport, NC
- > NC State Warning Point (NCEM State EOC), Raleigh, NC

b. The State Warning Point that is maintained and operated by the Division of NC Emergency Management will normally issue a notification or warning directly to the County Warning Point of a major outside hazard that may threaten the County. The NC Department of Crime Control and Public Safety through the Division of NC Emergency Management maintains and operates the State Warning Point (State EOC) in Raleigh.

c. The Eastern Branch Manager, NC Emergency Management may also relay a notification or warning received from one of the above sources using telephone, FAX, Internet, or two-way radio system.

d. Notification or warning of a local emergency situation may be reported to the County Warning Point by any number of means.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- e. County's E-911 Communications Center, as the County Warning Point, will operate 24/7, and initiate watch or warning notification of appropriate personnel, as required, using established notification procedures.
- f. The County's E-911 Communications Center Supervisor on duty will immediately notify the County Emergency Services Director of a notification or warning when received.
- g. The County ESD and/or the County's E-911 Communications Center Supervisor will then inform designated County and other applicable government officials, and/or emergency personnel following established procedures.
- h. The County Public Information Officer will provide notification and warning to the general public through all available communication means (Refer to *ESF 14 – Public Information and Warning* in this EOP).
- i. The Carteret County ESD may call local Cable TV Companies to activate the Audio Interrupt capability that can be used for notification and warning to the general public.
- j. The Carteret County ESD may activate the CODE-RED Emergency notification system via phone or internet.
- k. The Town's Incident Command Post is the Warning Point for the Town of Atlantic Beach.
- l. Information will also be displayed on the Town's website(s) (*www.townofatlanticbeach-nc.com*).
- m. Vehicles equipped with mobile public address systems may supplement notification and warning to the general public.
- n. Police officers will notify all hotels and high occupancy residency managers.

III. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

- > All organizations that support this ESF are responsible for developing their respective SOGs for conducting emergency communications and warning operations in the Town.
- > All organizations that support this ESF in the Town are responsible for coordinating with other organizations from which they require support and to develop letters of understanding or mutual aid agreements for that support.
- > All organizations supporting this ESF in the Town will coordinate their plans and operations with the 911 Communications Supervisor and the Town Emergency Manager.
- > Any department supporting this ESF that requires additional resources or outside assistance is required to notify the Town Emergency Manager so the request can be forwarded to the Carteret County EOC for processing and prioritization.

B. Specific Key Position Responsibilities

1. EOC Logistics Chief

- > Be the primary coordinating agency for this ESF.
- > Manage the Town Warning Point, and coordinate communication resources in the Town.
- > Develop a Communications SOG for the EOC that includes the operation of the EOC communications; use of communication logs, message forms, and control; methods of authentication; coordination with other communication centers, and a current internal notification/ recall roster.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- > Staff, equip, and operate, emergency communications facilities, systems, support equipment, and emergency backup power systems in a readiness posture; and provide for radio system compatibility and netting.
- > Provide for the delivery of primary and backup radio communications (Fixed and Mobile).
- > Provide for communication systems and support equipment maintenance, repair, and restoration capabilities during both short and long duration emergency situations.
- > Test and maintain communications equipment on a regularly scheduled basis.
- > Establish training and exercise programs to ensure that communication personnel and support personnel including volunteers maintain their technical and operational proficiency through demonstrated ability, as required.
- > Identify and develop potential resources of additional equipment and supplies.
- > Monitor the NOAA weather radio (Emergency Alert System, EAS) and any other available emergency notification systems, as appropriate.
- > Report to the Town EOC upon activation and provide direction and control for communications operations.

2. Town Emergency Manager

- > Provide adequate communications equipment, resources, and facilities for Town Emergency Management communication requirements.
- > Assist all organizations supporting this ESF in obtaining required outside assistance and resources, as necessary.
- > Establish procedures to make initial notification to appropriate Town Administration, Emergency Management Staff, and other essential emergency services authorities, as required.

3. Town IT Representative

- > Provide for adequate IT equipment, software, network connectivity, and IT technical support to the Town EOC for emergency operations.
- > Provide support to the Town EOC for training and end-user assistance for emergency management software used in the EOC for emergency operations.
- > Provide for cyber protection of the EOC Local Area Network and individual computer workstations as necessary. Ensure critical data used for emergency operations in the EOC is backed up at least once a day.

IV. DIRECTION AND CONTROL

Individual department heads are responsible for their own communications during normal operations. The town emergency manager is responsible for the direction and control of the town emergency communications systems and services when the EOC is activated.

V. CONTINUITY OF GOVERNMENT

A. Lines of succession – EOC Logistics Chief

1. EOC Logistics Chief
2. EOC Support Services Supervisor
3. EOC Operations Chief

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Line of Succession – Town Emergency Manager

1. Emergency Manager

2. Fire Chief

3. EOC Operations Chief

C. Lines of Succession - Other Departments supporting this ESF

Lines of succession for other organizations that support this ESF are in accordance with the organization's established policy.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

All organizations supporting emergency communications within the Town will follow their individual departments and agencies administrative procedures, in so as far they do not conflict with the Town's emergency operations. Communications equipment will be vulnerable during times of emergency, particularly during periods of national emergency, and appropriate security measures must be established, and carried out to reduce vulnerability. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics Refer to the *Basic Plan, Paragraph VII.B Logistics* in this EOP.

VII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

The primary responsibility for coordinating the development and maintenance of *ESF 2 - Communications* rests with the Support Services Supervisor. Other primary and support departments to this ESF will assist the EOC Logistics Chief in developing and maintaining this ESF.

B. ESF Support – Organization SOG/ SOPs

All departments that support this ESF will develop and maintain their own department's updated SOG/s and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Town Emergency Manager, as necessary.

VIII. AUTHORITIES AND REFERENCES

Carteret County Emergency Operations Plan
FEMA National Warning System Operations Guidebook, March 2001

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

ANNEX III – RESPONSE

ESF 3 – Public Works, Engineering, and Utilities (Infrastructure) and ESF 12 – Energy

PRIMARY AGENCY	RESPONSIBLE POSITION
Town Public Works Department	Public Works Director
SUPPORT AGENCIES	RESPONSIBLE POSITION
Town Emergency Management	Town Emergency Manager
Town Fire/EMS Department	Fire/EMS Chief
Town Police Department	Police Chief
Town Water Department	Water Supervisor
Town Planning Department	Planning Director

I. PURPOSE

This combined Emergency Support Function (ESF) provides guidance to coordinate public and private sector response and recovery activities for continued infrastructure services and energy sources during an emergency situation that may impact or threaten to impact Atlantic Beach. The primary responsibilities addressed in this ESF are highway debris clearance and removal, repair of water and water treatment facilities, and the restoration of public utilities and energy during an emergency situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

As a result of a major disaster or emergency situation the following conditions could exist within the Town:

1. Severe damage may be caused to homes, businesses, public buildings, bridges, and other infrastructure.
2. Streets may be obstructed with large amounts of debris and impassable for long periods. Access may be restricted to damaged areas and only accessible by air.
3. Public and private utilities, water and sewer systems usage may be curtailed or otherwise cease to operate due to damage or other emergency conditions.
4. Electric outages and capacity shortages may be caused by the disruption of transmission and distribution of power, unexpected high usage rates, power plant outages, or a region wide power shortage.
5. The disruption of fuel distribution, unexpected high usage rates, or a slowdown of fuel production may cause local fuel shortages. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum fuels for automotive transportation and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

B. Assumptions

1. All systems and organizations would need to come together to provide maximum response and recovery capabilities.
2. Following a catastrophic event, most roads and streets may be impassable due to debris.
3. Volunteers will be available and willing to assist with emergency debris movement for emergency vehicles.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

4. Interruption of some, or all-essential services is an expected consequence of an emergency or disaster, resulting in large numbers of people without essential services.
5. A catastrophic event affecting the Town may result in the following consequences:
 - a. Loss of some or all-essential services for an extended period.
 - b. A shortage of available outside assistance.
 - c. A shortage of utility repair materials and spares causing an overall delay in essential services restoration.
 - d. Rapid exhaustion of local resources.
 - e. Attempted price gouging for repair and restoration of essential services.
6. The NC DOT may be requested to remove debris from the State highway and road system. The NC DOT will not remove debris from private property, except in extraordinary cases cleared through the State EOC.
7. The NC Division of Forest Resources, Carteret County Ranger maintains an operation in Carteret County at Beaufort, NC. Equipment suitable for debris removal activities may be available at this location, or from their District office.
8. When requested, and approved through the State EOC, the NC Division of Forest Resources can perform emergency debris removal of vegetative debris on other than State property.
9. Controlled burning as a means of vegetative debris disposal is allowed under tightly controlled regulations when authorized by the Town Fire Marshal in coordination with the NC Division of Forest Resources, and the NC Department of Environment and Natural Resources - Division of Air Quality.
10. If necessary, private construction and industrial heavy equipment may be use for debris removal.
11. Critical facilities will receive priority in the restoration of essential services.
12. Town owned or supported vehicles can be refueled at Island Cove, the NC DOT County Maintenance Yard equipped with auxiliary power, or can be fueled in the field from NC DOT tanker trucks.
13. Environmental waivers and legal clearances will be needed for the disposal of material from debris clearance and demolition sites.
14. Large numbers of skilled personnel, engineers, construction workers, utility personnel, and laborers will be needed from outside the disaster area. Support service will be required for the personnel and equipment provided from outside the disaster area until repairs can be made. Crews will be encouraged to arrive fully self-contained so as not to tax the already drained local resources.
15. Both communications and surface movement may be impaired, if not impossible due to impassable roads, loss of public works, utilities, and energy sources. Loss of these services gravely affects public health and safety services by hampering, or in some cases completely disrupting fire-fighting, emergency medical, and rescue, and law enforcement efforts. Outside assistance and critically needed resources may not be able to reach the Town by ground transportation.
16. With impassable roads, and the loss of public works, utilities, and energy sources, communications and surface movement may not be possible or will at least be overloaded. This loss of services could also gravely impact other public health and safety services, and hamper fire fighting, emergency medical, rescue, and law enforcement efforts. Outside assistance and badly needed resources may not be able to reach the Town by ground transportation.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

17. The Town has a limited capability and an immediate requirement to provide emergency services for debris removal, and restitution of public works, utilities, and energy, and may become quickly overwhelmed following a major disaster.
18. Assistance from private support agencies, volunteers, and County, State, and Federal agencies will be required.
19. Public and private utility and energy organizations will perform tasks on their own authority to restore their essential services to the Town.
20. Centralized coordination of countywide response and recovery activities to include damage assessment and repairs, and requests for outside assistance may be necessary for an overall uniform and efficient joint effort.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

This ESF will coordinate local, State, and Federal agencies to restore access into the disaster area, provide damage assessment information, and direct the rehabilitation of transportation and drainage structures.

1. County and Town Government:

- a. During an emergency or following a major, disaster, the County, and the Town will take on a greater role in providing and coordinating resources, equipment, and personnel used to maintain or restore the Town's infrastructure, and energy sources.
- b. As their capabilities allow, the various agencies in the County with public works capabilities will assist each other during an emergency or disaster.
- c. The County EOC will receive requests for emergency debris removal, prioritized those tasks, and deploy available public and private resources.

B. Concept of Operations

Engineering and public utilities activities will include emergency clearance of debris; cleaning, repairing, or construction of damaged emergency access routes; emergency restoration of critical public services and facilities; emergency demolition of damaged structures and facilities; and technical assistance and damage assessment of private utility operations.

1. Repair and restoration of critical facilities of water distribution, wastewater, and solid waste facilities.
2. Debris removal and disposal with priority given to the following:
 - a. Primary roads serving CGH or aid stations
 - b. Helipad locations
 - c. Town hall facilities
 - d. Emergency Service Locations (i.e. Fire, EMS, Rescue, etc.)
 - e. Primary streets and roads
 - f. Critical Utilities (power lines, substations, water and waste-water plants, communications sites)
 - g. Disaster Application Centers
 - h. Shelters

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- i. Staging areas and refueling areas
 - j. School bus routes
3. Establish temporary debris storage, sorting and chipping sites throughout the affected area to facilitate debris management.
 4. Establish sites throughout the affected area for distributing emergency water supplies.
 5. Deploy emergency generators to vital public facilities without power.
 6. Provide portable toilets, if available, to both the public and to work areas.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

During emergency situations operational control remains the same as during normal activities, however, operations may require 24-hour coverage, and a central point of overall coordination. The Town staff and volunteers must be prepared to assist in lengthy operations that start in response and continue through recovery and involve clean up activities and return of resources.

B. Specific Key Position Responsibilities

1. Public Works Director

- a. Be the primary agency for this ESF.
- b. When activated, report to the EOC.
- c. Work with Town Emergency Management to develop strategies and priorities of response and recovery efforts to damages or disruption of infrastructure and energy services.
- d. Coordinate Town efforts, including outside assistance, to maintain and/or restore infrastructure usage and energy.
- e. In reference to infrastructure and energy issues, receive and assess requests for emergency aid and/or offers of emergency services from private and public agencies and make recommendations to Emergency Management.
- f. Keep Town Emergency Management informed on other current and impending emergency issues involving Town infrastructure and energy sources.
- g. Develop and maintain relations with representatives from County, surrounding municipal and private agencies supporting and servicing infrastructure and energy within the Town (to include local electric, gas, telephone, water, utilities, and industry contacts).
- h. Coordinate with representatives from County, surrounding municipal, and private agencies supporting and servicing infrastructure and energy within the Town (to include local electric, gas, telephone, water, utilities, and industry contacts) to:
 - (1). Develop and maintain a list of source, location, and availability of equipment, fuel, and operational personnel to support response/ recovery operations.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- (2). Provide for EOC backup electrical power.
- (3). Maintain emergency power, water and sanitation resources at vital facilities in the Town during emergencies.
- (4). Store or provide fuel for emergency vehicles.
- (5). Prepare SOG to provide for infrastructure and energy functions during emergencies (e.g., roads, streets, and sewer, water, utility, and energy services).
- (6). Establish communications with support agencies.
- (7). Coordinate and prioritize highway debris clearance operations with the County and local Department of transportation (DOT) District Engineer.
- (8). Prearrange with sources of potable water to provide for emergency potable water requirements.
- (9). Prearrange for emergency sanitation.
- (10). Maintain demographic information on areas and numbers of citizens affected by loss of infrastructure or energy, expected duration of the loss, and planned actions.
- (11). Coordinate with industry trade groups and associations to obtain needed fuel for industrial and other emergency purposes in the event of an impending or actual shortage.
- (12). Monitor Town infrastructure and energy maintenance and restoration efforts and periodically report your findings to the Town Emergency Manager.
- (13). Assist in damage assessment operations and relay damage assessment information to the EOC.
- (14). If required assign emergency response and assessment teams to impacted areas to determine possible affected areas and resources for infrastructure and energy restoration.
- (15). In coordination with support agencies and the Emergency Manager, prioritize restoration efforts of Town infrastructure.
- (16). Maintain accurate logs and other records to include tracking resources, and expenses.

2. Town Emergency Manager

Assist all departments and organizations supporting this ESF in the Town in obtaining required outside assistance and resources, as necessary. Develop mutual aid agreements as required.

3. Fire/EMS Chief

- a. Provide training for selected personnel in radiological protection and radiological monitoring.
- b. Provide for decontamination operations.

4. Chief Building Inspector

- a. Assist with damage assessment.
- b. Assist with the preparation of agreements or contracts with other municipalities toward the furnishing of building, electrical, plumbing, mechanical, and housing, and other inspections if required.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

- c. Inspect damaged and or temporarily repaired buildings and structures for habitability in the wake of an emergency situation.
- d. Provide information to citizens on emergency repairs and rebuilding, as required.

5. Water Utilities Supervisor

- a. Maintain the capability to carry out the Town’s water mission of providing sufficient amounts of drinking water, under adequate pressure within the standards set by the NC Public Water Supply Division.
- b. Assist in obtaining alternate water sources.
- c. Distribute drinking water to the general public during emergency situations.

V. DIRECTION AND CONTROL

A. Town Public Works Director

- 1. In cooperation with Town Emergency Management and other response forces, coordinate Town response and recovery efforts of infrastructure and energy during emergencies and following a major disaster.
- 2. The Public Works Director will recommend the resources to be committed and alert appropriate resources.
- 3. Coordinate efforts with County, State, Federal, and other public and private sector agencies and representatives in matters pertaining to Town infrastructure.

B. Onsite Control: On-site incident control will be coordinated by the respective public, or private agency responding to the emergency or restoration as outlined in their individual SOG.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession:

1. Public Works Director

2. Water Supervisor

3. Town Emergency Manager

B. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for the organizations that support this ESF are in accordance with that organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

a. Administration: Refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

b. Logistics: The Public Works Director will maintain updated data and maps pertaining to the Town’s infrastructure to include facilities, streets, roads, and utility systems. Also, refer to the *Basic Plan, Paragraph VII.B Logistics* in this EOP.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 3 – Public Works, Engineering, and Utilities (Infrastructure)*, and *ESF 12 – Energy* development and maintenance rests with the Public Works Director.

2. Support agencies to this ESF will assist the Public Works Director in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support - Organization SOG/s

All departments and organizations that support this ESF will develop and maintain their own updated SOG/s and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Public Works Director or Emergency Manager, as necessary.

C. ESF and SOG Training and Exercises

1. The Public Works Director will train to and exercise this ESF periodically, as necessary.

2. The Public Works Director in coordination with other emergency organizations will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ s that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES

Carteret County Debris Management Plan, (Underdevelopment)

**ANNEX III – RESPONSE
ESF 4 – Fire Protection, EMS and Rescue**

PRIMARY AGENCIES	RESPONSIBLE POSITION
Fire, Rescue and EMS Department	Fire, Rescue and EMS Chief
SUPPORT AGENCIES	RESPONSIBLE POSITION
Carteret County General Hospital	EMS Medical Director
County Emergency Medical Services Division	Emergency Medical Coordinator

I. PURPOSE

This Emergency Support Function (ESF) provides guidance on the operation of fire, Rescue and EMS units in Atlantic Beach

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

II. SITUATION AND ASSUMPTIONS

B. Situation

Fire protection, emergency medical services, and rescue operations are challenges faced daily by local fire departments, and EMS and rescue squads. These activities become even more intense during emergency/ multi-hazard situations such as hurricanes/ fires, major hazardous materials incidents/ contaminated victims, flooding/ disease outbreak, widespread power outages/ loss of supporting critical infrastructure, etc.). Such occurrences may cause need for specialized emergency fire fighting, hazardous materials response, EMS, and rescue activities including provisions for extended mass care/ triage operations, and extensive decontamination operations.

B. Assumptions

1. Town fire protection, EMS, and rescue personnel and equipment will be able to cope with most emergency situations using local resources and mutual aid agreements, when necessary.
2. Town fire protection, EMS, and rescue activities will increase significantly during a major disaster, civil disturbance, or other emergency situation.
3. Atlantic Beach could be subject to an emergency situation that could overwhelm the Fire, Rescue and EMS Department's capabilities.
4. When local resources do not exist or are depleted, outside assistance may be made available through other local, State, and Federal governments, but may not arrive on scene for many hours.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

Fire/EMS Department

The Town's Fire, Rescue and EMS Department are comprised of both paid and volunteer personnel. The primary focus of the department is structural fires, emergency medical response, fire prevention, Technical Rescue, motor vehicle collisions, and spill containment within Atlantic Beach.

B. Concept of Operations

During an emergency situation, all fire, EMS, and rescue activities will be coordinated through the EOC, when activated:

1. The primary mission of the Fire, Rescue and EMS Department is the preservation of life and property, and includes capabilities for fire prevention and suppression, emergency medical response, water rescue, urban SAR, and response to hazardous material events that are an immediate threat to health or the environment. During major emergency situations, fire, rescue and EMS operations may be expanded beyond normal operations.
2. The National Incident Management System is utilized at all emergency and pre-planned operations.

IV. ASSIGNMENT OF RESPONSIBILITIES

B. General Organization Responsibilities

1. All departments or organizations that support this ESF are responsible for developing their respective SOG/s for conducting or supporting firefighting, emergency medical services, and rescue operations in the Town.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. All departments or organizations that support this ESF in the Town are responsible for coordinating with other organizations from which they require support to develop letters of understanding or mutual aid agreements for that support.
3. All organizations supporting this ESF in the Town will coordinate their plans and operations with the Fire, Rescue and EMS Chief.
4. Any request supporting this ESF that requires additional resources or outside assistance is required to be forwarded through the EOC to the County EOC, when activated, for processing and prioritization

B. Specific Key Position Responsibilities

1. Fire, Rescue and EMS Chief

- a. Be the primary coordinating agency for this ESF.
- b. Analyze fire potential and identify, and coordinate firefighting requirements in respect to fire protection, fire suppression and hazard abatement.
- c. Coordinate with the County to develop and maintain an updated inventory of all available fire/EMS equipment and trained fire/EMS personnel.
- d. Conduct applicable fire inspections during recovery, as required.
- e. Develop and implement protocols for EMS requirements for emergency operations to include mass casualty/ triage operations, patient evacuation support, and medical transport.
- f. Develop and maintain mutual aid agreements, as required.
- g. Coordinate EMS support to emergency shelters, when activated, and plan for the transport of injured/ sick evacuees requiring special needs due to existing medical conditions.
- h. Prepare SOG/s and plans for coordination of fire/EMS/rescue emergencies.
- i. Arrange for appropriate training for department members to include training personnel to perform necessary hazardous material and radiological functions in a safe manner..
- j. Initiate and maintain updated reports, leading to the preservation of historical records and the evidencing of expenditures.
- k. Provide mutual aid assistance as requested.
- l. Support public warning and evacuation of the public within threatened or contaminated areas.
- m. Subsequent to a local disaster, provide damage assessment operations support personnel to assist in developing an overview of property damage within the Town.

V. DIRECTION AND CONTROL:

The National Incident Management System (NIMS) shall be implemented, as the situation dictates, as a joint, coordinated endeavor, serving to effect inter and intra-agency cooperation between all authorities having responsibilities for public safety and protection during emergency operations.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Fire/EMS Chief

1. Fire, Rescue and EMS Chief
2. Deputy Chief/Fire Marshal

B. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for other organizations that support this ESF are in accordance with the organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Records and Reports

Accurate and timely records and reports of fire, emergency medical, and rescue operations and expenditures in the Town will be kept current and forwarded to the County EOC, when activated, as necessary.

2. National Fire Incidents Report (NFIRS)

NFIRS will be completed and maintained by the Fire/EMS Department on all calls, to include service calls, at all times. NFIRS will be maintained for at least seven years

3. PREMIS

PREMIS reports for medical calls will be completed and maintained by the Fire/EMS Department on all medical calls, to include walk-ins, at all times. PREMIS reports will be maintained for at least seven years. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics Refer to the *Basic Plan, Paragraph VII.B Logistics* in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 4 – Fire, EMS, & Rescue* rests with the Fire, Rescue and EMS Chief.
2. Support agencies to this ESF will assist the Fire, Rescue and EMS Chief in developing and maintaining this ESF.
3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG's

All organizations that support this ESF will develop and maintain their own organization's updated SOG and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Emergency Manager, as necessary.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

C. ESF and SOG Training and Exercises

The Fire/EMS Chief will train to and exercise this ESF periodically, as necessary. The Fire/EMS Chief, in coordination with other emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF. Training to and exercise of individual organization's SOG/s that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES

NC General Statute 58-9; 118-38; 143-166.1, 143-507 through 517, 153-A and 160-A
Atlantic Beach Emergency Operations Plan APPENDIX 1 - Disaster Response Plan for EMS and Rescue Personnel

XII. INTRODUCTION:

This plan is intended to define the responsibilities of emergency medical personnel in response to incidents requiring coordination with other agencies. This plan includes terminology, assignments, and responsibilities to be studied carefully. This document is condensed on the premise that emergency medical personnel apply similar practices during daily routines, and the efforts described herein will simply be an expansion of those services. In the reality of a disaster response becoming necessary, it shall be the responsibilities of the primary provider (host area EMS and Rescue squad) in whose jurisdiction the disaster to direct, coordinate and implement the disaster/ emergency response.

A. Two major complications that emergency medical personnel encounter: The limited number of trained EMS and Rescue personnel available. Individuals or groups working without authority and/ or independently from organized efforts.

B. Addressing the Complications: These problems should be addressed early on, by narrowing the assignments of responsibilities and expectation of emergency medical personnel at the disaster/ emergency scene. Such efforts should include:

1. Implementation of the County Incident Command System (ICS).
2. Coordination of efforts to ensure maximum use of emergency medical personnel, equipment and supplies.
3. Effective mass casualty/ triage strategies to include concentration on victims most likely to be saved.
4. Rapid transport to hospitals and medical facilities, having priority over Advanced Life Support (ALS) on the scene.
5. Providing ALS while en-route to hospitals and medical facilities.

C. Situation Assessment: The first unit to arrive on the scene must not blindly rush to individual victims, but must first perform a rapid assessment of the situation and ensure that proper personnel, equipment and supplies are dispatched to provide essential lifesaving efforts. These actions and initial decisions (in the first few minutes) will influence the entire response and management of the incident. Proper actions and decisions will avoid confusion, chaos and inefficiency.

D. Emergency Response Personnel Guides: It is essential that emergency response personnel familiarize themselves with the Disaster Response Plan for Emergency Medical Personnel, the EMS guides of SOPs for Disaster Response and the County Emergency Operations Plan for Multi-Hazards.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

XIII. RESPONSE

A. The incident scene should provide for the following:

1. Command Post - (Refer to appropriate SOGs)

The EMS person in charge of coordinating EMS and Rescue activities at the command post shall be called the "EMS Command Post Officer". Responsibilities of this individual shall be:

- a. Coordination of overall EMS and Rescue operations.
- b. Coordination with other emergency service command post representatives (e.g., fire, law enforcement, emergency management, etc.).
- c. Appointment of and coordination with EMS Control Officer, EMS Extrication Officer, EMS Staging Area Officer
- d. Coordination with the Medical Director.
- e. Coordination of communications capabilities and related on-scene requirements.

2. Extrication is the actual rescue and removal of victims from buildings, aircraft, trains, vehicles, etc. Once the decision is made that a disaster response is required, emergency personnel qualified to perform necessary tasks should conduct the coordination of the rescue and/ or extrication. The EMS Command Post Officer shall designate such an individual to be responsible for coordinating this activity. This individual shall be called the "EMS Extrication Officer". Only personnel requested by the EMS Extrication Officer should enter the sector to assist with this effort. Victim treatment in this area should be limited to only those efforts necessary to save lives (triage), until such time that the victims may be removed to established on-scene treatment area(s). If entrapped victims require advanced life support (ALS) prior to, or during removal efforts, qualified personnel, as available, will be requested to assist in the extraction sector. Other personnel will be needed to support triage, treatment and transportation of victims. The EMS Extrication Officer must keep other primary EMS personnel (e.g., Command Post Officer, Control Officer, Triage Officer, etc.) informed of the total number of victims found.

3. Triage, Treatment and Transportation activities should be established close to, but a safe distance from the actual incident scene. Triage efforts (initial victim assessment/ life-saving treatment and tagging will usually be performed at the incident scene. Continued assessment, treatment and transportation of victims will be performed at the established treatment area(s).

4. The following individuals must coordinate their efforts:

a. EMS Control Officer - (Appointed by the EMS Command Post Officer); responsibilities include:

- (1). Appointment of EMS Triage Officer(s).
- (2). Appointment of EMS Transportation Officer.
- (3). Request for adequate numbers of EMS personnel, equipment and supplies.
- (4). Ensuring continuous movement of victims from triage to treatment areas, then from treatment areas to transportation units.
- (5). Determination of hospital/ medical facility capabilities, based upon the number of victims, seriousness of injuries and available transportation modes.
- (6). Coordination of communications with other EMS sectors and the Incident Command Post (EMS Command Post Officer).

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

b. EMS Triage Officer - (Appointed by the EMS Control Officer); responsibilities include:

- (1). Request blanket standing orders for treatment if number of victims exceeds capability for individual requests.
- (2). Request adequate number of personnel, equipment and supplies.
- (3). Tag all victims to be brought to the treatment area, according to priority for further treatment/ transport. Where possible, note location of victims prior to movement.
- (4). Ensure that EMS Control Officer and EMS Command Post Officer is informed of situation information.
- (5). Keep EMS Treatment Officer informed of number of victims.
- (6). Designate EMS personnel to enter the extrication sector for lifesaving treatment of victims, if required.

c. Transportation Officer - (Appointed by the EMS Control Officer); responsibilities include:

- (1). Assist with the loading of victims.
- (2). Maintain a written log of victims transported to area hospitals/ medical facilities (including the unit transporting, hospital taken to, victims name, tag number, and general condition).
- (3). Notify hospitals of victims' en-route.
- (4). Maintain status of hospital loading and victim treatment capabilities.
- (5). Coordinate with other primary EMS personnel.
- (6). Coordinate with EMS Staging Area Officer for necessary transportation units.

d. Medical Director - The County EMS Medical Director or his designee is responsible for the following:

- (1). Oversee medical control at the triage and treatment sector of the incident scene.
- (2). Issue treatment orders.
- (3). Assist EMS Control Officer in selecting hospital destination for victims.
- (4). Supervise and coordinate with any other physicians or nurses that may be on-scene.

e. Staging Area Officer - (Appointed by the EMS Command Post Officer); is responsible for:

- (1). Ensuring access into and out of the incident scene, for EMS personnel, equipment and supplies.
- (2). Coordination with primary EMS personnel, especially supporting the EMS transportation section.
- (3). Maintaining an adequate status log of all personnel, equipment, and/ or supplies available from the staging area. Coordination of such information with command post staff.
- (4). Maintaining communications necessary to support operational activities between field units, staging area and command post.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

XIV. STANDARD OPERATING GUIDELINE (SOGS):

This SOG is intended for use as a guide in support of EMS operational strategies when conditions dictate the coordination and mutual support of various agencies during extraordinary disaster/ emergency situations:

A. PERSON IN CHARGE

The person in charge of the first arriving EMS unit shall be considered in charge and will assess the incident situation, report conditions, request necessary mutual aid and remain in charge until properly relieved by an appropriate individual of authority.

B. COMMAND POST

An incident command post* should be established and should handle all communications to and from the incident scene, including any related news releases for public information.

C. STAGING AREA

The senior EMS individual in charge of the incident scene will determine the best place for staging area(s), and direct that all responding resources report to the staging area, unless otherwise determined.

Note: An incident command post simply means a control point, strategically established by emergency authorities for the purpose of directing, controlling, and/ or coordinating emergency response activities. Each primary emergency service and/ or support element should have a representative at the command post.

D. MEDICAL TREATMENT/ TRIAGE

The EMS individual in charge of the first responding unit shall:

1. Assess the need for additional emergency medical response.
2. In cooperation with the Incident Commander of the scene, establish a triage area if necessary.
3. Notify hospitals of the situation at hand.

E. SCENE CONTROL

Law enforcement personnel, in cooperation with the Incident Commander and command post staff, shall be responsible for:

1. Access/ crowd control.
2. Traffic control.
3. Coordinate and support evacuation.

F. HAZARDOUS MATERIALS

Fire department personnel shall be considered as the primary authorities responsible for managing hazardous material incidents, which pose a threat to life and/ or property.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

G. NON-COMMITTED EMERGENCY PERSONNEL

It is understood and expected that all emergency personnel and equipment responding to an incident are to assist as needed, in whatever role, and in coordination with the Incident Commander, command post staff and other responsible authorities' on-scene.

**ANNEX III – RESPONSE
ESF 5 – Information and Planning**

PRIMARY AGENCY	RESPONSIBLE POSITION
Emergency Management	Emergency Manager
SUPPORT AGENCIES	RESPONSIBLE POSITION
All Organizations	All Town Employees and persons that support emergency operations in the town

I. PURPOSE

This Emergency Support Function (ESF) provides guidance on collecting, processing, and disseminating information about a potential or actual emergency situation in order to facilitate the current and future planning process for response and recovery to an emergency situation, to include damage assessment.

II. SITUATION AND ASSUMPTIONS

A. Situation

Most emergency situations that may affect Atlantic Beach have the potential for disrupting government services and causing extensive damage. The receipt, analysis, and dissemination of accurate information is necessary to provide local, State, and Federal governments with a basis for determining priorities, needs, and the availability of required resources to respond to the emergency situation.

B. Assumptions

1. Information must be accurate and timely for effective emergency operations, damage assessment, and disaster declarations.
2. All departments or organizations supporting emergency operations in the Town must actively share and compare information throughout the disaster cycle.
3. Little information will be available at the outset of an emergency situation, and initial information received may be vague or inaccurate.
4. Information concerning the emergency situation will be obtained from various government and public organizations, and private individuals.
5. An information process must be in place to verify incoming information, to include a system of dispelling rumors.
6. Communications outages may hamper the collection and dissemination of accurate emergency situation information.
7. Implementing damage assessment procedures early in an emergency situation will expedite information collection for relief and assistance for those adversely affected.

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

The Town will use the existing local government organization for the collection, evaluation, and dissemination of information on an emergency situation prior to the EOC being activated. The EOC, when activated, will become the central repository for all information concerning the emergency situation. The consolidated information will then collate, evaluated, and disseminated and forwarded to the Carteret EOC.

B. Concept of Operations

1. Assessment of Emergency Situation

- a. All organizations and response personnel should be prepared to make an initial report and periodic reports of how the emergency situation generally effects the town from their organizations and/or personal perspective, and specifically on how the emergency situation effects their current operations, and future continuity of operations, to include what capabilities and resources they now need, or will need in the immediate future.
- b. Information will be consolidated and evaluated in the EOC to determine emergency actions, plans, and priorities.
- c. Evaluated information will be disseminated to the various departments and organizations supporting emergency operations in the Town and to the Carteret EOC.
- d. On-site emergency information will be disseminated by the respective Incident Commander on the scene, as appropriate.
- e. **The Emergency Manager** will keep the Carteret EOC apprised of the situation, as appropriate.
- f. The **Town PIO** will coordinate with the County PIO will disseminate Emergency Public Information to the general public from the County's Joint Information Center, if activated. Information affecting Atlantic Beach will be relayed by the EOC to residents.

2. Situation Reports

Periodic situation reports should be developed by all organizations supporting emergency operations in the Town that describe the status of emergency operations and future operational strategies, and submitted to the Carteret EOC for consolidation and review.

3. Informational Displays

Displays, briefs, or tailored reports using collated statistical, narrative, and graphical information from various sources should be developed by the Carteret EOC that portray the overall emergency situation for dissemination to organizations supporting emergency operations.

4. Required Emergency Information

Information concerning the emergency situation should be organized into major categories and subcategories. This information should accurately describe and portray the impacted area and how the emergency situation is affecting critical infrastructure and continuity of operations. At a minimum, the following information, not in any priority, is required to maintain situational awareness and to portray an accurate picture of the emergency situation:

- a. Capability and Resource needs
- b. Damage Assessment
- c. Deaths/ Injuries
- d. Disaster Area Boundaries

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- e. Incident Command Status
- f. Life Saving information
- g. Mass Care and Shelter requirements and status
- h. Media Broadcasts on the Emergency Situation
- i. Missing Persons
- j. Outside Assistance
- k. Resource Tracking
- l. Status of Communications/ Telecommunications/ IT Infrastructure
- m. Status of Medical and Health Infrastructure
- n. Status of Emergency Response and Support Organizations
- o. Status of Energy/ Power Infrastructure
- p. Status of Public Works/ Public Utilities Infrastructure
- q. Status of Transportation Infrastructure
- r. Weather data affecting the Emergency Situation and Emergency Operations

(1). The priority for information collection will be as follows:

- (a). Life Saving Operations
- (b). Critical Infrastructure Status
- (c). Current Hazard Analysis
- (d). Essential Capability and Resource Needs Assessment
- (e). Damage Assessment

5. Damage Assessment

- a. During an emergency situation, as soon as it is safe to do so, an initial damage assessment of property should be conducted by the Town and forwarded to the Carteret EOC. The information should provide a descriptive measure of the severity and magnitude of the damage or destruction caused by the current hazard/s, and includes the geographical boundaries of the event, type of damages, the impact on the health and welfare of to the general public, and the adverse effects to critical infrastructure and continuity of operations. Recovery capabilities and resource requirements for emergency operations will be determined from the initial damage assessments.
- b. If the emergency situation escalates, and if it is of such magnitude that it could result in a Proclamation of a State of Emergency, or Declaration of a Disaster, a more comprehensive damage assessment of public and private property will be required, and coordinated by the Carteret EOC. This information will provide a basis for the determination, justification, and prioritization of future actions, and what, if any, outside assistance will be required to restore the affected area to a pre disaster condition.
- c. As the emergency situation subsides, damage assessment information should become more specific, and detailed in nature so as to establish the basis for future claims. The **EOC Operations Chief** will coordinate collection, collation, and submission of detailed damage assessment information in accordance with existing SOG/Ps and Federal Disaster Assistance Programs.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

- 1. All organizations supporting emergency operations in the Town are responsible for providing accurate and timely information on the emergency situation and their organization's operations to the EOC, which will forward to the Carteret EOC, when activated.
- 2. The Carteret EOC is responsible for collating, evaluating, and disseminating emergency situation information, as appropriate.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

3. All departments or organizations that support this ESF are responsible for developing their respective SOG/s to provide information to the EOC during emergency operations in the Town.
4. All departments or organizations that support this ESF are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
5. All department or organizations supporting this ESF will coordinate their plans and operations with the Emergency Manager.

B. Specific Key Position Responsibilities

1. Town Emergency Manager

- a. Be the primary coordinating agency for this ESF.
- b. Develop and maintain the process for information flow during an emergency or disaster.
- c. Develop and maintain liaison with support agencies to ensure effective coordination of information flow.
- d. Develop reporting formats and systems, and coordinate damage assessment reporting procedures to maintain situational awareness of the hazard, its impact, and emergency operations during an emergency situation.
- e. Ensure that appropriate reports are generated and forwarded to the County EOC, as required.
- f. Keep County EOC informed on the emergency situation.
- g. Ensure that long range planning is conducted during emergency situations to identify capability and resource needs for future emergency operations (72 hours out and beyond).
- h. Be the overall coordinator of information for public dissemination, i.e. Emergency Public Information (EPI).

2. EOC Operations Chief

- a. Coordinate public and private damage assessments used to determine information to the Information and Planning Staff for use in the response effort and for planning for recovery with assessments used later for the Town's eligibility for a disaster declaration and relief efforts.
- b. Assessing structural damage through use of the Town's inspection capabilities.
- c. Assisting in consolidating damage assessment reports.
- d. Providing advice and information on damage assessment to the Emergency Manager

3. All Departments and Organizations

- a. Develop and maintain SOG/s for the collection, evaluation, and dissemination of appropriate information in support of emergency operations.
- b. Ensure that your personnel are appropriately trained in information collection and reporting. Including, but not limited to:
 - (1). Department / Town or Organization information polices.
 - (2). Initial and periodic reporting of damage assessments.
 - (3). Identification, transmission, and protection of sensitive information (for official use only and not for public dissemination).

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

V. DIRECTION AND CONTROL

A. Town Emergency Manager

The Emergency Manager will coordinate the overall information and planning process for emergency operations.

B. EOC Operations Chief

The EOC Operations Chief will coordinate damage assessment information requirements for the Town.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Information and Planning

1. Town Emergency Manager

2. EOC Operations Chief

B. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for other organizations that support this ESF are in accordance with that organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Forms

Reporting forms and necessary federal disaster reporting forms and guidance will be maintained by the Emergency Manager, and made available for distribution when necessary. Copies of all documentation are retained for record purposes. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics Refer to the *Basic Plan, Paragraph VII.B, Logistics* in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 5 – Information and Planning* rests with the Emergency Manager.

2. Support departments or agencies to this ESF will assist the Emergency Manager in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Departments or Organization SOG's

All departments or organizations that support this ESF will develop and maintain their own organization's updated SOG and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Emergency Manager, as necessary.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

C. ESF and SOG Training and Exercises

1. The Emergency Manager will train to and exercise this ESF periodically, as necessary.
2. The Emergency Manager, in coordination with other emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.
3. Training to and exercise of individual department or organization’s SOG/s that support this ESF are the responsibility of each respective department or organization.

X. AUTHORITIES AND REFERENCES

A. Authorities

Carteret County Standard Operating Procedure for Damage Assessment/ Recovery (County SOP for Damage Assessment/ Recovery)

**ANNEX III – RESPONSE
ESF 6 – Mass Care and Shelters**

PRIMARY AGENCY	RESPONSIBLE POSITION
ARC – Coastal Carolina Chapter	Director
County Social Services Department	Social Services Director
SUPPORT AGENCIES	RESPONSIBLE POSITION
Carteret County Amateur Radio Emergency Service (ARES)	Emergency Coordinator
Carteret County Schools	Superintendent of Carteret County Schools
Carteret General Hospital	President
County Emergency Services Department	Emergency Services Director
County Fire Marshal Office	Fire Marshal
County Health Department	Health Director
County Public Buildings Department	Public Buildings Director
County Senior Programs Division	Senior Programs Director
County Sheriff Department	County Sheriff
Onslow-Carteret Behavioral Health Care Services	Area Program Coordinator

I. PURPOSE

This Emergency Support Function (ESF) provides guidance for the protection of Carteret County’s, and the surrounding municipalities’, residents and transient persons from the effects of hazards through the identification of emergency shelters and provision of mass care and social services in shelters. It also establishes procedures for the coordination of shelters for persons with special needs.

II. SITUATION AND ASSUMPTIONS

A. Situation

Based on the County's hazard analysis, there are several emergency situations for which emergency sheltering and/or mass care may be required including fires, floods, hazardous materials accidents, severe storms, tornadoes, WMD incidents, etc.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Assumptions

1. With the possible exception of a nuclear crisis, sufficient in-County emergency shelters exist to meet the needs of an evacuation during an emergency situation.
2. The American Red Cross (ARC) Director – Coastal Carolina Chapter will manage emergency shelters for the County, and the surrounding municipalities, if required.
3. If Carteret County/ ARC managed emergency shelters are full, emergency shelters facilities may be provided by neighboring counties, if available.
4. If sufficient emergency shelter capacity does not exist in the County, neighboring or inland county emergency shelters may be made available through the North Carolina Emergency Management Eastern Branch Office (NCEM EBO) in coordination with local and State ARC representatives.
5. Under most circumstances, a high percentage of evacuees will seek shelter with friends or relatives, rather than go to public shelters.
6. Many persons will elect to leave the area before the official order to evacuate is issued and broadcast.
7. During an emergency situation, private nursing/ rest homes and domiciliary facilities will continue the protection of residents under their care. If necessary, these facilities will arrange for the evacuation of residents under their care to a safe area.
8. Churches and other groups may open emergency shelters independently. The County, or surrounding municipalities, may not be able to support these shelters.
9. Evacuees in County/ ARC emergency shelters will be provided with emergency public information, when disseminated from the County's Joint Information Center (JIC).

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

1. A written agreement exists between the ARC – Coastal Carolina Chapter and Carteret County to “provide qualified Shelter Managers, and other required qualified support personnel for the purpose of opening, establishing, and operating ARC controlled emergency shelters within Carteret County”
2. The ARC Director – Coastal Carolina Chapter has arranged with the Carteret County Board of Education to provide for the use of school facilities as emergency shelters.
3. Carteret County Public Schools facilities that have been designated as emergency shelters, by the ARC Director – Coastal Carolina Chapter and the County Health Director, are located at strategic points throughout the County (Refer to [Appendix 1, Carteret County Emergency Shelters](#) in this ESF).
4. The County ESD maintains emergency shelter trailers with non-perishable shelter equipment, goods, and other materials needed for mass care in emergency shelters.
5. Special needs sheltering will be organized by the Carteret General Hospital President in coordination with the County Health Director, County Social Services Director, ARC Director – Coastal Carolina Chapter, and the County EMS Director.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Concept of Operations

1. Emergency Shelter Operations

- a. The County Social Services Director, in coordination with the ARC Director – Coastal Carolina Chapter, is the primary agency responsible for the development and implementation of a comprehensive emergency shelter program for Carteret County.
- b. The ARC Director – Coastal Carolina Chapter is designated as the primary agency for emergency shelter activation and management.
- c. The County Social Services Director will coordinate with the ARC Director – Coastal Carolina Chapter to support emergency shelter operations. In an emergency situation the County Social Services Department may out of necessity, expand their day-to-day operations.
- d. The Superintendent of Carteret County Schools will cooperate with the County Social Services Director and the ARC Director – Coastal Carolina Chapter in the operation of school facilities activated as emergency shelters, including the furnishing of kitchen staff and custodial personnel.
- e. The County ESD and other County agencies, as necessary and appropriate, will assist the County Social Services Department with mass care and emergency shelter operations during emergency situations.
- f. Emergency shelter safety and security will be provided on an as need basis by local law enforcement, fire and EMS/ rescue personnel, as required.
- g. Carteret County does not have the capability for permanent auxiliary power at all designated shelters. Therefore, some shelters may have to rely upon rental generator units, when the primary power source has been disrupted.

2. Special Needs Shelters

The Carteret General Hospital President, will identify and operate special needs shelters to care for persons with special needs in the County that are not residents of nursing/ rest homes or domiciliary facilities.

3. Out of County Shelters

Out of County sheltering for Carteret County residents (excluding special needs) will be coordinated through the Eastern Branch Office NC Division of Emergency Management and County Emergency Management.

4. Unauthorized Shelters

Carteret County will not assume responsibility or liability for unauthorized shelter openings during emergency situations.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. All organizations that support this ESF are responsible for developing their respective SOG/Ps for conducting mass care and emergency shelter operations in the County, or the surrounding municipalities.
2. Organizations that support this ESF in the County, or surrounding municipalities, are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

3. All organizations supporting this ESF in the County, or the surrounding municipalities, will coordinate their plans and operations with the County Social Services Director, and the ARC Director – Coastal Carolina Chapter, as appropriate; or with the County ESD.

4. Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the County EOC Support Group Chief located in the County EOC, when activated, for processing and prioritization.

B. Key Specific Position Responsibilities

1. American Red Cross Director - Coastal Carolina Chapter

a. Be the primary coordinating agency for activating and managing emergency shelters in the County.

b. Develop an emergency shelter plan in support of the County, and the surrounding municipalities.

c. Coordinate with the County ESD, County Social Services Director, County Health Director, and the Superintendent of Carteret County Schools to identify and manage emergency shelters on behalf of Carteret County.

d. Coordinate with the County ESD for required emergency shelter equipment, goods, and other materials needed for mass care in the emergency shelters.

e. Coordinate with the Superintendent of Carteret County Schools, or designee, for applicable emergency shelter supplies, nutritional needs, custodial/ maintenance support, adequate phones, and at least one computer work station per emergency shelter that is connected to the Internet for communication with the County EOC.

f. Provide shelter managers to operate emergency shelters.

g. Assign and train shelter managers and staff for emergency shelter operations, to include crisis management training.

h. Provide emergency shelter management kits to shelter managers, as appropriate.

i. Coordinate with health, social services, EMS, law enforcement, Amateur Radio, and other government and volunteer agencies to provide support personnel during sheltering, as required.

j. Coordinate with the Onslow-Carteret Behavioral Health Care Services Area Program Coordinator to provide crisis counselors at shelters, if necessary.

k. Arrange for staffing of emergency shelters and the care and feeding of evacuees, or otherwise displaced persons, as the emergency shelters are activated.

l. In coordination with the County ESD, open designated facilities as emergency shelters, when required.

m. In coordination with the County ESD, and the Salvation Army Executive Officer – Carteret County Chapter, implement mass care and feeding operations, to include rehabilitation centers for emergency workers, when required.

n. Be prepared to carry out “Disaster Welfare Inquiry” activities and answer inquiries and inform families on status of individuals displaced, injured or missing that may be located in emergency shelters.

o. Identify evacuees within shelters with special needs, and coordinate with the County EMS Director for transport to appropriate special needs shelters, if required.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. County Social Services Director

- a. Be the primary coordinating agency for this ESF.
- b. Coordinate with the ARC Director – Coastal Carolina Chapter, and the Superintendent of Carteret County Schools to develop letters of understanding and procedures for managing mass care and emergency shelter operations on behalf of Carteret County.
- c. Assist the Carteret General Hospital President and the County ESD in determining and effecting the placement of persons with special needs that may require evacuation during an emergency situation.
- d. Assist the ARC Director – Coastal Carolina Chapter in recruiting shelter staff.
- e. Assist the ARC Director – Coastal Carolina Chapter in providing support personnel to staff emergency shelters, when required.
- f. If the ARC – Coastal Carolina Chapter personnel resources are not available to fill certain emergency shelter requirements, be prepared to provide ARC trained personnel to continue emergency shelter operations, i.e. Shelter Managers, Assistant Shelter Managers, and shelter workers until relieved by ARC personnel. (Note: *It is understood that County personnel resources will be used for as short a period as possible consistent with the time required for the ARC to alert and dispatch ARC personnel from outside the County to emergency shelters within the County*).
- g. Oversee emergency shelter operations for the County.
- h. Report to the County EOC upon activation, if requested, to coordinate Social Services emergency responsibilities.

3. County Emergency Services Director

- a. Coordinate, identify, and survey shelters with the County Social Services Director, County Health Director, ARC Director – Coastal Carolina Chapter, and the Superintendent of Carteret County Schools.
- b. Identify congregate care emergency shelter facilities for short-term use, which have lodging and mass feeding capabilities.
- c. Develop procedures to activate and deactivate shelters and assist the ARC Director – Coastal Carolina Chapter, and County Social Services Director in developing emergency shelter SOG/Ps.
- d. Ensure communication capability between the County EOC, and emergency shelters.
- e. Establish public information and education programs on emergency shelters in coordination with the County PIO and the ARC Director – Coastal Carolina Chapter.
- f. Coordinate with the County Health Director and County Fire Marshal to maintain shelters free from contamination.
- g. Provide for upgrading and marking of shelters, when and where required.
- h. Coordinate with the ARC Director – Coastal Carolina Chapter to provide required emergency equipment, goods, and other materials needed for mass care in the emergency shelters.
- i. Maintain one (1) emergency shelter trailer per emergency shelter stocked with non-perishable shelter equipment, goods, and other materials needed for mass care.
- j. In coordination with the ARC Director – Coastal Carolina Chapter, open designated facilities as emergency shelters, when required

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

k. Assist all organizations supporting this ESF in the County, and the surrounding municipalities, in obtaining required outside assistance and resources, as necessary.

4. County Fire Marshal

Survey emergency shelter sites for fire safety. Advise about fire security and hazardous materials protection during emergency shelter operations. Provide for hazard materials evaluation, and exposure control equipment maintenance at emergency shelters, if required.

5. County Health Director

Coordinate public health issues and health prevention measures in shelters.

6. County Public Buildings Director

Inspect emergency shelter sites for serviceability. Assist with maintaining water supplies and sanitary facilities at emergency shelter sites during an emergency situation, if required.

7. County Senior Programs Director

Provide assistance for persons with special needs that have been evacuated or displaced to Adult Care Homes in the County.

8. County Sheriff

Provide security and law enforcement for emergency shelters located in unincorporated areas of the County. Provide back up communications for emergency shelters located in unincorporated areas of the County.

9. Carteret County Amateur Radio Emergency Services Emergency Coordinator

Provide additional communications connectivity between the County EOC and activated emergency shelters.

10. Carteret General Hospital President

Establish facilities and skilled nursing to care for persons with special needs that have been evacuated or otherwise displaced during an emergency situation.

11. Superintendent of Carteret County Schools:

a. Coordinate with the County ESD, County Social Services Director and the ARC Director – Coastal Carolina Chapter to develop letters of understanding for use of schools as emergency shelters.

b. In conjunction with the County ESD, County Health Director, County Social Services Director, ARC Director – Coastal Carolina Chapter, County Cooperative Extension Director, and County Health Director pre-designate sufficient school facilities to act as shelters for displaced citizens and their pets prior to an emergency situation.

c. Provide facilities maintenance and other support personnel, as appropriate, to assist in maintaining emergency shelters, when activated.

12. Onslow-Carteret Behavioral Health Care Services (BHCS) Area Program Coordinator

Provide crisis counseling at emergency shelters, as required, or requested by the ARC Director – Coastal Carolina Chapter.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

V. DIRECTION AND CONTROL

A. American Red Cross Director – Coastal Carolina Chapter

The ARC Director – Coastal Carolina Chapter will act as the primary agency for opening and managing emergency shelters and mass care operations in the County.

B. County Social Services Director

The County Social Services Director will coordinate overall emergency shelter and mass care operations in the County; and lend all possible assistance to the ARC Director – Coastal Carolina Chapter in managing emergency shelters and mass care operations.

C. Carteret General Hospital President

The Carteret General Hospital President will accommodate persons with special needs that have been evacuated or otherwise displaced during an emergency situation.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Mass Care and Shelter

1. County Social Services Director
2. County Social Services Deputy Director
3. Adult Services Supervisor

B. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for other organizations that support this ESF are in accordance with that organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Records and Reports

- a. The County Social Services Director will maintain necessary agreements, records and reports relating to special emergency shelter operations.
- b. The ARC Director – Coastal Carolina Chapter will maintain necessary records of emergency shelter and mass care operations, and provide general statistical information to Carteret County government officials for planning purposes, as requested, and authorized by current regulations.
- c. The Carteret General Hospital President will maintain necessary records of persons with special needs under their care that have been evacuated or otherwise displaced during an emergency situation.
- d. All agencies participating in emergency shelter and mass care operations in the County will provide for the protection of administrative and operational records and reports associated with these operations.

2. Patient Records and Medical Supplies

The emergency shelter manager will provide for security of evacuated person's patient records and medical supplies that are located within their respective shelters.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

3. Non-Discrimination Policy

Public shelters will follow a non-discrimination policy. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics

1. Essential Supplies

Emergency shelters will be provided essential supplies (i.e. food, bedding, sanitation needs, etc.) by the County ESD, the ARC Director – Coastal Carolina Chapter, and other appropriate agencies that support emergency shelters within the County.

2. Shelter Kits

The ARC Director – Coastal Carolina Chapter will provide shelter manager kits containing appropriate forms (for registration, inventory, event logs, and emergency shelter occupancy reports), handbooks and identification.

3. Communications

The primary communications link between shelters and the County EOC will be telephone. Amateur radio operators or law enforcement personnel may be assigned to the shelters to provide additional communication capabilities. Request for these services will flow through the County ESD. Also, refer to the *Basic Plan, Paragraph VII.B, Logistics* in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. Primary Responsibility

1. The primary responsibility for coordinating the development and maintenance of *ESF 6 - Mass Care and Shelter* rests with the County Social Services Director.
2. Support agencies to this ESF will assist the County Social Services Director in developing and maintaining this ESF.
3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support - Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization's updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ESD, as necessary.

C. ESF and SOG/ SOP Training and Exercises

The County Social Services Director will train to and exercise this ESF periodically, as necessary. The County Social Services Director in coordination with other County emergency organizations will schedule and conduct required training activities to ensure understanding of this ESF. Training to and exercise of individual organization's SOG/ SOPs that support this ESF are the responsibility of each respective organization.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. Statement of Understanding between FEMA and the American Red Cross
2. *NC General Statutes 115C-242(6)*
3. *NC Executive Order, March 31, 1966, as amended on August 29, 1968*
4. *Joint Operating Agreement between the American Red Cross - Coastal Carolina Chapter and the Government of the County of Carteret, State of NC, (Month Day, Year)*
5. *Agreement between the American Red Cross – Coastal Carolina Chapter and the Carteret County Board of Education, (Month Day, Year (Expires Month Day, Year))*
6. *Cafeteria and Custodial Labor Addendum Agreement to the Statement of Agreement between the Coastal Carolina Chapter of the American Red Cross and the Carteret County Board of Education, (Month Day, Year (Expires Month Day, Year))*

B. References

1. *American Red Cross Mass Care Standard Operating Procedures*
2. *Carteret County Department of Social Services Reception/ Registration Center Procedures*
3. *Carteret County Disaster and Destructive Weather Condition Triage, Transportation, and Shelter Guidelines, as amended*
4. *Shelter Management Handbook (FEMA-59)*
5. *Shelter Operations, The American National Red Cross Disaster Services, 1966*
6. *Carteret County Multi-Hazard Shelter Facilities*

PRIMARY SHELTERS	ADDRESS	APPROXIMATE CAPACITY
Atlantic Elementary School	151 School Drive, Atlantic, NC 28511	
Beaufort Elementary School	110 Carraway Drive, Beaufort, NC 28516	
Croatan High School	3355 Hy 24, Newport, NC 28570	
Newport Middle School	500 East Chatham Street, Newport, NC 28570	
West Carteret High School	4700 Country Club Rd., Morehead City, NC 28557	
White Oak Elementary School	555 W.B. McLean Dr., Swansboro, NC 28584	
Sub-Total		
OVERFLOW SHELTERS	ADDRESS	APPROXIMATE CAPACITY
TBD		
Sub-Total		
*TOTAL		

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

**ANNEX III – RESPONSE
ESF 7 – Resource Management**

PRIMARY AGENCY	RESPONSIBLE POSITION
Emergency Management	EOC Logistics Chief
SUPPORT AGENCIES	RESPONSIBLE POSITION
Town Finance Department	Town Finance Director

I. PURPOSE

This Emergency Support Function provides a system of identifying, procuring, distributing, sustaining, coordinating, and tracking resources for emergency operations within Atlantic Beach.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Town government is responsible for identifying, procuring, distributing, sustaining, coordinating, and tracking resources, to include certain capabilities and skills, necessary to cope with hazards posing a threat to the town.
2. If the resources are not available within the town, the Emergency Manager will seek outside assistance through the County EOC.

B. Assumptions

1. An emergency situation will increase the requirement for resources to include contracting services, equipment, fuel, office equipment and space, personnel, and various skills and supplies.
2. Under normal circumstances, required resources will be available within the town to meet emergency operations needs for small-scale emergencies.
3. A larger scale emergency may result in the loss of local resources; or quickly exhaust local resources, requiring outside assistance from surrounding local, State or Federal governments.
4. Required resources may be available, but due to damaged facilities or damage or disrupted transportation and highway infrastructure, may not be accessible.
5. Primary and alternate means of obtaining needed resources should be developed.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

1. During normal operations, the Town will use its existing organization to identify, procure, distribute, sustain, and coordinate resources in preparation for an emergency situation.
2. When the Carteret EOC is activated, the EOC Support Group that operates out of the Carteret EOC is organized to efficiently identify, procure, and track resource support requests for outside assistance from all organizations supporting emergency operations in Carteret County.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

3. Additionally, when the emergency situation escalates beyond local capabilities and resources, the County Resource Manager will activate a County Receiving Point to receive, track, and coordinate incoming resources from private donors or outside assistance for the County.

B. Concept of Operations

1. Use of Resources

Town Departments, Divisions, and Special Staff, and organizations supporting emergency operations in the town will initially use their resources and equipment during emergencies and, generally speaking, will maintain control over the management of those resources for carrying out their emergency operations responsibilities.

2. Resource Directory

The EOC Logistics Chief in coordination with the County Resource Manager, and other organizations that support emergency operations in the County should develop and maintain a source directory of local and outside assistance resources and capabilities that the Town may need for emergency operations.

3. Resource Pre-Arrangements or Contracting

The County Resource Manager, where possible, should develop pre-arranged procedures or contracts with local businesses, industry, and other organizations, as necessary, to provide for anticipated resource needs that will be activated as required for County emergency operations.

4. Carteret County EOC Resource Procurement Procedures

When the County EOC is activated, the County EOC Support Group Chief (*County Finance Director*), in coordination with the County Resource Manager will identify, procure, and track resource requests for emergency operations.

5. Outside Assistance

- a. If an emergency situation escalates to the point of requiring outside assistance, the **EOC Logistics Chief**, in coordination with the County Resource Manager, will serve as the single source of management for all incoming resources into the town.
- b. All departments or organizations requiring additional resources will send their requests to the EOC Logistics Chief for processing.
- c. The County EOC Management and Policy Group will approve and prioritize all requests for outside assistance before being forward to the Division of NC Emergency Management State EOC.

6. County Receiving Point

The County Resource Manager will activate the County Receiving Point to receipt for, distribute, and sustain incoming resources from outside assistance for all County Departments, Divisions, and Special Staff, and other emergency support organizations that the County may be supporting with incoming resources.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. Departments and organizations participating in emergency operations in the town are initially responsible for planning for and using their own resources.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. In general, the department or organization having primary control of a resource will continue to control that resource during an emergency situation.
3. Organizations participating in emergency operations in the town are independently responsible for the storage, maintenance, replenishment, and replacement of essential equipment and materials required to carry out their emergency operations responsibilities.
4. All organizations that support this ESF are responsible for developing their respective SOG/s for conducting emergency resource management operations in the town.
5. Departments and organizations that support this ESF are responsible for coordinating with other departments or organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
6. All departments or organizations supporting this ESF will coordinate their plans and operations with the EOC Logistics Chief, or with the Emergency Manager.
7. Any department or organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the EOC, when activated, for processing and prioritization.

B. Specific Key Position Responsibilities

1. EOC Logistics Chief

- a. Be the primary coordinating agency for this ESF.
- b. Maintain current inventories of Town resources that may be used for emergency operations including type, quantities, and location.
- c. In coordination with the County Resource Manager, and other organizations that support emergency operations in the County, develop and maintain a source directory of local and outside assistance resources and capabilities that the town may need for emergency operations.
- d. Preplan resource requests from outside the Town structure in those cases where town resources are anticipated to be overwhelmed, or exhausted during an emergency situation.
- e. Where possible, develop pre-arranged procedures or contracts with local businesses, industry, and other organizations, as necessary, to provide for anticipated resource needs that will be activated as required for town emergency operations.
- f. Develop procedures for the timely procurement, receipt, and distribution; and storage, maintenance, replenishment, or replacement of essential resources.
- g. Be prepared to procure additional Personal Protective Equipment, detection instruments, and antidotes for use in a hazardous chemical, biological, or radiological environment.
- h. Report to the EOC upon activation and assist the Emergency Manager in the direction and control of resource management operations.
- i. At the conclusion of the emergency situation, and where applicable, recover resources that must be returned to their rightful owner, and ensure that the owner, or designee receipts for same.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. Town Emergency Manager

- a. Analyze personnel and equipment requirements to meet potential hazards and maintain a resource directory.
- b. Identify available town owned resources.
- c. Identify additional emergency resources from local business and industry and other local and state agencies.
- d. Maintain current inventories of resources including type, quantities, location, and sources of additional resources.
- e. Preplan requests for additional resources from outside the town structure where town resources are anticipated to be overwhelmed or depleted during potential hazardous events.
- f. Develop mutual aid agreements as required.
- g. Control and coordinate resources used under emergency conditions and provide a system to protect those resources.
- h. Provide for the storage, maintenance, and replenishment/ replacement of essential equipment and materials.
- i. Provide for the deployment, recall, and monitoring of the use of resource equipment.
- j. Set priorities on available resources and implement resource controls to restore essential services.
- k. Assist the Planning and Development Director in the design of procedures leading to the restoration of essential public services.

3. Town Finance Director

- a. Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.
- b. Provide for the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous chemical or radiological environment.
- c. Assist in the development of procedures for the storage, maintenance, and expeditious procurement of essential equipment, materials, food, water, etc.
- d. Develop procedures for initiating and maintaining financial accounting records for all agencies during emergencies.

V. DIRECTION AND CONTROL

A. Resource Direction and Control

The Emergency Manager has overall responsibility for resource direction and control for emergency operations within the town.

B. Resource Management

The EOC Logistics Chief will have the overall responsibility of managing resources used for emergency operations in the town as directed by the Emergency Manager.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

VI. CONTINUITY OF GOVERNMENT

A. Lines of succession – Resource Management

1. EOC Logistics Chief
2. Town Finance Director
3. Town Emergency Manager

B. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for other organizations that support this ESF are in accordance with that organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Reports and Records

- a. All organizations participating in emergency operations in the town must maintain accurate and comprehensive records and reports of resources used and expenditures that occur during emergency operations.
- b. The Town Finance Director will consolidate all resource records and expenditures for emergency operations in the town at the conclusion of the emergency situation.

2. Resource Directory

The development and maintenance of a resource directory and mutual aid agreements are the responsibility of the EOC Logistics Chief. The resource directory must identify the resource as a physical asset or a capability, the location of the resource and who controls it, as well, as how it can be activated when needed and by whom.

3. Mutual Aid Agreements

Accountability, use, maintenance and operational cost for resources outside government control will be pre-determined by mutual aid agreements. These documents should be reviewed following each emergency event in which they are used and amended or corrected as needed. Mutual aid agreements must identify, and specify who will move, operate, maintain, and bear the cost of operation for resources used for emergency operations.

B. Logistics

1. Procurement of Emergency Resources

- a. The EOC Logistics Chief, will develop and implement procedures to expedite the procurement of resources for emergency operations.
- b. The Town Finance Director will develop procedures to account for all funds expended for resources during emergency operations, and who used the resources, what the resources were used for, where were they used at, and when were they used during the emergency operations.

2. Replenishment of Government Resources

The EOC Logistics Chief will also develop and implement procedures for the replenishment and/or replacement of resources required for emergency operations. Also, refer to the *Basic Plan, Paragraph VII.B, Logistics* in this EOP.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

The primary responsibility for coordinating the development and maintenance of *ESF 7 – Resource Management* rests with the Emergency Manager. Other primary and support agencies to this ESF will assist the Emergency Manager in developing and maintaining this ESF.

B. ESF Support – Organization SOG’s

All organizations that support this ESF will develop and maintain their own organization’s updated SOG and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Emergency Manager, as necessary.

C. ESF and SOG Training and Exercises

1. The Emergency Manager will train to and exercise this ESF periodically, as necessary.

2. The Emergency Manager, in coordination with other emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/s that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES: NONE

**ANNEX III – RESPONSE
ESF 8 – Public Health and Medical Services**

PRIMARY AGENCY	RESPONSIBLE POSITION
County Health Department	Health Director
Onslow-Carteret Behavioral Health Care Services	Area Program Coordinator
SUPPORT AGENCIES	RESPONSIBLE POSITION
ARC - Coastal Carolina Chapter	Director
Carteret County Amateur Radio Emergency Service (ARES)	Emergency Coordinator
Carteret County Schools	Superintendent of Carteret County Schools
Carteret General Hospital	President
County EMS Division	EMS Director
County Emergency Services Department	Emergency Services Director

I. PURPOSE

This Emergency Support Function provides a coordinated response for the protection of Carteret County’s public health and medical service needs in an emergency situation. It provides a structure to coordinate emergency medical services/ mass medical activities to ensure the safety of life and property.

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A well-planned health, behavioral health, medical, and mortuary support network is essential at anytime, but becomes vital during emergency situations.
2. Carteret County has sufficient health care, behavioral health care, medical services, and mortuary facilities to handle routine health care, medical services, and mortuary requirements in the County.

B. Assumptions

1. Most emergency situations have the potential to aggravate health, behavioral health, medical, and mortuary problems.
2. A large-scale emergency situation may significantly increase demand for public health, behavioral health, medical, and mortuary requirements in the County, and the surrounding municipalities.
3. Depending on the nature of the emergency situation, complications may include general health and mental problems, traumatic injury, communicable disease, food poisoning, and contaminated water ailments.
4. The release of toxic or hazardous materials may result in human and environmental contamination.
5. A well-planned health support network is essential during emergency situations.
6. During hurricane conditions, County EMS and rescue operations may be suspended or curtailed to protect the responders from high winds and flying debris.
7. Disaster events involving County EMS and mass care will be coordinated from the EOC, unless an on-scene command post is established.
8. A large-scale emergency may result in increased demands on all public health and medical services.
9. Disruption of the County's communication systems will severely impede the timely delivery of emergency medical response services.
10. Many injuries, both minor and relatively severe, will be self-treated by the public.
11. EMS is most critical within the first 30 minutes of the emergency
12. Existing mutual aid agreements, while providing additional medical, health and mortuary services, these services will normally not be available in the initial critical stages of an emergency situation.
13. When local resources can no longer meet the demand of the situation, regional, State, and Federal resources may be requested
14. An emergency situation involving large areas of the County may both adversely affect local resource response capabilities, and damage the existing medical infrastructure.
15. Under certain circumstances, it may be necessary to relocate hospital facilities and patients, including the seriously ill.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

16. When local resources can no longer meet the demands of the emergency situation, additional resource requirements will be requested through the County Emergency Services Department, which will request assistance through the Eastern Branch Office, NC Division of Emergency Management.

III. ORGANIZATION AND CONCEPT OF OPERATION

A. Organization

1. A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance.
2. Emergency operations for health and mental health services will be an extension of normal agency and facility responsibilities.
3. Existing medical facilities located in the county are:

<u>Hospitals</u>	<u>Number of Beds</u>
Carteret General Hospital	135
<u>Nursing and Rest Homes</u>	<u>Number of Beds</u>
Britthaven of Newport, Newport	64
Century Care of Crystal Coast, Morehead City	92
Harborview Health Care Center, Morehead City	122
Snug Harbor on Nelson Bay, Sea Level	12
Taylor Extended Care Facility, Sea Level	109

4. In the event of a mass casualty occurrence, County funeral home directors will be available to assist the County Medical Examiner in the identification, care, and disposition of remains.
5. NC State Public Health Regional Surveillance Team (PHRST) may provide resources during emergencies/disasters
6. The Strategic National Stockpile is available from the Centers for Disease Control (CDC) via NC State Division of Emergency Management.

B. Concept of Operations

During an emergency situation in the county, health, behavioral health, medical, and mortuary requirements and outside assistance for health and medical emergency operations will be coordinated and prioritized in the County EOC.

1. Public Health

- a. The primary public health concern is disease control. The County Health Director will implement effective environmental health, nursing, and health education practices to minimize the incidence of disease and illness through disease surveillance and investigation and food and water safety.
- b. The County Health Director may order inspections of damaged housing, emergency shelters, and public facilities as necessary, to determine the need for emergency repairs, pest control, sanitation, or other health related protective procedures.
- c. If required, the County Health Director will establish mass medication sites to dispense needed medication or vaccinations to emergency workers and/or the general public in accordance with the County Health Departments Mass Medication Plan.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

d. The County Health Director will identify the need for Critical Incident Stress Debriefing teams in shelters, request assistance, and coordinate with the County Behavioral Health Department Director for the need to provide Critical Incident Stress Debriefing (CISD) teams during emergency situations, and in emergency shelters.

e. If the Strategic National Stockpile (SNS) of Federal medicines are required, it will be requested from the NCEM State EOC via the County EOC, and coordinated, and distributed locally by the County Health Director.

2. Medical Services

a. During an emergency situation, the County EMS Director will coordinate on-scene triage services and medical transport to the appropriate medical facility.

b. Medical transport may also be provided by other ambulance providers, mass transit vehicles such as buses, or local MedEvac air service.

c. Carteret General Hospital (CGH) will assist with patient assignment and medical transport routing if the needed medical service is not available at CGH, or there are no bed spaces available.

d. CGH may also provide for secondary decontamination of contaminated patients on hospital grounds, if required.

e. Pitt County Hospital will provide trauma care for Carteret County patients.

f. The Eastern Regional Advisory Committee (ERAC) will assist with patient assignment and medical transport routing if the needed medical service is not available at Carteret General Hospital, or Pitt County Hospital, or there are no bed spaces available at either of these hospitals.

3. Mortuary

a. The County Medical Examiner in coordination with law enforcement officials and the County Health Department will identify and take charge of the proper recovery of the deceased and any human remains.

b. In the event of a mass fatality incident, additional mortuary services may be required, and will be requested by the County Medical Examiner from the NCEM State EOC via the County EOC.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

The County Health Director, as the primary agency for this ESF will organize, coordinate, and supervise emergency public health and medical service operations.

B. Specific Key Position Responsibilities

1. County Health Director

> Be the primary coordinating agency for this ESF, less Behavioral Health Care issues that are the responsibility of the Onslow-Carteret Behavioral Health Care Services Area Program Coordinator.

> Develop and issue appropriate health alerts and announcements to the public. Assist the County Emergency Services Director (ESD) in the development and implementation of appropriate health awareness and public information.

> Provide direction and control for emergency public health operations.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- > Prepare procedures for emergency health operations, and develop mutual aid agreements as required.
- > Be prepared to respond to a bioterrorism event (Refer to *Annex III – Response, ESF 18 – Anti-Terrorism* in this EOP).
- > Coordinate environmental health activities for waste disposal, refuse, food, water control, vector/ vermin control and sanitation.
- > Supervise health related laboratory activities.
- > Provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.
- > Coordinate health related laboratory requirements with the State Public Health laboratory system.
- > Establish procedures to expeditiously coordinate with local pharmacists for required medications during emergency operations.
- > Upon request, report to the County Emergency Operations Center (EOC) and provide direction and control for this ESF and public health operations.
- > Be prepared to mass medicate the entire population of Carteret County, and the surrounding municipalities, except for the local active duty military population, if required.
- > Be prepared to request the Strategic National Stockpile (SNS) of Federal medicine, and distribute locally, if required.
- > Provide liaison to the County EOC.

2. Onslow-Carteret Behavioral Health Care Services (BHCS) Area Program Coordinator

- > Be the primary coordinating agency for this ESF in matters pertaining to behavioral health care services and issues.
- > Organize, train, and deploy Critical Incident Stress Debriefing (CISD) teams for support to emergency operations in the County, and the surrounding municipalities.
- > Upon request, report to the County EOC, or provide a representative/s as a 24/7 liaison, to direct and control behavioral health care operations in the County.
- > Provide for 24/7 behavioral health care services during emergency operations to include critical incident stress debriefings for evacuees in emergency shelters, disaster victims, and all personnel that support emergency operations in Carteret County, and the surrounding municipalities to include public health, hospital/medical services personnel; and volunteers.
- > Identify evacuees in emergency shelters and mass care facilities that may require critical incident stress debriefing or behavioral health care services, and be prepared to provide that service on-site or other location, if required.
- > During an emergency situation, be prepared to relocate patients under the BHCS care to a safe location, if required.
- > Develop procedures for continuity of treatment services and medication for relocated patients under BHCS care.
- > Provide sites, as available, for temporary mental health hospitals/ clinics for mentally ill patients.
- > Assist ARC with inquiries and inform families on status of individuals injured or missing.

3. American Red Cross Director – Coastal Carolina Chapter

- > As appropriate, assist the County Health Director and CGH Disaster Coordinator with the provisions of this ESF.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- > Assist the County Behavioral Health Care Area Program Coordinator with identifying evacuees in ARC managed emergency shelters and mass care facilities that may require critical incident stress debriefing or behavioral health care services.
- > Provide blood and plasma through blood donor programs.
- > Provide nursing staff and aids as requested.
- > Assist with answering inquiries and inform families on status of individuals injured or missing.
- > Provide volunteers to assist in the care of special needs population.

4. Carteret County Amateur Radio Emergency Service (ARES)

Provide backup emergency communications to the Carteret General Hospital, County Health Department, and the County Senior Center with pre-existing and augmented Amateur Radio equipment, and trained Amateur Radio Operators, as required, and in accordance with the Carteret County ARES/ Carteret County MOU/ Emergency Communications Plan.

5. Carteret General Hospital President

- > Develop and implement procedures to provide medical services for a mass casualty/ fatality incident in the County, or the surrounding municipalities.
- > Develop and implement a comprehensive and responsive patient tracking system.
- > Implement the hospital disaster plan.
- > Maintain liaison with County EMS Director and provide medical guidance as needed to field units.
- > Establish and maintain interoperable medical communications, as required.
- > During emergency situations provide direction and control for hospital staff, and coordinate transportation of casualties and medical resources to health care and medical facilities.
- > Provide for emergency/ disaster victim emergency treatment, hospital care, and when requested, dispatch triage physician teams to emergency sites.
- > Develop procedures to address a bioterrorism event in the County or surrounding municipalities (Refer to *Annex III – Response, ESF 18 – Anti-Terrorism* in this EOP).
- > Identify facilities for possible expansion into emergency medical treatment centers, or as alternate sites to be used during an emergency situation.
- > Prepare procedures for reducing patient populations (e.g., discharge of less critically ill patients), if bed spaces are required for patients that are more critical.
- > Arrange for the restocking of medical supplies and equipment.
- > Maintain a listing of other County and area medical facilities for patient diversion if Carteret General Hospital becomes overwhelmed.
- > Provide space as available for temporary hospital/ medical treatment facilities.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- > Provide liaison to the County EOC, when activated.
- > Ensure that nursing homes develop procedures for care of those remaining in the hazard area (e.g., patients; key workers).
- > Maintain liaison with the Eastern Regional Advisory Committee (ERAC) for coordinating hospital service requirements throughout the region.

6. County Emergency Medical Services Director

- > Plan for emergency medical service requirements, mass casualty/ triage operations, evacuation support, and emergency services transportation.
- > Prepare or assist in the preparation of plans and SOPs in support of County EMS and Rescue operations during emergencies and provide for coordination with other emergency services (e.g., fire, law enforcement, hospital, etc.) including private support groups.
- > Coordinate emergency medical services with Carteret General Hospital and County Health Department representatives, as appropriate.
- > Maintain listing of nursing homes and send updated copies to County ESD.
- > Ensure that nursing homes develop evacuation procedures including the discharge of less critically ill patients.

7. County Emergency Services Director

Assist all organizations supporting this ESF in the County, and the surrounding municipalities, in obtaining required outside assistance and resources, as necessary.

8. County Medical Examiner

- > Develop procedures for the recovery, identification, registration and disposition of the dead. These procedures should include use of professionals and volunteers to sort, document, and identify dead and the establishment of a morgue.
- > Be prepared to recruit other professionals and volunteers to assist with sorting, documenting, and identifying human remains, and establishing temporary morgues, as required.
- > During a mass fatality incident, coordinate medical examiner and mortuary operations with law enforcement, ambulance services, pathologists, the ARC, dentists, X-ray technicians, County funeral home directors, and DMORT, as required.
- > Coordinate notification of next of kin, and release remains, and deceased person's personal effects, with local law enforcement, the ARC Director – Coastal Carolina Chapter, and clergy services.
- > Coordinate with the County Emergency Services Director if outside assistance is required for resource equipment and supplies (e.g., refrigerated trucks; body bags).
- > Develop a tracking system/ procedures for human remains.

9. Superintendent of Carteret County Schools

- > Provide buses and drivers, on request, for evacuations of medical and health care facilities.
- > Provide school facilities for shelters.
- > Provide trained medical/health personnel (e.g., school nurses, counselors, etc.) as available.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

V. DIRECTION AND CONTROL

A. County Health Director

The County Health Director will direct and control public health services and operations in the County, and the surrounding municipalities.

B. County Behavioral Health

The Onslow-Carteret Behavioral Health Care Services (BHCS) Area Program Coordinator will direct and control behavioral health care services to include critical incident stress debriefing for the County, and the surrounding municipalities.

C. Medical Services

The Carteret General Hospital President will coordinate medical services for the County, but direction and control of medical services in the County will be the responsibility of the organization providing the medical service.

D. Fatality and Mortuary Activities

The County Medical Examiner will direct and control all activities connected with identification of the dead, causes of death, and emergency situation mortuary services.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Public Health

1. County Health Director
2. Deputy Health Director
3. Environmental Health
4. Director of Nursing (County Health Department)

B. Line of Succession – Behavioral Health Care Services

1. BHCS Area Program Coordinator
2. TBD
3. TBD

C. Line of Succession – Medical Examiner

1. County Medical Examiner

D. Line of Succession – Other Organizations Supporting this ESF

Lines of succession for other organizations that support this ESF are in accordance with the organization's established policy.

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Reports and Records

The County Health Director will arrange for the collection, processing, and security of vital records, statistics, and other documentation. The County Health Director will determine what operating records will be essential for post disaster analysis and will require maintenance of these records.

2. Mutual Aid Agreements

Assist in the effecting of mutual aid agreements leading to availability of additional medical response teams. Provide medical response team personnel augmentation support.

3. Disease Outbreak Data

Disease outbreak data and information will be collected and forwarded to appropriate State, and Federal officials.

4. Environmental Health Inspections

Environmental Health Inspections may be required with increased frequency.

5. Maps, Charts, GIS Data

The County Health Director will maintain maps, charts, and GIS data relative to the emergency situation.

6. Recall Rosters

B. Logistics

1. County Health Director will provide for acquiring of additional medical/ health equipment and supplies. Prepare for the emergency requisition of medical/ health equipment and supplies.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 8 – Public Health and Medical Services* rests with the County Health Director.

2. Other primary and support agencies to this ESF will assist the County Health Director in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ESD, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County Health Director will train to and exercise this ESF periodically, as necessary.
2. The County Health Director, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.
3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES

NC General Statutes, Chapter 130a

**ANNEX III – RESPONSE
ESF 9 - Search and Rescue**

PRIMARY AGENCIES	RESPONSIBLE POSITION
Police Department	Police Chief / EM Director
Fire/EMS Department	Fire Chiefs
SUPPORT AGENCIES	RESPONSIBLE POSITION
County Emergency Services Department	Emergency Services Director
Incident Commander	Incident Commander

I. PURPOSE

This Emergency Support Function provides guidance in coordinating search and rescue (SAR) activities in the town, to include a search for a missing or lost person/s, missing watercraft, or suspected drowning. It outlines the general procedures that may be implemented as necessary for a successful search, to include providing medical assistance to victims upon rescue.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The NC Emergency Management Act of 1977 sets forth the responsibilities of State and local governments to prepare for the prompt and efficient care and treatment of injured persons.
2. The primary objective when searching for lost or missing persons is to find the lost person in the best possible condition, expeditiously, while expending resources wisely.
3. SAR incidents may be crime scenes and all precautions to protect evidence must be used. Immediate and hourly communications between searchers and law enforcement is necessary for an effective search.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

4. This procedure is designed to be used by the Carteret County Sheriff's Department and the County Emergency Services Department in coordination with other local and county emergency response organizations.
5. To the extent possible searches will be managed in accordance with guidelines produced by the National Association for Search and Rescue (NASAR).

B. Assumptions

1. Search is an action likely performed under emergency conditions.
2. Use of this procedure of action will result in an improved Search and Rescue (SAR), management awareness, accurate expenditure of resources, and coordination between agencies, good communication, and accurate planning techniques. All agencies engaged in a search operation, whether government affiliated or private, will use this ESF when performing a search mission originating within the town.
3. Pre-designated individual(s) specially trained in directing and coordinating SAR operations, will accomplish prompt execution of County SAR procedures.
4. The rapid identification of essential resources and the prompt provision of resources by municipalities, counties, state, federal government or the private sector will improve SAR response capabilities.
5. The Incident Command System (ICS) will be used to coordinate the efforts of all agencies involved in a search.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

1. Atlantic Beach

The Town will use its existing emergency/first response resources and the county emergency services department to conduct SAR operations.

2. Incident Command

The Town will use the NIMS incident command system structure for SAR operations conducted within the town.

B. Concept of Operations

The Atlantic Beach E-911 Communications Center, The Atlantic Beach E-911 communications center shall notify the Town's duty police patrol upon receipt of a report of any of the following incidents.

1. Reports of lost or missing institutionalized persons.
2. Reports of lost or missing children or elderly.
3. Situations requiring a missing persons report or entry into law enforcement records.
4. Mentally challenged/ despondent persons who have been reported lost or displaced.
5. Overdue persons such as hikers, anglers, boaters, etc.
6. Missing persons with medical problems.
7. Suspected drowning.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

C. Initiating a Search and Rescue (SAR) Mission

Upon determination that a need exists to initiate a SAR operation, the duty police officer shall notify the communications center, which in turn, will promptly activate the following:

1. On duty police shift supervisor
2. Set tones for Fire/EMS to report scene.
- c. Town Emergency Manager

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. All organizations that support this ESF are responsible for developing their respective SOG/s for conducting search and rescue operations in the town.
2. Organizations that support this ESF are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
3. All organizations supporting this ESF will coordinate their plans and operations with the Police Chief, Fire/EMS Chief, and the Emergency Manager.
4. Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the County EOC, when activated, for processing and prioritization or directly to the County ESD when the County EOC is not activated.

B. Specific Key Position Responsibilities

1. Police Chief/EM Director

Be the primary coordinating agency for this ESF in matters pertaining to search and rescue, less those events where SAR operations are being carried out in a collapsed structure or waterborne rescue. Be prepared to conduct search and rescue operations in an emergency situation. Support SAR operations as requested by the Incident Commander.

2. Fire, Rescue & EMS Chief

The Fire, Rescue & EMS Chief shall have overall responsibility for developing search patterns and procedures to locate emergency victims in damaged areas; and locating, extricating and providing for the immediate medical treatment of victims trapped in collapsed structures and waterborne rescue.

3. County Emergency Services Director

The County Emergency Services Director will assist in providing outside assistance from State and Federal emergency management other resources including military support, if required, for SAR operations.

V. DIRECTION AND CONTROL

Direction and control will be established through the Towns Incident Command System and SOG's as defined and designated within this procedure.

1. **The Police Chief** has the overall responsibility for direction and control of SAR missions conducted in the town.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. **The Police Chief** or designee shall appoint the SAR IC under normal circumstances.
3. If the SAR operation involves a situation where a person or persons is suspected to be trapped in a collapsed building, or requires water rescue, the Fire/EMS Chief or designee will appoint the SAR IC .
 - a. The IC will appoint the: SAR Command Group, SAR Supervisor(s), Support Functions
 - b. Unified Command System: SAR operations that span more then one political jurisdiction will implement the NIMS Unified Command system.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Police Chief

1. Police Chief
2. Police Major
3. Patrol Commander
4. Shift Supervisor Lieutenant or Sergeant

B. Line of Succession – Fire/EMS Chief

1. Fire/EMS Chief
2. Deputy Fire Chief
3. Next Senior Fire Officer

C. Line of Succession – SAR Mission Incident Command

1. The law enforcement agency representative with primary jurisdiction.
2. **Emergency Manager**
3. The SAR team supervisor

D. Lines of Succession - Other Organizations Supporting this ESF

Lines of succession for other organizations that support this ESF are in accordance with the organization's established policy

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. SAR Journal and Records

Maintenance of SAR operations journals and records relating to SAR missions are the responsibility of the agency with jurisdiction.

2. SAR Forms

All organizations participating in SAR operations in the town will maintain and use standard ICS forms for recording and reporting purposes. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Logistics

1. Outside SAR Resources

County Emergency Services Department will maintain a list of contacts of other SAR resources if outside assistance is required. Also, refer to the *Basic Plan, Paragraph VII.B, Logistics* in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 9 – Search & Rescue* rests with the Police Chief.

2. Other primary and support agencies to this ESF will assist the Police Chief in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support - Organization SOG/s

All organizations that support this ESF will develop and maintain their own organization's updated SOG/s and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the Emergency Manager, as necessary.

C. ESF and SOG Training and Exercises

The Police Chief will train to and exercise this ESF periodically, as necessary. The Police Chief in coordination with other emergency organizations will schedule and conduct required training activities to ensure understanding of this ESF. Training to and exercise of individual organization's SOG/s that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES: NONE

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

**ANNEX III – RESPONSE
ESF 10 – Hazardous Materials**

PRIMARY AGENCIES	RESPONSIBLE POSITION
Board of County Commissioners	Chairman
Emergency Services Department	Emergency Services Director
Fire Marshal Office	Fire Marshal Hazardous Materials Coordinator (County Fire Marshal)
Municipal and Volunteer Fire Departments	Fire Chiefs
SUPPORT AGENCIES	RESPONSIBLE POSITION
County Emergency Medical Services Division	EMS Director
County Health Department	Health Director
County Sheriff's Department	Sheriff
Local Emergency Planning Committee	President
Municipal Police Departments	Police Chiefs

I. PURPOSE

This Emergency Support Function (ESF) provides basic information and guidance for a coordinated response to a potential or actual hazardous material (HazMat) incident (chemical, biological, and radiological) within Carteret County or Pine Knoll Shores

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The threat of a major incident involving HazMat has increased due to the growth in manufacturing, transportation, and use of chemical and radioactive material.
2. HazMat is daily transported through Carteret County, and used and stored at several fixed sites within the County, creating a relatively high exposure to potential HazMat incidents.
3. Areas at risk include highways, rail lines, waterways, and facilities that use large quantities of HazMat, such as water and wastewater facilities.
4. Terrorist incidents involving WMD, including chemical, biological, and radiological material, represent additional risks associated with HazMat.
5. Progress Energy manages the Brunswick Nuclear Power Plant located approximately 85 miles to the S of the County. The emergency response plan for the Brunswick Nuclear Power Plant is published separately as the North Carolina Emergency Response Plan, Brunswick Nuclear Power Plant (BNPP); a copy is maintained in the Carteret County Emergency Operations Center (EOC).
6. The calculated initiation of strategic nuclear war by any nation is considered a remote possibility. Nevertheless, nuclear war could occur through accident, miscalculation, an irrational act, or the unplanned escalation of a general limited war. Additionally, terrorist groups have both threatened and advocated the use of explosive nuclear devices, e.g. a "suitcase nuke" or a "dirty bomb". Therefore, planning, preparedness, and response plans must also provide for these types of radiological events.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Assumptions

1. Natural or human-caused disasters, including transportation accidents, could result in numerous situations in which HazMat is released into the environment.
2. Major HazMat incidents could threaten or harm a significant number of people within the County, with little or no warning. Additionally, severe damage could be caused to property or the environment if not immediately contained or controlled.
3. A nuclear accident or attack in the County could cause significant loss of life and property.
4. Planning, training, and coordination of emergency response personnel will serve to reduce HazMat hazards and associated risks.
5. A HazMat incident may require evacuation of the area threatened or affected by the HazMat incident (Also refer to *Annex III – Response, ESF 1 – Transportation and Evacuation* in this EOP).
6. Residents and transients will cooperate with local officials, and follow recommended protective actions such as evacuation and/ or relocation to designated reception areas or shelters.
7. Evacuees may be isolated from their homes or work places for prolonged periods of time.
8. A major HazMat incident could quickly escalate beyond the capabilities of local responders requiring outside assistance.
9. State and Federal HazMat assistance although available may take several hours to several days to arrive on scene.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

1. Local Emergency Planning Committee

The County has formed a Local Emergency Planning Committee (LEPC) pursuant to the Superfund Amendments and Reauthorization Act (SARA); Title III - "The Emergency Planning and Community Right-To-Know Act of 1986", Sec. 303(c). that provides oversight to HazMat used and stored in the County by local businesses. The Carteret County LEPC brings private industry together with public emergency response agencies for the purpose of helping to reduce the community's risks from accidents involving HazMat. The LEPC also participates in all-hazards planning.

2. County Hazardous Materials (HazMat) Coordinator (County Fire Marshal)

The County has appointed a County HazMat Coordinator, who has the overall responsibility of coordinating the County's HazMat program and the activities of the LEPC.

3. County Health Department

The County Health Department is organized to respond to a deadly biological agent that may appear in the County and have separately developed response, recovery plans for various communicable disease and HazMat scenarios.

B. Concept of Operations

1. General

Each HazMat incident presents a unique situation, requiring a unique, but interrelated response by various emergency response personnel.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. HazMat Emergency Conditions

HazMat incidents that may occur in the County are divided into three (3) different levels of seriousness that require a different degree and/ or level of response.

3. Potential Emergency Condition

A Potential Emergency Condition is a HazMat incident that can be controlled by the first response agencies and does not require evacuation of other than the involved structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to human health, the environment, or property.

4. Limited Emergency Condition

A Limited Emergency Condition is a HazMat incident involving a greater hazard or larger area which poses a potential threat to human health, the environment or property and which may require protective action including limited evacuation or in-place sheltering.

5. Full Emergency Condition

A Full Emergency Condition is a HazMat incident involving a severe hazard or a large area which poses an extreme threat to human health, the environment and property and will probably require a large-scale evacuation; or an incident requiring the expertise or resources of the County, State, Federal and/or private agencies/ organizations and a higher level of response capability.

6. HazMat Incident Responsibility

The affected political subdivision has the primary responsibility for protecting life, property and environment threatened by HazMat incidents except in those areas specifically preempted by state or federal law.

- a. Clean up is the primary responsibility of the owner of the source of the HazMat, if known.
- b. Minor HazMat incidents (Potential or Limited) involving chemicals or toxic or biological powder will be managed by local Fire Chiefs of the fire district where the HazMat incident has occurred, and within their individual response capability and authority.
- c. Major HazMat incidents (Full) involving large amounts of toxic HazMat, a large geographical extent, or a widespread deadly biological agent may require the activation of the County EOC, and/ or a request for appropriate outside assistance.

7. HazMat Response Levels

HazMat Response Levels within NC are categorized into three levels by the Office of the State Fire Marshal and include:

a. Level 1 Incident:

Incidents that can be readily controlled/stabilized by trained and equipped first responders at the operations level of certification.

b. Level 2 Incident:

Incidents that require special resources (technician level of certification) for control/stabilization.

c. Level 3 Incident:

Incidents that require special resources (technician level of certification) and other outside resources for support.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

8. Specific

a. HazMat Response Organizations: There are four (4) categories of HazMat Response Organizations in the County.

- (1). HazMat and Fire Fighting – Fire Departments to include Municipal and Volunteer Fire Departments;
- (2). Law Enforcement – Sheriff's Department, Municipal Police Departments, and the State Highway Patrol;
- (3). Medical Services – County Emergency Medical Service (EMS), and Rescue Squads, and;
- (4). Health Care and Environment – County Health Department

b. Incident Command System (ICS): All HazMat Response Organizations in the County will respond under the Incident Command System.

- (1). The Incident Command System (ICS) will be implemented during a HazMat incident in accordance with the National Incident Management System (NIMS), as a joint, coordinated endeavor, serving to effect intra-agency cooperation between all authorities having responsibilities for public safety and environmental protection for that HazMat incident.
- (2). If the HazMat incident involves more than one Fire District or political sub-division, a Unified Incident Command system will be implemented.
- (3). Command of a HazMat incident will be initially from a field command post location. The County EOC may be activated via the County ESD if, in the opinion of the IC, direction and control of the incident can be better facilitated from the County EOC.

c. Incident Commander (IC)

- (1). If a chemical, radiological, or suspicious liquid or powder, HazMat incident occurs the local Fire Chief (or designee), where the HazMat incident occurred, will normally be considered the on-scene Incident Commander (IC) responsible for managing emergency responses to the HazMat incident within the established authority or the responding organizations and in accordance with applicable regulations (Refer to *Basic Plan, Appendix 6, Incident Command System* in this EOP).
- (2). If a widespread biological incident occurs the County Health Director will be the IC and activate applicable biological response and mass medication plans, as appropriate.
- (3). If the HazMat incident involves a crime scene the Sheriff (or designee), or local Police Chief, will be the IC, as dictated by the jurisdiction.
- (4). If the HazMat incident becomes a suspected terrorist event as determined by the Sheriff or local Police Chief, the FBI will be immediately notified.

d. IC Initial Actions

- (1). Response to a HazMat incident will be defensive in nature and responding departments will perform only to the level trained.
- (2). HazMat incident notification will be carried out in accordance with *Appendix 1, Notifications Chart for Hazardous Materials Incidents* in this ESF.
- (3). When responding to a fire at a facility with known existing HazMat, emergency responders will assume involvement with HazMat unless otherwise advised, or determined.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

(4). Upon notification of a HazMat incident the IC will request that the County HazMat Coordinator obtain a NC State Emergency Management incident number to extend liability coverage to registered local volunteers and equipment responding in a specialized or general support capacity.

(5). The initial action of the IC should be to determine the extent of the emergency condition of the HazMat incident, whether Potential, Limited, or Full, as defined above, and establish emergency response actions in accordance with applicable SOG/Ps, and other regulations.

(6). Primary consideration, if safe to do so, will be given to life saving operations and protection of the public by either evacuation or in place protection.

(7). Protection of property and environment will be secondary.

e. IC Follow-on Actions

(1). Securing the scene, establishing the hot zone, identification of the HazMat, defensive measures, containment or control of the HazMat, public notification, evacuation of threatened persons and animals, decontamination, medical treatment, and cleanup are all items to be considered by the IC and implemented in accordance with departmental SOG/Ps and applicable regulations (Also refer to *Hazard Specific Checklists for HazMat Incidents* in this EOP).

f. HazMat Identification

HazMat sometimes can be identified from several sources if detection equipment is not available to include:

- (1). Owner, driver, or plant engineer, etc., if available
- (2). US DOT Emergency Response Guidebook
- (3). Material Safety Data Sheets (MSDSs)
- (4). SARA Tier II Emergency and Hazardous Chemical Inventories (Contact the County HazMat Coordinator)
- (5). SARA designated Facility Emergency Coordinators
- (6). Shipping papers
- (7). Placards and product labels
- (8). Product containers
- (9). Emergency Support Information Services (e.g., CHEMTREC, etc)

g. Local IC Assistance

(1). The County Fire Marshal/ HazMat Coordinator is available to support any of the local Fire Chiefs upon request via the County E-911 Communications Center.

(2). If required, additional HazMat support can be requested from Marine Corps Air Station Cherry Point Fire Department via the County ESD, and the MCAS CP Assistant Chief of Staff for Operations.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

h. State and Federal Outside Assistance

- (1). If outside assistance is required for a chemical or radiological incident, one of the State's Regional Response Team's can be requested from the State EOC via the County ESD. Carteret County is in RRT #2's jurisdiction that responds out of the City of Wilmington.
- (2). If outside assistance is required for a biological incident, one of the State's Public Health Regional Surveillance Teams can be requested from the NC Department of Health and Human Services. Carteret County is in PHRST #2's jurisdiction that responds out of the City of Wilmington. (or National Guards 42nd Civil Support Team out of Greenville)
- (3). For additional outside assistance required for a radiological incident, support can be requested from the NC Department of Environment and Natural Resources (NCDENR) Radiological Protection Division via the County ESD and the NC State EOC.
- (4). If further outside assistance is required beyond the capability of NC State assets, the NC State EOC will request it from the appropriate Federal Agency.
- (5). When local agencies (fire services, law enforcement, or health department, etc.) have IC responsibilities, the State and Federal responders will be to support and coordinate with the local IC, as requested.
- (6). When outside personnel and resources are working in support of local response agencies, they will respond to tasks and assignments through or in conjunction with the on-scene IC, as requested.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. All organizations participating in or supporting HazMat emergency operations in the County, or surrounding municipalities, are responsible for the safety of their personnel, including provision of personal protective equipment (PPE), training in the dangers of hazardous materials, emergency response techniques and procedures, protective measures, and PPE; and medical monitoring of personnel as required by current regulations.
2. All organizations that support this ESF are responsible for developing their respective SOG/Ps for conducting HazMat emergency operations in the County, or the surrounding municipalities.
3. All organizations that support this ESF in the County, or surrounding municipalities, are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
4. All organizations supporting this ESF in the County, or the surrounding municipalities, will coordinate their plans and operations with the County ESD, and/ or County Health Director, as appropriate.
5. Any organization supporting this ESF that requires additional resources or outside assistance during emergency operations should make their request to the Carteret County E-911 Communications Center, as applicable.
6. If non-emergency outside assistance is required, forward the request to the County EOC Support Group Chief located in the County EOC, when activated, or to the County ESD for processing and prioritization.

B. Specific Key Position Responsibilities

1. Chairman of the County Board of County Commissioners

Authorize forming the Local Emergency Planning Committee (LEPC) in accordance with SARA, Title III. Provide fiscal support and administrative resources to County HazMat Emergency Operations, as appropriate.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. County Emergency Services Director (County ESD)

- a. Be the primary agency for overall coordination of the County's HazMat program through the County Fire Marshal, and the County HazMat Coordinator for chemical, radiological, and suspicious liquid or powder agents.
- b. Coordinate biological HazMat planning and emergency operations with the County Health Director.
- c. Ensure continuity of the Local Emergency Planning Committee (LEPC) activities and coordination with government, industry, and local emergency services, and that the LEPC remains active and is included in all-hazard emergency planning to assist the County in meeting its emergency management objectives and goals.
- d. Identify and keep records of available resources and equipment that may be used to support HazMat emergency operations in the County.
- e. Ensure that opportunities for appropriate HazMat training are made available to emergency responders as required by CFR 1910.120.
- f. Provide opportunities for HazMat exercises for the countywide HazMat emergency response system and ensure that after action/ lessons learned are conducted following the exercises, or actual emergency responses.
- g. Ensure documentation and coordination of necessary HazMat records and reports.
- h. Identify deficiencies in the HazMat program and implement necessary corrective actions, as appropriate.
- i. Be prepared to request HazMat outside assistance from appropriate State and Federal resources, when required.

3. County Fire Marshal

- a. Support the local Fire Chiefs responding to HazMat incidents, as required.
- b. Be prepared to assume Incident Command for a Unified Incident Command formed for a HazMat incident involving several jurisdictions within the County.
- c. Also serve as the County HazMat Coordinator.
- d. Serve as the County's primary point of contact for HazMat emergency planning and coordination.
- e. Coordinate the County's overall HazMat program and planning in conjunction with the County ESD, and other applicable organizations and positions.
- f. Coordinate LEPC activities for the County ESD.
- g. With assistance from the Fire Chiefs, ensure that facilities with hazardous materials in County are identified and submitted to the LEPC via the County HazMat Coordinator, the designated fire department, and the NC Emergency Response Commission (NCERC), and appropriately catalogued by the LEPC, in accordance with SARA Title III, and other applicable regulations.
- h. Ensure that the facility emergency response capabilities are effective, including provisions for the immediate and follow-up notification of the jurisdiction and state authorities in the event of a HazMat incident, under provisions of Sec. 304, Title III of SARA.
- i. Make every reasonable effort to ensure that facility personnel are knowledgeable of, and adequately trained in on-site emergency response actions, including recognition of release and notification procedures.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- j. Ensure that the facility maintains a current inventory of available HazMat emergency response equipment and resources.
- k. When requested, provide a qualified technical representative to the On-Scene Incident Commander, and the County EOC
- l. In support of the County ESD, ensure that required HazMat forms and reports are submitted in accordance with existing regulations.

4. Fire Chiefs

- a. Be prepared to respond to HazMat incidents within your respective Fire Districts within the established authority of your department and in accordance with current regulations.
- b. Develop and maintain response procedures to HazMat incidents.
- c. Ensure that firefighters are trained in HazMat awareness, operational, and/or technician level, as required.
- d. Assist the County Fire Marshal/ HazMat Coordinator with applicable HazMat responsibilities that fall within your fire district.
- e. Local assistance is available for HazMat incidents from the County Fire Marshal/ HazMat Coordinator, and the County EMS Director, if required.
- f. If outside assistance is required, request via the County ESD.

5. County EMS Director

- a. Be prepared to support the Incident Commander with EMS, if required.
- b. Develop and maintain EMS response procedures to HazMat incidents.
- c. Ensure that EMS members are trained in HazMat awareness, operational, and/or technician level operations, as required.

6. County Health Director

- a. Provide technical support to emergency response officials regarding environmental health issues, and biological agent concerns.
- b. Monitor and coordinate environmental health functions, as required.
- c. Develop and maintain response and recovery procedures to deadly biological agents that may appear in the County, to include procedures to receive and distribute the Strategic National Stockpile, and carry out mass medication operations.
- d. Provide technical assistance to NC DNER Radiation Protection Division, as required, when they are in support of emergency operations in Carteret County.
- e. Ensure that Health Department employees are trained in HazMat awareness, operational, and/or technician level operations, as required.
- f. Develop procedures to coordinate outside assistance from State and Federal health organizations.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

7. County Sheriff

- a. Provide scene security and access to HazMat incidents.
- b. Support the IC in HazMat incidents, as requested.
- c. Be prepared to assume or assign the role of IC if the HazMat incident also involves a crime scene.
- d. Develop and maintain response procedures to HazMat Incidents.
- e. Be prepared to assist the Health Director in transporting medicines during mass medication operations.
- f. Ensure that officers are trained in HazMat awareness, operational, and/or technician level, as required.

8. Local Emergency Planning Committee (LEPC) President

- a. The LEPC is tasked with fulfilling responsibilities regarding local emergency planning for extremely hazardous substances (EHS) pursuant to Title III of SARA, Sec 303, under the guidance of both the North Carolina Emergency Response Commission and the Carteret County Board of Commissioners.
- b. Assist the County ESD with all-hazards planning and preparations.
- c. Ensure an active chemical hazard identification program within the jurisdiction, as well as a vulnerability assessment and risk analysis.
- d. Ensure the public is educated through Public Awareness Programs for possible emergencies in their area, kept informed during a hazardous material accident, and permitted access to the County EOP, including information regarding HazMat within the community.
- e. Identify and assess the current level of prevention, preparedness, and response of existing programs, both as to capabilities and shortfalls.

9. Municipal Police Chiefs

- a. Provide scene security and access to HazMat incidents.
- b. Support the IC in HazMat incidents, as requested.
- c. Be prepared to assume or assign the role of IC if the HazMat incident also involves a crime scene.
- d. Develop and maintain response procedures to HazMat Incidents.
- e. Be prepared to assist the Health Director in transporting medicines during mass medication operations.
- f. Ensure that officers are trained in HazMat awareness, operational, and/or technician level, as required.

V. DIRECTION AND CONTROL

A. County HazMat Program

The County ESD will provide direction and control for the overall HazMat program within the County. The County HazMat Coordinator (County Fire Marshal) will coordinate the overall HazMat program within the County with the assistance of the County LEPC.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. HazMat Incident: The on-scene IC, as delineated in the Concept of Operations above, will provide direction and control for a specific HazMat incident.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – County HazMat Program

- (1). County ESD
- (2) Assistant County ESD
- (3) County Fire Marshal/ HazMat Coordinator

B. Line of Succession – Incident Command

- (1) Incident Commander (Local Fire Chief)
- (2) Deputy Incident Commander
- (3) Operations Officer

C. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for other organizations that support this ESF are in accordance with that organization's established policy

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. HazMat Records and Reports

Reporting of HazMat incidents will be in accordance with County, State, and Federal reporting requirements and procedures.

2. SARA, Title III Facilities/ Hazardous Materials

Information on each SARA, Title III facility identified as having extremely hazardous substances exceeding the threshold planning quantities, will be collected, catalogued, and maintained by jointly by the County ESD and LEPC, and made available to the County emergency responders and the public as required. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics

1. HazMat operations equipment and expendable supplies will be coordinated by the County ESD.
2. The County ESD will stockpile and maintain in reserve any HazMat PPE, detection, monitoring, decontamination, and remedial materials not issued to emergency response organizations at the County's Emergency Services Department storage facility. Also, refer to the *Basic Plan, Paragraph VII.B Logistics* in this EOP

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 10 – Hazardous Materials* rests with the County ESD.
2. Other primary and support agencies to this ESF will assist the County ESD in developing and maintaining this ESF.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support - Organization SOG's

All organizations that support this ESF will develop and maintain their own organization's updated SOG and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ESD, as necessary.

C. ESF and SOG Training and Exercises

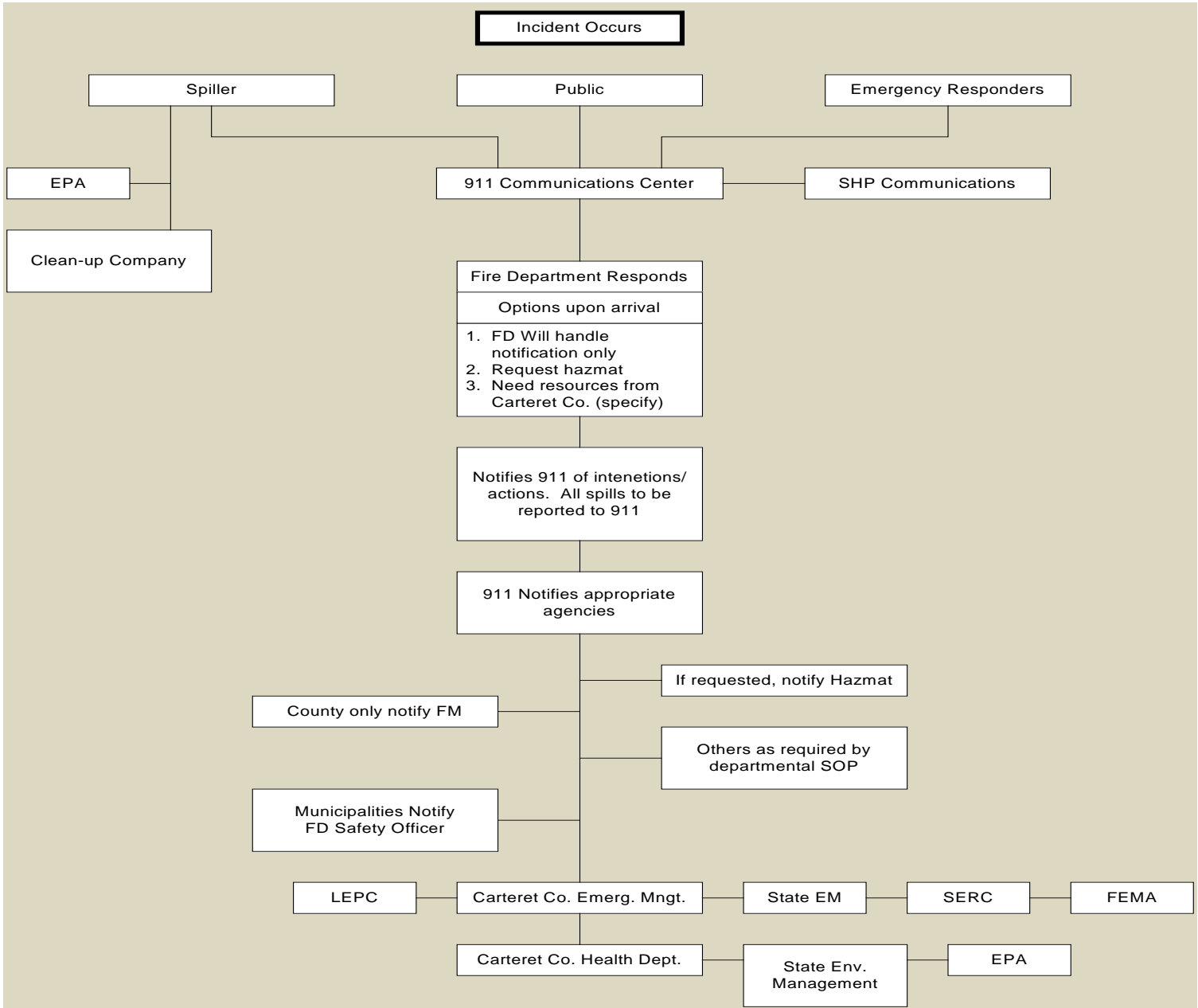
The County ESD will train to and exercise this ESF periodically, as necessary. The County ESD in coordination with other County emergency organizations will schedule and conduct required training activities to ensure understanding of this ESF. Training to and exercise of individual organization's SOG/ SOPs that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES

A. Authorities: *NC Executive Order #43; North Carolina Emergency Response Commission, April 7, 1987*

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

APPENDIX 1 – Notification Chart for Hazardous Materials Incidents



Notes: Sewage spills should be reported directly to the Carteret County Health Department. Carteret County Agencies will respond upon request.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

**ANNEX III – RESPONSE
ESF 11 – Food and Water**

PRIMARY AGENCY	RESPONSIBLE POSITION
County Emergency Services Department	Emergency Services Director
Town Emergency Management	Emergency Manager/EOC Logistics Chief
SUPPORT AGENCIES	RESPONSIBLE POSITION
ARC – Coastal Carolina Chapter	Director
Carteret County Schools	County Transportation Coordinator (Transportation Director of Carteret County Schools) Superintendent of Carteret County Schools
County Finance Department	County Resource Manager (As assigned by the County Finance Director)
County Health Department	Health Director
County Public Works Department	Public Works/ Utilities Director
County Social Services Department	Social Services Director
Salvation Army – Carteret County Chapter	Executive Officer

I. PURPOSE

This Emergency Support Function facilitates and provides guidance in identifying food, water, and ice needs during and in the aftermath of an emergency situation in Atlantic Beach and also outlines procedures to obtain these commodities and to distribute them to those in need.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. An emergency situation in the Town may deprive substantial numbers of people of food and water; and/or the means to prepare food. In addition to partially, or totally destroying food and supplies, a major emergency situation could disrupt the food and water distribution network.
2. Carteret County Schools and other local institutions and businesses maintain inventories of consumable commodities, and may be the source emergency food and water during an emergency situation.

B. Assumptions

1. It is beyond the scope of this ESF to plan for all food and potable water needs of all the residents and transient population of the Town, but the most critical needs may be planned for to reduce immediate and life sustaining requirements.
2. During or following an emergency situation in the Town there may be widespread damage and destruction to the infrastructure to include homes, grocery stores, food warehouses, water systems, transportation routes, and power.
3. An emergency situation may significantly increase the need for food, water, and ice.
4. Thousands of evacuees may be located in emergency or other temporary shelters and in immediate need of food, water, and ice.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

5. The critical need to obtain and distribute large quantities of food, water, and ice may overwhelm Town capabilities to perform this activity in an effective and efficient manner.
6. The County ESD will attempt to work with all community, humanitarian, and social service organizations to assist in the coordination of this ESF.
7. The majority of the effort to carryout this ESF will be performed by the American Red Cross and Salvation Army whom are the best trained organizations to assist with mass care and feeding operations in the Town.
8. Bulk water may have to be transported from outside the county to several water distribution points within the county to meet the requirements of those in need.
9. If not handled properly, food, water, and ice can easily become contaminated during an emergency situation, and result in the unintentional widespread transmission of harmful bacteria or toxins to large numbers of people or animals, causing widespread illness and fatalities.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

The County will use the existing government organization and resources with the assistance of local non-government organizations to carry out the provisions of this ESF. If required, the County ESD will obtain outside assistance to supplement local capabilities.

B. Concept of Operations

1. Actions undertaken by this ESF will be coordinated through the County EOC, when activated.
2. Available institutional food and water supplies should be inventoried at the first indication of an emergency situation.
3. The County Resource Manager should make contact with food, water, and ice sources at the outset of an emergency situation and provide notification and warning to them of a possible need in the immediate future.
4. The County Social Services Director in coordination with the County ESD; the ARC Director, Coastal Carolina Chapter; and the Salvation Army Executive Officer, Carteret County Chapter should consolidate the food, water, and ice requirements during and in the aftermath of an emergency situation in the County, and the surrounding municipalities; and provide this information to the County Resource Manager for processing.
5. All requests for food, water, and ice will be processed and prioritized through the County EOC Support Group Chief/ County Resource Manager, when activated.
6. The County Resource Manager will identify and manage the County Receiving Point for the collection and distribution of bulk food, bottled water, and ice, as required.
7. The Carteret County Chapter, Salvation Army Executive Officer; and the Coastal Carolina Chapter - ARC Director will assist the County Resource Manager with volunteers to collect and distribute food and bottled water supplies from the County Receiving Point, as required.
8. Priority will be given to providing food, water, and ice to areas of critical need, as established by the County EOC Management and Policy Group, which may be to the emergency responders and disaster workers in the field, medical facilities, emergency shelters, or other group of people depending on the given situation.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. It is expected the individuals, families, and organizations within the town be prepared for a minimum of 72 hours of total self sufficiency in regards to food, water, and ice.
2. All organizations that support this ESF are responsible for developing their respective SOG/s to carry out food, water, and ice procurement and distribution during emergency operations in the town.
3. All organizations that support this ESF in the town are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
4. All organizations supporting this ESF in the town will coordinate their plans and operations with the EOC Logistics Chief.
5. Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the EOC Logistics Chief, who will coordinate with County EOC, when activated, for processing and prioritization.

B. Specific Key Position Responsibilities

1. EOC Logistics Chief

- a. Be the primary agency for this ESF.
- b. Coordinate with the County EOC to develop emergency food, water, and ice procurement and distribution strategies and procedures with the support agencies to this ESF.
- c. Coordinate with the County EOC the effort to satisfy town emergency food, water, and ice requirements during an emergency situation.
- d. Request outside assistance for emergency food, water, and ice supplies when local resources do not exist or have been exhausted.

2. American Red Cross Director – Coastal Carolina Chapter

- a. Assist the County ESD and the County Resource Manager in developing strategies and procedures for identifying, obtaining, distributing, and sustaining food, water, and ice supplies for an emergency situation.
- b. At the outset of an emergency, assist the County Resource Manager in obtaining inventories of locally available food, bottled water, and ice supplies.
- c. Assist the County Social Services Director in determining food and water needs for disaster victims during an emergency situation.
- d. Develop emergency food, water, and ice supply sources for take home consumption or bulk distribution.
- e. Consistent with internal policies and capabilities, assist in mass care and feeding, and individual case assistance.
- f. Upon request, provide canteen services for emergency responders and disaster workers.
- g. Provide a liaison to the County EOC, when activated.
- h. Assist the County Resource Manager in managing the food, water, and ice collection and distribution from the County Receiving Point during and emergency situation, as required.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

3. County Health Director

- a. Coordinate and disseminate information regarding preventive measures for contamination of food and the purification of water.
- b. Monitor emergency food, water, and ice supplies for compliance with health regulations.

4. County Public Works/ Utilities Director

- a. In coordination with the County ESD; the ARC Director, Coastal Carolina Chapter; and the Salvation Army Executive Officer, Carteret County Chapter, assist in identifying sources of and obtaining bulk drinking water supplies, and identifying and managing water distribution points, if required.
- b. Coordinate transportation requirements for this ESF with the County Transportation Coordinator.

5. County Resource Manager (As assigned by the County Finance Director)

- a. In coordination with the County ESD, the County Resource Manager, the ARC Director, Coastal Carolina Chapter; and the Salvation Army Executive Officer, Carteret County Chapter; identify sources and develop procedures to obtain and distribute bulk food, water, and ice, if required.
- b. Establish procedures to track expenditures, receipt of, distribution, and where applicable consumption of emergency food, water, and ice for possible future reimbursement or auditing requirements.
- c. At the outset of an emergency situation, and in coordination with other support organizations to this ESF, inventory locally available food, bottled water, and ice supplies from Carteret County Schools, local institutions, and business for use in emergency operations.
- d. Purchase or solicit food and bottled water supplies to sustain the disaster workers and disaster victims, as required.
- e. Identify warehouse space to store temporary food and water supplies, if required.
- f. Establish logistical links with local organizations engaged in long-term mass care and feeding.
- g. Coordinate transportation and distribution requirements for this ESF through the County Transportation Coordinator

6. County Social Service Director

In coordination with the ARC Director, Coastal Carolina Chapter; and the Salvation Army Executive Officer, Carteret County Chapter, identify the number of people in emergency shelters and in the County in need of food, water, and ice; and provide this information to the County EOC Support Group Chief for processing.

7. County Transportation Coordinator (Transportation Director of Carteret County Schools)

Assist the County Resource Manager and the County Public Works/ Utilities Director with required transportation for the collection and distribution of bulk food, water, and ice, as applicable.

8. Salvation Army Executive Officer – Carteret County Chapter

- a. Assist the County ESD and the County Resource Manager in developing strategies and procedures for identifying, obtaining, distributing, and sustaining food, water, and ice supplies for an emergency situation.
- b. At the outset of an emergency, assist the County Resource Manager in obtaining inventories of locally available food, bottled water, and ice supplies.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- c. Assist the County Social Services Director in determining food and water needs for disaster victims during an emergency situation.
- d. Develop emergency food, water, and ice supply sources for take home consumption or bulk distribution.
- e. Consistent with internal policies and capabilities, assist in mass care and feeding, and individual case assistance.
- f. Upon request, provide canteen services for emergency responders and disaster workers.
- g. Provide a liaison to the County EOC, when activated.
- h. Assist the County Resource Manager in managing the food, water, and ice collection and distribution from the County Receiving Point during an emergency situation, as required

9. Superintendent of Carteret County Schools

Upon notification of an emergency situation, inventory available food, water, and ice supplies and provide this information to the County Resource Manager.

V. DIRECTION AND CONTROL

The County ESD has the responsibility of the overall direction and control of this ESF. The County Resource Manager has the responsibility of the overall direction and control of the County Receiving Point for managing and distributing incoming bulk food, water, and ice supplies.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Food, Water, and Ice

1. County Emergency Services Director
2. Assistant Emergency Services Director
3. County Fire Marshal

B. Line of Succession – Other Organizations Supporting this ESF

Lines of succession for other organizations designated to support this ESF will be in accordance with their established SOPs.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All organizations supporting this ESF that collect and distribute food, water, and ice must maintain accurate records of expenditures, receipt, distribution, and where applicable consumption of these commodities for possible future reimbursement or auditing requirements.

2. Also, refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics Refer to the *Basic Plan, Paragraph VII.B, Logistics* in this EOP.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 11 – Food & Water rests* with the County ESD.
2. Support agencies to this ESF will assist the County ESD in developing and maintaining this ESF.
3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills, and exercises, as appropriate.

B. ESF Support – Organization SOG’s

All organizations that support this ESF will develop and maintain their own organization’s updated SOG and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ESD, as necessary.

C. ESF and SOG Training and Exercises

1. The County ESD will train to and exercise this ESF periodically, as necessary.
2. The County ESD, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.
3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES: NONE

**ANNEX III – RESPONSE
ESF 13 – Military Support to Civil Authorities**

PRIMARY AGENCY	RESPONSIBLE POSITION
County Emergency Services Department	Emergency Services Director
SUPPORT AGENCIES	RESPONSIBLE POSITION
Carteret County Schools	County Transportation Coordinator (Transportation Director of Carteret County Schools)
Crystal Coast Disaster Coalition (CCDC)	Head of Supporting Organizations
County Administration	County Manager
County E-911 Communications Center	E-911 Comm Ctr Supervisor
County Finance Department	County Resource Manager (As assigned by the County Finance Director)
County Sheriff Department	County Sheriff

I. PURPOSE

This Emergency Support Function (ESF) describes the circumstances and conditions under which units of the NC National Guard and the Department of Defense (DOD) can provide defense/ military support to civil authorities (DSCA/ MSCA) in Carteret County. This ESF also outlines procedures for obtaining military assistance in support of emergency operations for the County, and the surrounding municipalities.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Protection of the public during an emergency situation may require the timely and coordinated support of military assistance to civil authorities. The *North Carolina Emergency Operations Plan (NC EOP)* stipulates general guidance, and procedures for integrating military support into civil emergency operations in NC.
2. When an emergency situation occurs that overwhelms the County's ability to respond with available public and private resources, a request for military assistance may be initiated to compliment, not substitute for, local resources.
3. In accordance with *DOD Directive 3025.1*, any military commander may do what is required and justified to save human life, prevent immediate human suffering, or to mitigate great property damage or destruction in support of civil emergency operations if waiting for instructions from higher authority would preclude an effective response. If action is taken in an emergency situation in the absence of instructions from higher authority, the military commander is then required to report that action taken to their chain of command and to the civil authority affected as soon as possible.
4. Crystal Coast Disaster Coalition (CCDC): Carteret County, the surrounding municipalities, local military installations, and other select organizations have formed the CCDC to coordinate local civilian-military planning, training, and exercise for emergency operations. The purpose of the CCDC is to coordinate local (military and civilian) emergency services assets in the event of an emergency situation in the County, surrounding municipalities, or local military installations..

B. Assumptions

1. The military is capable of providing a wide range of support to local governments in an emergency situation.
2. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local capabilities and resources have been, or will imminently be, exhausted; or do not exist.
3. All military assistance, except requests during imminent serious situations as described herein, will be requested through the Division of NC Emergency Management State EOC via the County ESD.
4. Military support from outside the County may be delayed until the governor declares a State of Emergency or there has been a presidential declaration.
5. It may take 48-hours or longer to receive military assistance from outside the County.
6. When deployed to provide MSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

1. Military forces available to support local emergency operations in NC primarily include:
 - a. Marine Corps Air Station Cherry Point
 - b. North Carolina Army and Air National Guard
 - c. National Guard 42nd Civil Support Team
1. The 42nd Civil Support Team (CST) is a high-priority response unit that is organized to support civil authorities when responding to a weapon of mass destruction (WMD) situation. The unit is divided into six sections to include a command,

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

operations, communication, administration/ logistics, medical, and survey section. The sections are staffed with 22 full-time National Guard members, who have been specially trained and equipped to provide a technical reach-back capability to other experts, as required.

2. The mission of the 42nd Civil Support Team is to deploy to an area of operations to: Assess a suspected nuclear, biological, chemical or radiological (NBC/R) event in support of a local incident commander; Advise civilian responders regarding appropriate action, and; Facilitate requests for assistance to expedite arrival of additional state and federal assets to help save lives, prevent human suffering and mitigate great property damage.

3. Other DOD forces as assigned by the Secretary of Defense.

B. Concept of Operation

1. If Carteret County, or the surrounding municipalities, cannot accommodate a resource request using local assets, a resource request will be made to the Division of NC Emergency Management State EOC, via the County ESD. Under most circumstances it is up to the State to determine the appropriate means of meeting the County's request, including the use of military support. If however, military support is obviously required because of the scope of the emergency, required capability or resource, or timeliness, military support may be directly requested, but may not necessarily be approved.

2. If the County Resource Manager is aware of a specific resource owned by the military and needed by the County, the specific resource may be requested as part of the request; however the request must state specifically what the requirement for the resource is, in order that the military authority providing the support can make the final determination of the type of capability or resource required to meet the stated requirement.

3. The County ESD may request assistance directly from the military, and a military unit commander can respond to direct requests for assistance, if:

a. An imminently serious situation exists (An imminently serious situation is one in which there is an imminent threat to human life and/ or to property which will cause human suffering).

b. The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.

c. The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the county in alleviating the situation.

d. The County is willing to certify to military authorities that the above conditions exist.

4. Military forces can support varied types and sizes of missions during emergency situations to include (not inclusive):

- a. Civil Disaster Relief Operations
- b. Civil Order
- c. Communications
- d. Damage Assessment
- e. Debris Clearance
- f. Explosive Ordinance Disposal
- g. Evacuation Assistance
- h. Food, First Aid, and other essential supplies
- i. Heavy Equipment
- j. Medical Services
- k. Military Transport

l. Monitoring and decontaminating of radiological, chemical, and biological agents; controlling contaminated areas; and reporting through national warning systems.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- m. Mortuary Services (Recovery, identification, registration, and disposal of human remains)
- n. Power Generation
- o. Restoration of Government Operations and Critical Infrastructure
- p. Security/ Protection of Critical Infrastructure
- q. Tentage
- r. Traffic Control
- s Urban Search and Rescue
- t. Water Treatment and Distribution.

5. Marine Corps Air Station Cherry Point may provide military support to local emergency operations in accordance with *DOD Directive 3025.1*, *Marine Corps Order 3440.7A*, and the *Crystal Coast Disaster Coalition (CCDC) Charter*.

- a. Requests for all local military support from MCAS Cherry Point will be requested from the Assistant Chief of Staff, Operations (AC/S OPS) via the County ESD.
- b. Requests for MCAS CP support can only be approved by the Commanding General, MCAS CP.
- c. The Commanding General or the Commanding Officer of the supporting military unit will determine the personnel and equipment required to accomplish the mission; or stated requirement. National Guard personnel on State Active Duty are subject to the NC Revised Statutes (NCRS) rather than Uniform Code of Military Justice.

6. The North Carolina National Guard (NCNG) may provide military support to local emergency operations in accordance with the *North Carolina Emergency Operations Plan (NC EOP)* and existing North Carolina National Guard Operations Plans for Military Support to Civil Authorities.

- a. The NC National Guard may provide personnel and military equipment during emergency and non-emergency situations.
- b. National Guard Units may provide non-emergency military support for community enhancements under the Domestic Action Program (DAP). The DAP allows National Guard units to build or improve community facilities such as playgrounds, municipal parks, etc., as a means to enhance rapport with the community and facilitate recruiting. Military assistance provided under DAP is federally funded for salaries, food, lodging, fuel and vehicle maintenance. The local government agencies involved must provide building materials, permits and pay for inspections, etc.
- c. Requests for NC National Guard will be requested from the Division of NC Emergency Management via the County ESD.
- d. Requests for NC National Guard Support can only be approved by the Governor of NC.
- e. To activate the NC National Guard, the Governor must sign an Executive Order, putting the Guard on State Active Duty. This process starts when the Chairman, Carteret County Board of Commissioners declares a Local State of Emergency and notifies the Governor via NC Emergency Management (NCEM) via the County ESD that adequate response is beyond the capability of local government.
- f. The National Guard Adjutant General will determine the personnel and equipment required to accomplish the mission; or stated requirement.
- g. When directed by the Governor or his representative, the Adjutant General will deploy NCNG personnel and equipment to assist civil authorities.

7. Other DOD military support to civilian authorities will be based on availability of forces, and the scale and scope of the emergency situation. DOD wartime needs are the first priority

- a. Requests for other DOD support will be requested from the Division of NC Emergency Management State EOC via the County ESD.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- b. The State EOC will determine if other DOD support is appropriate and forward the request to FEMA.
- c. If approved by FEMA, the request will be forwarded to the appropriate office in DOD.
- d. DOD evaluates requests for DSCA against the following criteria:
 - (1). Legality (Compliance with existing laws and regulations including Posse Comitatus)
 - (2). Lethality (Is use of lethal force required)
 - (3). Risk (Safety of forces)
 - (4). Cost (Who pays; and impact on the budget if the military unit or DOD pays)
 - (5). Appropriateness (Can local or other commercial resources fulfill the requirement?)
 - (6). Readiness (Impact on the military units primary mission).
- e. The exceptions to the above stated policies for requesting DSCA/ MSCA are:
 - (1). A military commander's responsibility and authority to respond to an emergency situation to save human life, prevent extreme human suffering, or mitigate great property damage.
 - (2). Military support for emergency operations that has been prearranged between local civil authorities and military commanders by legal mutual aid agreements or memorandums of understanding.
- 8. The NC Adjutant General will coordinate military support for civil authorities in North Carolina, through the NC State Emergency Operations Center (NC EOC) and/ or through the Eastern Branch, NCEM, as appropriate.
- 9. Military forces will retain integrity of their unit and follow the military chain of command, although the mission assignment shall be coordinated by/ with local government.
- 10. DSCA/ MSCA will terminate as soon as civil authorities are capable of handling the emergency situation

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

Any organization that supports emergency operations in the County, or the surrounding municipalities, that anticipates a requirement for military support will forward that request to the County ESD, for processing, and prioritization.

B. Specific Key Position Responsibilities

1. County Emergency Services Director

- a. Be the primary coordinating agency for *ESF 13 – Military Support to Civil Authorities* in matters pertaining to the overall coordination of all NCNG units providing or supporting emergency situation operations in the County.
- b. Maintain close liaison with the Assistant Chief of Staff, Operations, Marine Corps Air Station, Cherry Point, NC (AC/S OPS, MCAS CP) regarding the availability of personnel and equipment resources from local military facilities to assist with an evacuation; or to open shelters on local military facilities to temporarily receive evacuees.
- c. In conjunction with the A/CS OPS, MCAS CP coordinate the Crystal Coast Disaster Coalition (CCDC) activities in accordance with the *CCDC Charter* to include

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- (1). Civilian-Military joint planning, training, and exercises.
- (2). Interoperable communication networks to include accessible frequencies, phone numbers, and information technology services.
- (3). Unified Incident Command System requirements and operations.
- (4). Deployment of emergency response and support personnel for joint civilian-military emergency operations:

- d. Execute mutual aid agreements or memorandums of understanding for anticipated local military support, as deemed necessary.
- e. Locally screen for validity and applicability, process, and prioritize local requests for military support.
- f. Submit requests for outside military support to the Division of NC Emergency Management State EOC.
- g. Be prepared to request military support directly from local commanders when an imminent threat to human life or property exists that will cause human suffering.
- h. In coordination the County Resource Manager and the County Transportation Coordinator, identify staging areas for military support vehicles, receiving points, command and billeting locations, and fueling and drinking water points, as required.
- i. Act as the County's official liaison between supporting military units for emergency operations.

2. County Manager

In accordance with the NC Statewide EM Mutual Aid and Assistance Agreement, authorize the use of select County property to be used as a host area for supporting military units' staging areas and shelter, as required.

3. County E-911 Communications Center Supervisor

Insure interoperable radio communications capability with local military units that support emergency operations.

4. County Resource Manager (As assigned by the County Finance Director)

- a. Assist the County ESD and the *County Transportation Coordinator* in identifying staging areas for military support vehicles, receiving points, command and billeting locations, and fueling and drinking water points, as appropriate.
- b. Inform the County ESD of any anticipated requirements or requests for DSCA/ MSCA for local emergency operations.
- c. Transmit all requests for local military support to the Division of NC Emergency Management State EOC.
- d. Coordinate logistic requirements and support with responding military units, as appropriate.

5. County Sheriff

Coordinate military unit activities that are in support of civil order, evacuation, traffic control, and security. Keep the County EOC, when activated, apprised of military support operations within your purview.

6. County Transportation Coordinator (Transportation Director of Carteret County Schools)

- a. Currently the Transportation Director of Carteret County Schools also serves as the County Transportation Coordinator.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- b. Assist the County ESD and the County Resource Manager in identifying staging areas for military support vehicles, receiving points, command and billeting locations, and fueling and drinking water points, as appropriate.
- c. Inform the County ESD of any anticipated transportation requirements or requests for DSCA/ MSCA transportation support for local emergency operations.
- d. Coordinate transportation requirements and support with responding military units, as appropriate.

7. Crystal Coast Disaster Coalition (CCDC) Supporting Organization Heads

Be the coordinating organization to facilitate civilian-military joint planning, training, and exercises for emergency operations in Carteret County, the surrounding municipalities, and local military installations.

V. DIRECTION AND CONTROL

The County ESD has the overall responsibility and authority for the direction and control of DSCA/ MSCA to the County, and the surrounding municipalities.

VI. CONTINUITY OF GOVERNMENT

a. Line of Succession - DSCA/ MSCA Requirements and Coordination

- 1. County Emergency Services Director
- 2. Assistant County ESD
- 3. County Manager

B. Line of Succession – Other Organizations Supporting this ESF

Lines of Succession for other organizations that support this ESF are in accordance with that organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

Refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics

The County, or the surrounding municipality, may be liable for payment of any DSCA/ MSCA it requests. Also, refer to the *Basic Plan, Paragraph VII.B Logistics* in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

- 1. The primary responsibility for coordinating the development and maintenance of *ESF 13 – Defense/ Military Support to Civil Authorities* rests with the County ESD.
- 2. Support agencies to this ESF will assist the County ESD in developing and maintaining this ESF.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ESD, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ESD will train to and exercise this ESF periodically, as necessary.
2. The County ESD in coordination with other County emergency organizations will schedule and conduct required training activities to ensure understanding of this ESF.
3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES

- DoD Directive 3025.1, Military Support to Civil Authorities (MSCA), January 15, 1993
- DoD Directive 3025.12, Military Assistance for Civil Disturbances (MACDIS), February 4, 1994
- DoD Directive 3025.15, Military Assistance to Civil Authorities (MACA), February 18, 1997
- Marine Corps Order 3440.7A, Marine Corps Support to Civil Authorities, *October 13, 1998*
- National Guard Regulation 500-1, Military Support the Civil Authorities, June 2, 1997
- Carteret County, Crystal Coast Disaster Coalition (CCDC) Charter

**ANNEX III – RESPONSE
ESF 14 – Public Information and Warning**

PRIMARY AGENCY	RESPONSIBLE POSITION
County Administration	Public Information Officer (Assistant to the County Manager)
Town Emergency Management	Emergency Manager
SUPPORT AGENCIES	RESPONSIBLE POSITION
All Organizations	All Town Employees and persons that support emergency operations in the Town
Carteret County ES Department	Emergency Services Director

I. PURPOSE

This Emergency Support Function (ESF) provides guidance in developing, conducting, and maintaining a program for dissemination of Emergency Public Information (EPI) to the media and the general public that is related to specific emergency actions and recommendations for protective measures.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Town is vulnerable to a variety of hazards that could result in significant loss of life or property.
2. During an emergency situation the public needs detailed information regarding protective action to take to save lives, protect property, and minimize losses.
3. The Town is served by the following news media that can assist in alerting and/or disseminating EPI the general public:

a. Newspapers

Carteret News-Times	Morehead City
Jacksonville Daily	Jacksonville

b. Radio Stations

WMBL/ WRHT (AM 740/ FM 95.9)	Morehead City
WBTB/ WZYC (AM 1400/ FM 103)	Beaufort
WKFT (AM 107.3)	Morehead City
WOTJ (FM 90.7)	Newport
WQFU301 (AM 1610)	Pine Knoll Shores

c. TV Stations/ Cable Networks

Charter Cable	Channel 4 (Local Access)
Time Warner Cable	Channel 10 (Local Access)
Vision Cable	Channel 10/11 (Local Access)
WCTI-TV 12	New Bern
WITN-TV 7	Washington
WNCT-TV 9	Greenville
WFXI-TV 8/14	Morehead City

B. Assumptions

1. An emergency situation may strike without warning and the public information system may not respond rapidly enough to properly alert and inform the public of the hazard.
2. It is important that prior to an emergency occurring, that every reasonable action is taken to ensure that the public is informed of potential hazards and the protective measures that can be taken through a public awareness program.
3. During an emergency situation, rumors may develop, potentially causing unnecessary fear, confusion, and undesired public reactions.
4. Existing media resources, if used effectively, will cooperate and facilitate dissemination of EPI keeping the public informed events as they unfold, and how the public may best respond to them.
5. Accurate EPI, provided to the general public in a timely manner, will minimize fear, curtail rumors, and provide a constructive means for dealing with the situation.
6. Augmentation of the public information system may be required to meet the information demand from the general public during an emergency situation.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

7. Special care groups or persons residing in assisted living quarters, such as senior citizens' or nursing homes may require individual notification..

III. ORGANIZATION AND CONCEPT OF OPERATIONS

B. Organization

1. PIO Normal Operations

The County Public Information Officer (PIO), with the assistance of other county and non-government organizations, will coordinate the County's EPI Awareness program.

2. PIO Emergency Operations

a. Citizens' Phone Bank

Another option for the County Emergency Manager is to set up a County Citizen's Phone Bank organized from available County employees and volunteers that would operate out of the County EOC, when activated, to answer questions concerning the current emergency situation that can be phoned in on a citizen's hotline by the general public. At least one bilingual English/Spanish speaker should be on duty in the Citizen's Phone Bank at all times and should also be available to support the JIC when required.

b. Joint Information Center (JIC)

The JIC is comprised of County, Municipality, military and other public information representatives as appropriate for the emergency situation. The JIC will be a media focal point, central repository of all public information in the county during an emergency situation, the clearing house for official media releases, and dissemination of EPI for all organizations that are supporting operations in the county. The JIC will normally operate out of the County EOC.

B. Concept of Operation

1. Prior to an emergency situation, the County PIO, with the assistance of other County and non-government organizations that support emergency operations in the County, may carryout a public awareness program of potential hazards to the County, and recommend appropriate protective measures to take.
2. When a hazard threatens the County, or during an emergency situation, the County PIO will coordinate all Emergency Public Information (EPI) dissemination to the public.
3. County Emergency Public Information (EPI) efforts will normally focus on collecting, verifying, collating, and disseminating specific, emergency related information through official media releases.
4. EPI will be instructional or advisory in nature, focusing on such things as warning, progress of the event, evacuation, shelter, protective actions, and recovery.
5. The County PIO may develop and maintain sample pre-scripted EPI documents covering potential major hazards that could affect the County that will immediately be published and disseminated to the general public, when necessary.
6. When the EOC is activated, the County PIO will activate the Citizens' Phone Bank and publish the Citizen Hotline to field questions from the general public on the current emergency situation.
7. The County Internet Website (www.co.carteret.nc.us) or an Email list may also be used to disseminate emergency protective actions and other EPI before and following a major hazard or other emergency.
8. If required to manage EPI dissemination, the County PIO may establish and operate a JIC.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

9. Procedures for rumor control will be implemented, and the facts will be reported as accurately and quickly as possible.
10. To effectively, and efficiently convey information, maps and graphic products may be provided to the media and the general public.
11. All available means to disseminate EPI to the general public will be used if necessary, including posting information on the County, including:
 - a. Amateur Radio
 - b. Broadcast Media (Cable, Radio, and Television)
 - c. Citizens' Phone Bank
 - d. Door to Door Notification
 - e. Email Lists
 - f. Facsimile (FAX)
 - g. Official Internet Websites (County and municipal)
 - h. Mobile Public Address Systems
 - i. Print Media (Local Newspapers, Brochures, and Handouts)
 - j. Telephone
 - k. Weather Radios via NWS/NOAA Newport, NC
12. In a worst-case scenario involving the requirement of an immediate evacuation, and/or information on personal protection, EPI will be distributed to the target population via the most expeditious means possible.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. All Town Departments, Division Heads, and Special Staff, and organizations supporting emergency operations in the Town will provide EPI to the Emergency Manager.
2. Organizations that participate in emergency operations in the Town will refer all media inquiries to the Emergency Manager.
3. All organizations that support this ESF are responsible for developing their respective SOG/s for supporting emergency PIO operations in the Town.
4. All organizations that support this ESF in the Town are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
5. All organizations supporting this ESF in the Town will coordinate their plans and operations with the Emergency Manager.
6. Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the Emergency Manager, who will forward the request to the County EOC, when activated, for processing and prioritization.

B. Specific Key Position Responsibilities

1. County Public Information Officer (PIO) (Assistant to the County Manager)

- a. Be the primary coordinating agency on this ESF.
- b. Currently the Assistant to the County Manager also serves as the County PIO.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- c. Establish and maintain an effective working relationship with the local and regional media; and maintain a current list of media outlets and points of contact for use of dissemination of EPI during an emergency situation.
- d. Coordinate with the County ESD, municipal PIOs, and other applicable organizations to develop and implement an ongoing EPI awareness program on the major hazards that may affect the County, and recommend appropriate protective measures.
- e. Develop and implement, when required, procedures for effectively and efficiently collecting, verifying, collecting, and disseminating EPI to the general public.
- f. Coordinate with the County ESD to establish a rumor control process in the County.
- g. Clear emergency operations and homeland security information with the County ESD, and/or responsible organization before releasing to the media or the public.
- h. Prepare pre-scripted EPI materials for hazards and potential scenarios that could adversely affect the County, and disseminate to the general public, when necessary.
- i. Ensure EPI materials are also prepared for dissemination to the visually impaired, hearing impaired, and non-English speaking populations.
- j. Consider the option to organize, staff, and train a County's Citizen Phone Bank to manage the County's Citizen Hotline, if required to support emergency operations in the County EOC.
- k. Organize, staff, and train the JIC, as required.
- l. Prepare and maintain a current internal notification/ recall roster for staffing the County EOC Citizens' Phone Bank, the Joint Information Center (JIC), and other PIO emergency activities.
- m. Coordinate with the County HR Director to provide for at least one bi-lingual English/Spanish person to be available to support the Citizens' Phone Bank, and the JIC, for each shift, when activated.
- n. Report to the County EOC upon activation and coordinate the release of EPI the general public, manage the Citizens' Phone Bank, and if required activate and manage the JIC.
- o. Publish the Citizens' Hotline Number for the County, wherein the public can obtain EPI when a hazard is an immediate threat to the County, or the County is in an emergency situation.
- p. Coordinate EPI with other PIOs, to include surrounding municipalities, local military installations, neighboring counties, and NC State Agencies, as necessary.

q. Assist in handling inquiries of missing or lost persons.

2. County Emergency Services Director (County ESD)

- a. Also, serve as the Alternate County PIO for matters relating to emergency operations and homeland security.
- b. Establish and maintain a working relationship with the local media.
- c. Coordinate and assist the County PIO with developing and implementing an ongoing EPI awareness program on the major hazards that may affect the County, and recommend appropriate protective measures.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

d. Provide space in the County EOC, and alternate EOC, for a Citizens' Phone Bank and equip the phone bank with an adequate number of phones to manage the incoming calls during an emergency situation.

e. Provide adequate space in the County EOC, and alternate EOC, or adjacent to the operating EOC, for the JIC.

3. Town Emergency Manager

a. Coordinate with County EOC for EPI pertaining to Atlantic Beach.

V. DIRECTION AND CONTROL

The County PIO, under the direction and control of the County Manager, and in coordination with the County ESD, is responsible for all County level EPI awareness programs, and the dissemination of EPI.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession – Emergency Public Information

1. County Public Information Officer (Assistant to the County Manager)
2. County Emergency Services Director (for emergency management and homeland security only)

3. Town Emergency Manager

B. Lines of Succession - Other Organizations Supporting this ESF Other Support Agencies

Lines of succession for other organizations that support this ESF are in accordance with the organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

Refer to the *Basic Plan, Paragraph VII.A, Administration* in this EOP.

B. Logistics

1. Numerous EPI educational materials are available from the County ESD, NCEM, and other applicable local, State, and Federal government organizations for dissemination to the general public.

2. Refer to the *Basic Plan, Paragraph VII.B, Logistics* in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 14 – Public Information* rests with the County Public Information Officer.

2. Support agencies to this ESF will assist the County PIO in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

B. ESF Support – Organization SOG’s

All organizations that support this ESF will develop and maintain their own organization’s updated SOG and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ESD, as necessary.

C. ESF and SOG Training and Exercises

1. The County PIO will train to and exercise this ESF periodically, as necessary.
2. The County PIO, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.
3. Training to and exercise of individual organization’s SOG/s that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES: None

**ANNEX III – RESPONSE
ESF 17 – Animal Protection**

PRIMARY AGENCY	RESPONSIBLE POSITION
County Health Department	Health Director
SUPPORT AGENCIES	RESPONSIBLE POSITION
Carteret County Schools	Superintendent of Carteret County Schools
County Administration	Public Information Officer (Assistant to the County Manager)
County Cooperative Extension Department	Cooperative Extension Director
County Emergency Services Department	Emergency Services Director

I. PURPOSE

This Emergency Support Function provides guidance and assignment of responsibility for animal protection issues before, during, and after an actual or potential emergency situation; and is designed to facilitate overall coordination of animal issues during emergency operations. The goal of this ESF is to protect domesticated and non-domesticated animals (including pets, livestock, and wild animals), the public health, the public food supply, the environment, and to ensure the humane care, and treatment of animals in the event of an emergency situation that causes animal suffering.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Natural, technological, or manmade disasters could affect the well-being of both domestic and wild animals.
2. Carteret County, and the surrounding municipalities, recognizes the need for a pro-active pre-disaster approach to planning for animal protection during emergency situations.
3. Carteret County, the municipalities, and non-government organizations and volunteer groups have partnered together and planned emergency operations to mitigate, or minimize suffering of animals during an emergency situation. This operational planning has included, where feasible, any animal in the County needing protection during an emergency situation, whether domestic, or wild.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Assumptions

1. Animal protection planning includes care and rescue of animals adversely affected by an emergency situation.
2. Pet and livestock owners, when notified of an impending emergency will take reasonable steps to protect and care for animals in their care, and if evacuated will normally take their domestic animals with them, or place them in prearranged private boarding kennels, or similar facilities.
3. Evacuation of large animals must be conducted well in advance (36 hours prior to) of an emergency situation such as a hurricane.
4. There will be circumstances when pet and livestock owners will not be able to protect their animals during an emergency situation, or will abandon their pets during disaster. This includes unscheduled drop-offs at animal facilities.
5. Many people may not evacuate without their animals, or will delay, to their own detriment, their evacuation in attempting to prepare for leaving their animals behind.
6. Some people, if unable to take their pets will prefer to weather the storm in an unsafe structure, or vehicle rather than leave their pets. This is particularly true of the elderly.
7. If not properly planned for during an emergency situation, animal issues could escalate to the point of detracting from other higher priority emergency operations.
8. Animal disaster relief efforts will be more efficient and effective, if pro-active animal protection planning and coordination is carried out at all levels of government and within the community.
9. Pre-disaster education is of utmost importance to ensure the public has ample time to implement arrangements for both small and large animals.
10. Individuals and groups may volunteer assistance to provide animal services to supplement established organizations. Such services include collection, boarding, and owner reunification.
11. The County, and surrounding municipalities, may require outside assistance to carry out animal protection operations during an emergency situation.
12. An emergency situation in the County may warrant an immediate response from local and State response and support personnel, and organizations to effectively carry out animal protection operations.
13. In most emergency situations outside animal protection and rescue assistance will likely be available; however a major emergency situation may compound animal protection operations due to the magnitude of the event, and may require activation of additional specialized agencies through mutual aid as listed in *Paragraph IV.B~D, Local and Outside Animal Support Agencies and Resources*, below.
14. Post-disaster planning should address animal protection operations for a seven-day period. After seven days, augmentation from mutual aid will probably be needed to supplement County resources.

Town of Atlantic Beach

Emergency Operations Plan for Multi-Hazards

III. ORGANIZATION AND CONCEPT OF OPERATIONS

A. Organization

Animal Control in the County is organized in the Pest Management Division of the County Health Department. Animal protection in the County is a combined and coordinated effort of several County, State, and non-government organizations to include the Health Department, the Cooperative Extension, the Emergency Services Department, the County PIO, the Superintendent of Carteret County Schools, the NC Department of Agriculture, and other organizations, on an as needed basis, listed below in *Paragraph IV.8~24, Assignment of Responsibilities – Outside Agencies*.

B. Concept of Operations

1. Animal owners have the basic responsibility for care and protection of their animals, including during an emergency situation (Refer to *Appendix 1, Carteret County Disaster Planning Tips for Pets, Livestock, and Wild Animal*).
2. Domestic animals that are not being cared for by their owners; or have become a danger to the public or themselves, will be the responsibility of the County. The County Health Director, with the cooperation of other identified animal protection organizations listed in this ESF, will have the responsibility of providing animal protection for domestic animals other than poultry or livestock not otherwise being cared for. Poultry and livestock protection issues are the responsibility of the County Cooperative Extension Director. If required, these animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control procedures.
3. Wild animals will normally be left to their own survival instincts. Wild animals that have strayed out of their natural habitat and are in danger to either themselves or the public will be the responsibility of the NC Wildlife Resource Commission, in cooperation with the County Health Director. If possible, these animals will be returned to their natural habitat.
4. The County Emergency Services Director (ESD) has the responsibility for assessing the emergency situation, determining required resources, and coordinating emergency operations in the County. The County ESD will coordinate issues involving animal protection with the County Health Director, and other organizations listed in this ESF that support animal protection operations.
5. The other primary and support agencies identified in *Paragraph IV below, Organization and Assignment of Responsibilities* will assist the County ESD and County Health Director in managing and coordinating animal protection operations during an emergency situation in the County.
6. Requests for outside assistance and resources for animal protection such as food, medicine, shelter material, specialized personnel, and additional veterinary assistance will be transmitted via the County ESD from the Carteret County Emergency Operations Center (County EOC), when activated, to the State EOC. The State EOC will coordinate outside assistance from other local jurisdictions, and/or State and Federal resources.
7. Animal rescue operations will be managed under the Incident Command System (ICS) that the County has formally adopted.
8. Public Health concerns involving animals will be managed in accordance with appropriate County Health Department plans and procedures.
9. The County Health Director and County ESD may deviate from the procedures outlined in this ESF when it is assessed immediate and direct action is necessary to protect the public safety, which takes priority over animal protection.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

C. Notification

1. This ESF will be activated by the County ESD when there is an emergency situation causing an increased requirement for animal protection in the County, or a surrounding municipality.
2. The County Cooperative Extension Director will advise the County ESD, via the County Health Director on implementing procedures in this ESF.
3. The County Health Director and County Cooperative Extension Director will notify the appropriate support and mutual aid agencies when this ESF is activated.
4. Public information regarding animal protection will be issued through various media outlets, as required.

D. Response

1. Domestic Animals

a. County and Support Agency Animal Evacuation Shelters

- (1). If the need arises, the County, or Progressive Animal Welfare Society (PAWS), Carteret County Humane Society, or other animal support agencies may also sponsor and/or open emergency animal evacuation shelters.
- (2). If animals are placed under the care of the County, or one of the animal support agencies, the owner will be required to sign a release form, and provide proof of vaccinations. In the absence of the records, veterinarians will screen the animals to determine whether the animal may enter the shelter, or should be transported to an animal medical facility.
- (3). In the event that local animal shelters are destroyed or incapable of operating due to the emergency situation, animals may be moved outside the County for care and protection.

b. Pets of Evacuated Special Needs Citizens

- (1). Special Needs Citizens (individuals with mental or physical handicaps who require evacuation assistance) may also require assistance in evacuating their pets.
- (2). In the event that the individual and the animal cannot be separated due to the individual's handicap, the assistance animal will be sheltered in the same facility in a separate room or area.

c. Stray/ Lost Domestic Pets

- (1). All stray/ lost domestic pets recovered during an emergency situation, by County Health Department, will be sheltered, as circumstances dictate, at the County Animal Shelter, or appropriate animal boarding/ medical facility.
- (2). Any pets whose owners cannot care for their pets, or pets found by citizens will also be sheltered at the above locations.
- (3). Unclaimed animals will be managed in accordance with established County procedures; i.e. livestock and poultry by the Co-op Extension, and pet animals (cats, dogs, etc.) by the Health Department.

d. Evacuated and Stray/ Lost Livestock

- (1). Due to the size of most livestock and the inability to transport large numbers of livestock, owners are expected to develop their own animal shelter and/or evacuation plans.
- (2). County farms and stables may be used as livestock shelter facilities. In an emergency situation, the County Cooperative Extension Director will contact prearranged farms and stables to request their assistance in the sheltering operation.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

2. Wild Animals

- a. The NC Wildlife Resource Commission will normally transport those wild animals endangering themselves or the public back to their natural habitat. If the animal cannot be transported back to its natural habitat, due to the emergency, or to sustained injuries, it will be transported to an appropriate animal boarding/ medical facility, if possible. (Note: *The County Animal Control Shelter will not accept wild animals for boarding*).
- b. If the animal presents an immediate danger to the public, has sustained untreatable injuries, or it appears inflicted with an incurable disease, it will be disposed of in accordance with established County Health Department animal control procedures.

3. Animal Medical Facilities

- a. Local animal medical facilities will be the primary facilities to provide medical care to animals during an emergency situation.
- b. If injured animals cannot be accommodated by local animal medical facilities during an emergency situation, the County Health Director will assist in locating outside animal medical assistance from animal support agencies, where possible.
- c. Depending on the extent of the emergency situation, volunteers or Veterinary Medical Assistance Teams from the American Veterinary Medical Association may be requested to assist in the medical treatment of domestic and wild animals through the County ESD.

4. Animal Search and Rescue

- a. Domestic Pets – County Health Director will be responsible for and coordinate the rescue of stray domestic pets, or those animals needing assistance due to the emergency, or the owner's death or evacuation of their owners.
- b. Livestock – The County Cooperative Extension or the US Department of Agriculture will be responsible for and coordinate the rescue of stray livestock, or livestock needing assistance due to the emergency, the owner's death or evacuation.
- c. Wild Animals – The NC Wildlife Resource Commission in cooperation with County Health Director will be responsible for and coordinate the search and rescue of any wild animals out of their natural habitat that are endangering either themselves or the human population.
- d. Stranded Animals – If an emergency situation prevents domestic animals from being rescued, food and medical assistance for the animals will be coordinated with an animal support agency by the County Health Director, or the County Cooperative Extension Director, as appropriate.
- e. Additional Aid – If County resources cannot meet animal search and rescue requirements, the County Health Director will request outside assistance through the County EOC from the State Animal Response Team (SART), or other available animal rescue groups.

5. Animal Bites/ Disease Control

- a. A rabies/ disease outbreak is a serious threat during an emergency situation, and the County Health Director will take appropriate steps to control any rabies/ disease outbreak.
- b. NC Department of Agriculture will be notified on any suspicion of Foreign Animal Disease (FAD) in livestock or poultry.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

6. Recovery

a. Release/ Destruction

(1). Domestic Pets/ Livestock

(a). County Health Director will support efforts to identify owners of stray/ lost animals. If owners cannot be found, County Health Department, or other animal support agency personnel will attempt to put the animals up for adoption according to their individually established procedures.

(b). Animals whose owners cannot be located, and which cannot be adopted, will be managed in accordance with established County Health Department procedures.

(2). Wild Animals

(a). The NC Wildlife Resource Commission will support efforts to reintroduce wild animals back to their natural habitats.

b. Disposal of Animal Carcasses

(1). The County Health Director will be responsible for the disposal of those animals (cats and dogs) killed or euthanized during the emergency situation.

(2). The County Cooperative Extension Director and the US Department of Agriculture will be responsible for the disposal of dead livestock and poultry.

IV. ASSIGNMENT OF RESPONSIBILITIES

A. General Organization Responsibilities

1. All organizations that support this ESF are responsible for developing their respective SOG/Ps for conducting emergency operations in support of the County, or the surrounding municipalities' infrastructure.

2. All organizations that support this ESF in the County, or surrounding municipalities, are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.

3. All organizations supporting this ESF in the County, or the surrounding municipalities, will coordinate their plans and operations with the County Health Director, or County ESD.

4. Any organization supporting this ESF that requires additional resources or outside assistance is required to forward their request to the County EOC Support Group Chief located in the County EOC, when activated, for processing and prioritization.

5. Private boarding kennels and private animal medical facilities will be responsible for their own staffing. They will be compensated by the citizens who use their facilities based on established policies of the facility.

6. Pets with significant injuries or illnesses will be transported to an animal medical facility for treatment.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Specific Key Position Responsibilities

Primary Agency

1. County Health Director

- a. Be the primary coordinating agency on this ESF.
- b. Coordinate support agencies to manage animal protection and care prior to and during an emergency situation in the County.
- c. Provide for and coordinate personnel, equipment, and shelter, as required, to protect domestic animals.
- d. Coordinate the disposal of deceased (domesticated) pet animals that may impact the public health.
- e. Provide services to control injuries, bites, and diseases related to the protection of animals.
- f. Become familiar with the capabilities and resources of local and outside animal support personnel and agencies, and where possible, prearrange for support to the County in the event of an emergency situation.
- g. Develop and maintain an appropriate emergency notification system of animal control support personnel and agencies for that can support the County in the protection and care of animals during an emergency situation.
- h. Notify appropriate primary, support, and mutual aid agencies, when this ESF is activated.

Support Agencies

1. County Cooperative Extension Director

- a. Advise the County Health Director and the County ESD on issues involving livestock and poultry during and emergency situation.
- b. Assist the County in the protection of livestock and poultry during an emergency situation.
- c. Assist in the disposal of dead livestock and poultry.

2. County Emergency Services Director

- a. Activate the Emergency Operations Center, when necessary.
- b. Provide for the overall direction and coordination of emergency situations impacting on the County.

3. County Public Information Officer (Assistant to the County Manager)

- a. In coordination with the County Health Director and the County ESD, develop a process to expeditiously deliver instructions to the general public on how to protect their pets and livestock during an impending emergency (Refer to [Appendix 1, Carteret County Disaster Planning Tips for Pets, Livestock, and Wild Animal](#)).
- b. Assist in notifying the public of available animal shelters and where they may seek further assistance for their pets and livestock. In coordination with the County Health Director, develop pre-scripted press releases concerning animal care and shelter to be released prior to, during, and in the aftermath of an emergency situation.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

4. Superintendent of Carteret County Schools

- a. In coordination with the County Health Director, consider designating a public school facility as a pet friendly shelter to be used during an emergency situation.

Outside Animal Support Agencies

1. American Humane Association

- a. Provides personnel and equipment, as required, to rescue and care for domestic and wild animals.

2. American Veterinary Medical Association (AVMA)

- a. Manages Veterinary Medical Assistance Teams (VMAT), and provides animal medical care assistance during an emergency situation.

3. Humane Society of the United States

- a. Provides personnel and equipment, as required, to rescue and care for domestic and wild animals.

4. International Fund for Animal Welfare

- a. Assists animals in crisis and distress.

5. NC College of Veterinary Medicine (NCSU)

- a. Provides information for animal medical problems.

6. NC Department of Agriculture (NCDA)

- a. Enforces state regulations concerning livestock health and the movements of animals affected by those regulations.
- b. Assists in providing information and direction whenever possible with regard to the general health of livestock in these areas.

7. NC Department of Agriculture, Veterinary Division

- a. Provides veterinary, animal, and meat inspections in the State.

8. NC State Animal Response Team (NCSART)

- a. Provides specialized personnel and equipment to rescue and care for domestic and wild animals.

9. NC Veterinary Medical Association (NCVMA)

- a. Provides personnel and equipment to aid in the medical treatment of animals.
- b. Activates the regional Veterinary Medical Assistance Teams (VMAT), when assistance is requested and warranted.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

10. NC Wildlife Resources Commission

a. Provides personnel and equipment, as required, to protect wildlife.

11. Private Boarding Kennels, Stables, Dog Clubs, and Horse Clubs

A. Provides personnel, equipment, and shelter, as required, to protect and care for pets from evacuated citizens and in cases when established animal shelters are filled, or destroyed.

12. Private Farms

a. Provides shelter and supplies to care for displaced livestock.

13. Progressive Animal Welfare Society (PAWS)

a. Assists the County Health Director in coordinating personnel, equipment, and shelter to care for animals in emergency situations, as required.

14. United Animal Nations

a. Manages Emergency Animal Rescue Service (EARS)

15. US Dept of Agriculture Animal and Plant Health Inspection Service

a. Provides assistance during major animal health events. Assists in the disposal of fowl and livestock.

V. DIRECTION AND CONTROL:

The County Health Director in coordination with the County ESD has overall direction and control of Animal Protection and the procedures implemented in this ESF when activated.

VI. CONTINUITY OF GOVERNMENT

A. Line of Succession

1. County Health Director
2. Deputy Health Director
3. Supervisor Pest Control

B. Line of Succession – Other Organizations Supporting this ESF

Lines of succession for other organizations that support this ESF are in accordance with the organization's established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

All organizations providing animal protection services during an emergency situation should maintain adequate and accurate records of domestic animals under their care so as to be able to return the animals to their owners after the emergency, and provide the owners a record of any problems encountered with the animal. Also, refer to the [*Basic Plan, Paragraph VII.A, Administration*](#) in this EOP.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

B. Logistics

1. Animal evacuation shelters and medical facilities will separately arrange for sources of potable water, animal feeds, medical, cleaning, shelter supplies, and communications equipment.
2. Consideration should be given to pre-coordinating with animal feed mills and companies, veterinary medical suppliers, water suppliers, and cleaning product suppliers to prepare for possible shipment of supplies to an established delivery point in the County as soon as the shelters are activated, if required. The delivery point will serve as a storage center and a distribution center for the various shelters and hospitals. If the need arises, resource agencies (e.g. kennel clubs) may be requested to donate cages and other various shelter supplies. Also, refer to the [Basic Plan, Paragraph VII.B Logistics](#) in this EOP.

VIII. ESF DEVELOPMENT, MAINTENANCE, SUPPORT, AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of *ESF 17 – Animal Protection* rests with the County Health Director.
2. The support agencies to this ESF will assist the County Health Director in developing and maintaining this ESF.
3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization's updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ESD, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County Health Director will train for and exercise this ESF periodically, as necessary.
2. The County Health Director, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.
3. Training to and exercise of individual organization's SOG/ SOPs that support this ESF are the responsibility of each respective organization.

IX. AUTHORITIES AND REFERENCES [NC GENERAL STATUTES, CHAPTER 130A – PUBLIC HEALTH LAW](#)

APPENDIX 1 - County Disaster Planning Tips for Pets, Livestock, and Wild Animals

1. Domestic Pets

- a. If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND**. Pets most likely cannot survive on their own, and if by chance they do, you may not be able to find them when you return.
- b. For public health reasons, many citizen emergency evacuation shelters cannot accept pets.
- c. Arrange ahead of a major disaster or emergency, to shelter your pet at a local animal shelter or out of the area.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

- d. Include local animal shelter's numbers in your list of emergency numbers—they will be able to provide information concerning pets during a disaster.
- e. Find out which motels and hotels in your area allow pets.
- f. Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. Make sure you have a current photo of your pet for identification purposes.
- g. Make sure you have a secure pet carrier and leash or harness for your pet so that if the animal panics, it cannot escape.
- h. Take pet food, bottled water, medications, veterinary records, cat litter / pan, can opener, food dishes, first aid kit and other supplies with you in case they are not available later.
- i. Make sure you have a copy of your pet's medical records. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinary and animal shelters require that your pet's vaccinations are current.
- j. If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

2. Livestock

- a. Evacuate livestock whenever possible. The evacuation sites should have or be able to readily obtain food, water, veterinary care, handling equipment and facilities.
- b. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter.
- c. All animals should have some form of identification that will help facilitate their return.

3. Wild Animals

- a. Wild animals often seek higher ground, which, during floods, eventually become submerged (i.e., island), and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species. Animals have a flight response and will flee from anyone approaching too closely. If the animal threatens to rush into the water, back away from the island.
- b. Wild animals often seek refuge from floodwater on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but don't panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job.
- c. Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians and small mammals that have been drowned or crushed in their burrows or under rocks.
- d. Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Outbreaks of anthrax, encephalitis and other diseases may occur.

- 4. Further Assistance: If you see any injured or stranded animal in need of assistance, during a major emergency situation, contact the Carteret County Citizens' Assistance Line. If you have any questions or concerns about animal protection or issues involving animals during non-emergencies or in the aftermath of a major disaster or emergency, contact the Carteret County Health Department. You may also get a list of local animal shelters, motels, and hotels that accept pets from the County Health Department.

Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards

APPENDIX 2 – ATLANTIC BEACH RE-ENTRY PLAN

I. PROPERTY OWNER/RESIDENTIAL:

A. DISASTER RE-ENTRY PERMITS

**** Permits will only be issued Monday through Friday, 8:00 a.m. – 4:30 p.m. at Town Hall. ****

1. Re-entry application must be completed for each parcel number receiving a permit.

2. Application must have:

- a. Name as recorded with the tax office
- b. Property owner's mailing address and contact phone numbers
- c. Atlantic Beach physical property address

3. Re-entry permits from this point forward will be *permanent* permits for each parcel number and will not be issued each year.

4. Permits are for a specific parcel and will be transferred at closing or at the transferring of the title. This is as important as receiving the keys, parking passes or gate control cards at closing.

5. Permits will be issued with completed applications *only*.

6. Completed applications will be on file at The Town Hall for cross-reference.

7. Assigned permit numbers will be cross-referenced with your parcel number.

8. Every parcel in Town will receive two permits at no charge. Approved additional permits can be purchased at a cost of \$25.00 per permit.

9. Once a property owner receives their two (2) permits, at their discretion, they may give those permits to any individual(s) of their choosing who may be in a better local position to check on the property or you can purchase a permit for that purpose.

10. Replacement of issued permits will be \$25.00 per permit. Only exception will be, torn or worn permits that need replacing can be brought to Town Hall for a replacement without charge.

11. Only two colored permits will be issued and will not contain any year or date:

- a. **ORANGE PERMITS:** Emergency Personnel, Town Staff
- b. **GREEN PERMITS** :Business Owner, Property Owner

12. All permits will be mailed in an envelope stamped "RE-ENTRY PERMIT".

13. No permits will be issued or mailed out within 24 hours of projected landfall.

**Town of Atlantic Beach
Emergency Operations Plan for Multi-Hazards**

II. COMMERCIAL:

A. DISASTER RE-ENTRY PERMITS

**** Permits will only be issued Monday through Friday, 8:00 a.m. – 4:30 p.m. at Town Hall.**

1. Re-entry application must be completed for each business in Atlantic Beach.

2. Application must have:

a. Name of business and phone number

b. Business physical address

c. Privilege License Number

d. Signature of applicant

3. Re-entry permits from this point forward will be permanent permits for each active business in Atlantic Beach.

4. Completed applications will be on file at The Town Hall for cross- reference.

5. Two re-entry permit will be mailed back to you at no charge. Additional approved permits can be purchased at a cost of \$25.00 each.

6. Torn or worn permanent permits that need replacing, can be brought to Town Hall for replacement without charge.

7. No permits will be issued or mailed 24 hours before projected landfall.

8. Re-entry permits will be mailed in an envelope stamped with the word “RE-ENTRY PERMIT”.

9. Remember, the re-entry permit will not allow you on the streets of Atlantic Beach during a curfew.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

I. BOGUE BANKS ACCESS AND REENTRY PLAN

A. Pre-Storm Actions

1. The North Carolina State Highway Patrol will be the designated agency for controlling access and reentry to Bogue Banks during hurricane evacuation situations.

2. The North Carolina State Highway Patrol will control access to Bogue Banks by maintaining checkpoints or roadblocks at both the northern terminus of Atlantic Beach-Morehead City high rise bridge and at the northern terminus of the B. Cameron Langston (Emerald Isle) high rise bridge.

3. The North Carolina State Highway Patrol will maintain communications with the Carteret County Emergency Operations Center (EOC) and will receive orders pertaining to bridge access and reentry from the Carteret County EOC.

4. The Carteret County Control Group will, as a part of their evacuation decision meeting, determine a time for restricting access to Bogue Banks.

5. The North Carolina State Highway Patrol will monitor the effects of winds on the high-rise bridge travel. The North Carolina State Highway Patrol will restrict travel across the high-rise bridges when wind speeds prevent safe bridge travel or threat of rendering lanes impassable due to over turned vehicles or other blockages due to winds.

6. Essential Personnel passes will be honored at all times during the evacuation and reentry process. Essential personnel will also include utility services employees possessing valid credentials as well as the US Coast Guard.

7. Press personnel, possessing valid credentials, will be treated as essential personnel.

Post-Storm Actions

1. The ability to safely travel NC Highway 58 and the Atlantic Beach Causeway will be determined by the North Carolina Highway patrol.

2. The Carteret County Emergency Operations Center will poll each Bogue Banks municipality for re-entry instructions. Each municipality will be classified as open or closed.

3. The Carteret County EOC will communicate the openings of municipalities with other Bogue Banks municipalities and with the North Carolina Highway Patrol bridge check points.

4. Residents and property owners possessing valid credentials for open municipalities will be allowed to travel the Atlantic Beach Causeway and NC Highway 58 to their respected towns.

5. Residents and property owner of closed towns will be prohibited from crossing onto Bogue Banks until their town is declared open by their municipal officials.

6. Municipalities will control access and maintain security in all areas adjacent to the Atlantic Beach Causeway and NC Highway 58.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

APPENDIX 4 – ATLANTIC BEACH RE-ENTRY PLAN

North Carolina State Highway Patrol Carteret County Hurricane / Mass Evacuation Plan

Highway Patrol Primary Duties: The role of the Highway Patrol is to coordinate the evacuation of motor vehicles along major highways and to assist Municipal Police Departments and the Sheriff’s Department. Highway Patrol Members will also be observant of low-lying areas along evacuation routes and inform Carteret County Emergency Operations Center through the Williamston Communications Center when it appears evacuation routes may become impassable.

Evacuation Routes

>The evacuation route for residents located east of Beaufort is via US-70 West and NC-101 West.



Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

>The evacuation route for residents located in and around Morehead City and Newport is via US-70 West and NC-24 West.



Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

>The evacuation route for residents located in and around Emerald Isle, Cape Carteret and Cedar Point is via NC-58 North and NC-24 West.



Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

Emergency Operations Center: The Troop A District VIII First Sergeant (or his designee) will staff a position at the Carteret County Emergency Operations Center when the center is activated. The Highway Patrol will coordinate its duties and evacuation efforts through the District First Sergeant and the Williamston Communications Center. The Carteret County EOC will maintain radio and telephone contact with the Carteret County Communications Center, the Williamston Communications Center, all local police, fire, rescue, shelter facilities, and heads of other support groups. The EOC Director will provide the Highway Patrol with telephone service when the center is activated. A Highway Patrol high-band radio system is installed at the Carteret County EOC for use by the District First Sergeant.

Hotel Accommodations: Highway Patrol personnel will be housed at the following two locations:

>Best Western, Silver Creek Inn, located in Cedar Point, on NC-24, approximately one and one-half miles west from the intersection of NC-24 and NC-58. The Best Western will hold ten (10) rooms for fifty-nine dollars and seventy-five cents, per person, based on double occupancy.

>Holiday Inn Express located in Morehead City, on Executive Drive near the intersection of NC-24 and US-70. The Holiday Inn Express will hold ten (10) rooms for fifty-nine dollars and seventy-five cents, per person, based on double occupancy.

Additional Resources: Wrecker Services closest to the north side of Emerald Isle Bridge and Atlantic Beach bridge will be contacted and requested to keep one (1) wrecker available for use on the bridges in case of road blockage.

Highway Patrol Evacuation Posts

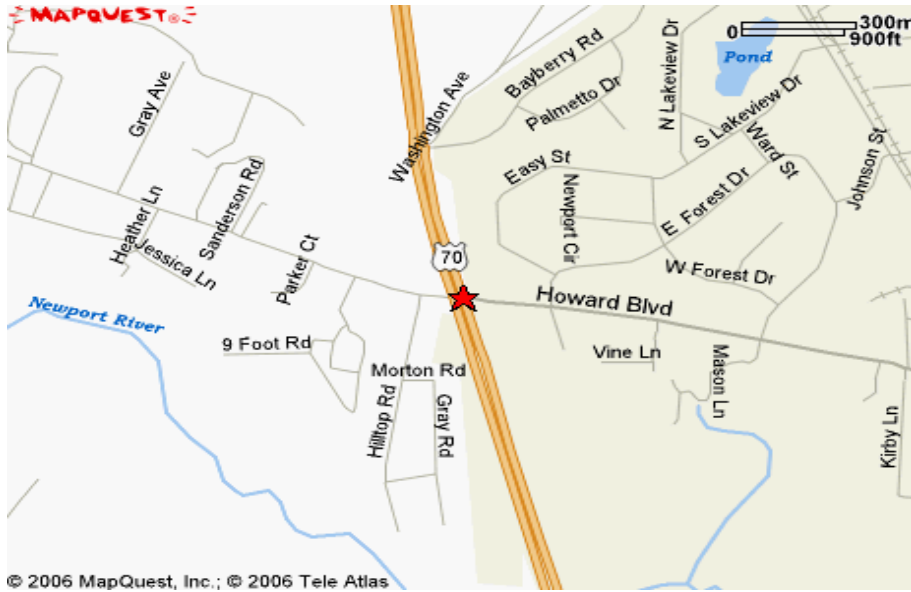
Carteret County Evacuation Posts			
Priority	Post #	Location	# Troopers Needed
1	#6	US 70 @ North side of Atlantic Beach Bridge	2 Trp. & 2 MHC PD
2	#9	NC 24 @ NC 58 and Base of E. I. Bridge	3 & 1
3	#5	US 70 @ NC 24	2 Trp. & 2 MHC PD
4	#4	US 70 @ RP 1237 (Harris Road)	1 Trp. & 1 MHC PD
5	#3	US 70 @ RP 1141 (Hibbs Road)	2
6	#2	US 70 @ RP 1140 (Roberts Road)	2
7	#1	US 70 @ RP 1124 (Howard Blvd.)	2
8	#7	US 70 @ RP 1300 (Merrimon Road)	2
9	#8	NC 101 @ RP 1163 (Laurel Road)	1
			TOTAL: 18 Troopers

A minimum of eighteen (18) Troopers divided into two (2) squads and two (2) Sergeants are required to staff the nine (9) posts used to evacuate Carteret County.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

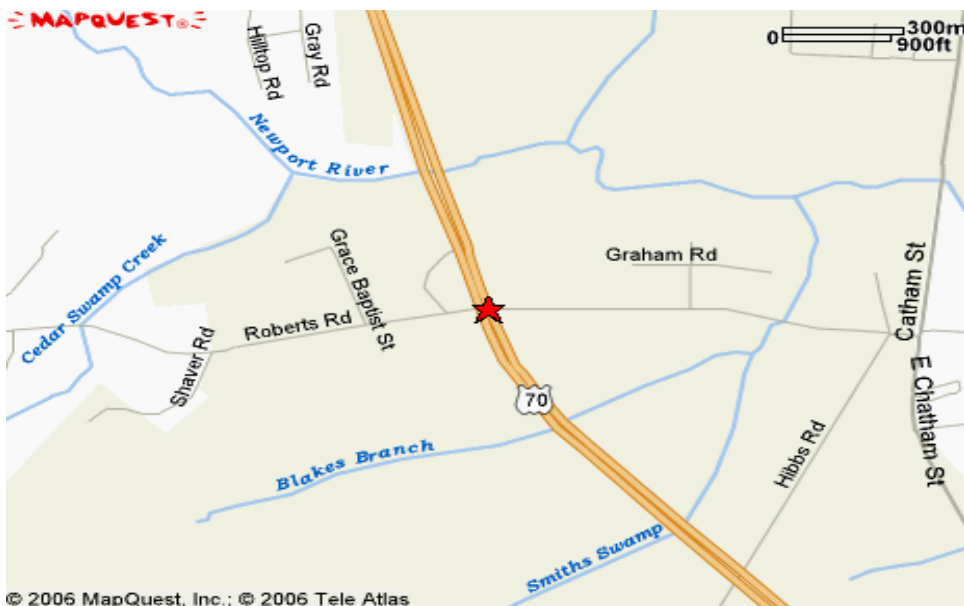
Post Details

Post #1 – US 70 @ Howard Boulevard



Two Troopers will be assigned this post. The Troopers will monitor the intersection for any major delays. When delays begin to occur, the two Troopers will notify their Supervisor and begin directing traffic. The main emphasis will be for traffic traveling West on US 70.

Post #2 – US 70 @ RP 1140 (Roberts Road)



Two Troopers will be assigned this post. The Troopers will monitor the intersection for any major delays. When delays begin to occur, the two Troopers will notify their Supervisor and begin directing traffic. The main emphasis will be for traffic traveling West on US 70.

Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

Post #3 - US 70 @ RP 1141 (Hibbs Road)



Two Troopers will be assigned this post. The Troopers will monitor the intersection for any major delays. When delays begin to occur, the two Troopers will notify their Supervisor and begin directing traffic. The main emphasis will be for traffic traveling West on US 70.

Post #4 - US 70 @ RP 1237 (Harris Road)



One Trooper and one Morehead City Police Officer will be assigned this post. The Trooper and Officer will monitor the intersection for any major delays. When delays begin to occur, the Trooper will notify his/her Supervisor and begin directing traffic. The main emphasis will be for traffic traveling West on US 70.

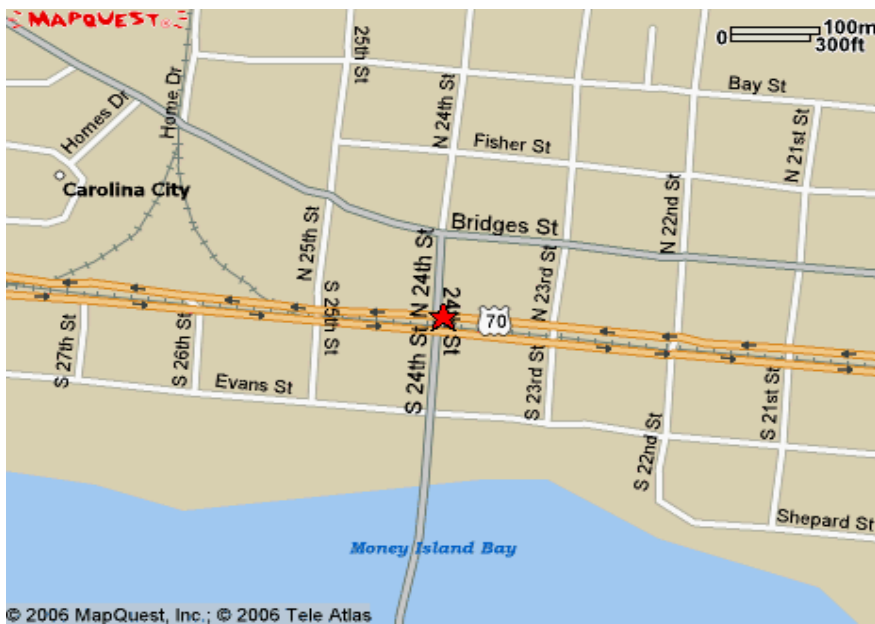
Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

Post #5 – US 70 @ NC 24



Two Troopers and two Morehead City Police Officers will be assigned this post. The Troopers will monitor the intersection for any major delays. When delays begin to occur, the two Troopers will notify their Supervisor and begin directing traffic. The main emphasis will be for traffic traveling West on US 70.

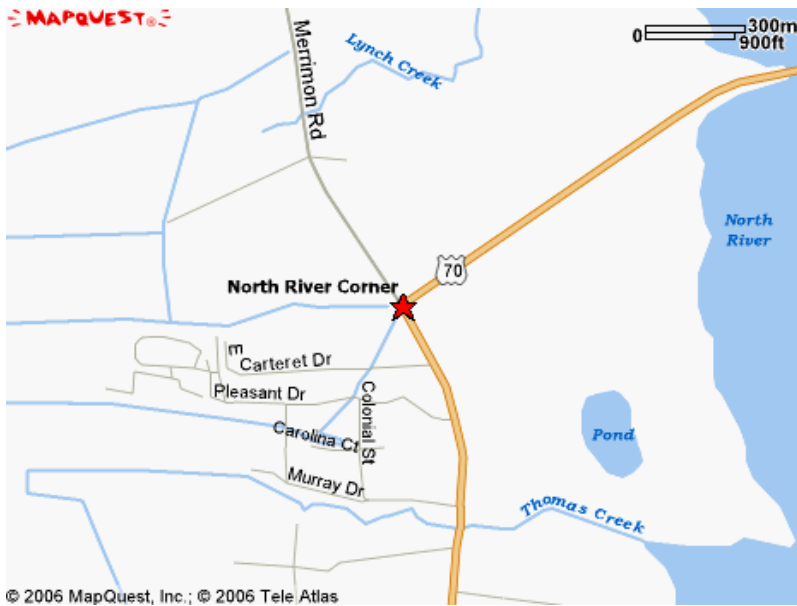
Post #6 - US 70 @ North side of Atlantic Beach Bridge



Two Troopers and two Morehead City Police Officers will be assigned this post. The Troopers will monitor the intersection for any major delays. When delays begin to occur, the two Troopers will notify their Supervisor and begin directing traffic. The main emphasis will be for traffic traveling West on US 70. This post will also be responsible for restricting access to the Atlantic Beach Bridge to all traffic when instructed by a Supervisor.

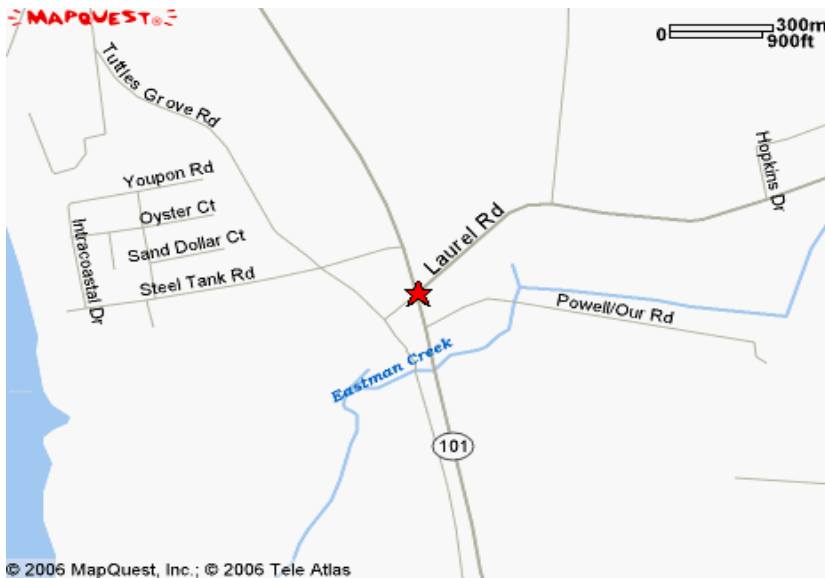
Town of Atlantic Beach Emergency Operations Plan for Multi-Hazards

Post #7 - US 70 @ RP 1300 (Merrimon Road)



Two Troopers will be assigned this post. The Troopers will monitor the intersection for any major delays. When delays begin to occur, the two Troopers will notify their Supervisor and begin directing traffic. The main emphasis will be for traffic traveling West on US 70 and North onto RP 1300, Merrimon Road.

Post #8 - NC 101 @ RP 1163 (Laurel Road)



One Trooper will be assigned this post. The Trooper will monitor the intersection for any major delays. When delays begin to occur, the Trooper will notify his/her Supervisor and begin directing traffic. The main emphasis will be for traffic traveling North on NC 101.

COLOR LEGEND FOR
EMERGENCY OPERATIONS PLAN

	<ul style="list-style-type: none">• Mayor, Council,• Town Manager
	<ul style="list-style-type: none">• Finance• Human Resources
	<ul style="list-style-type: none">• Inspections
	<ul style="list-style-type: none">• All departments read• Planning
	<ul style="list-style-type: none">• Public Works
	<ul style="list-style-type: none">• Police Department• AB Communications
	<ul style="list-style-type: none">• Fire Department
	<ul style="list-style-type: none">• Emergency Management• All E.M. positions

TOWN OF ATLANTIC BEACH

Basic Plan

Emergency Operations Plan for Multi-Hazards

***Adopted
February 23, 2009***



This EOP was written to be a Comprehensive Emergency Management Plan for the Town of Atlantic Beach, NC

