



## **EMERGENCY OPERATIONS PLAN CHOWAN COUNTY / TOWN OF EDENTON**

**Updated: September 13, 2005**

### **I. PURPOSE**

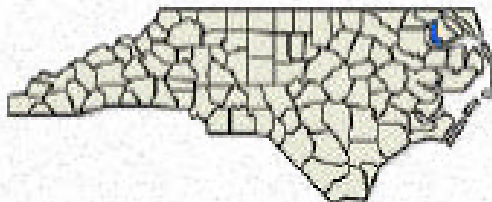
This plan predetermines actions that should be taken by government agencies and private organizations in Chowan County and the Town of Edenton to reduce the vulnerabilities of people and property to disaster, and establish capabilities to respond effectively to the actual occurrence of a disaster.

### **II. SITUATIONS AND ASSUMPTIONS**

#### **A. Situation**

##### **1. General description:**

Chowan County is located in Area 1 of the North Carolina Emergency Management Eastern Region and FEMA Region IV. Its geographic location is the northeastern section of the State. It is bound on the East by Perquimans County, on the South by Washington County, on the North by Gates County, and on the West by Bertie County. The current population of the County and municipalities within the County is estimated at 14,554\* and the current population of the Town of Edenton, which is the county seat, is 5,000. During the summer season, the population of the County increases to approximately 15,500 persons. Total square miles is 173. Population density is 84.1\* persons per square mile. (\*Source NC Department of Commerce EDIS)



a. The following services, which may have expanded duties during disasters, are provided by Chowan County government or volunteer agencies within the County:

- Administration
- Animal Control
- Building Inspections / Damage Assessment
- Education
- Emergency Services
- Emergency Medical Services
- Fire Departments
- Fire Marshal
- Health Department
- Law Enforcement
- Mental Health
- Social Services
- Solid Waste Operations

b. The municipality of Edenton provides services that may be expanded during a disaster or their duties may be directly impacted by the hazard. Such services include, but are not limited to: Water, Law Enforcement, Sanitation, Sewer, Fire Protection and Public Works.

2. The major traffic arteries are:

US Highway 17

NC Highways 32, 37 and 94

3. Railroad is Chesapeake & Albemarle Railroad Co.

4. Gas Lines Are:

Various propane and natural gas services provide products to the Town of Edenton and many rural residents throughout the County.

5. The County contains the following airport:

Northeastern Regional Airport, 113 Airport Drive, Edenton, NC. The airport is located three miles southeast of Edenton, and serves corporate and private pilots. 01/19 Runway length is 6,000 feet.

*Runway information:*

Runway 02/20 (H6000x100) Asphalt

6. The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The County has experienced many hazards, all of which have at some particular time caused disruption to communities, great amounts of damage and in some cases even created casualties. Potential hazards and historical hazards (natural, technological and national security) for Chowan County and the Town of Edenton include, but are not limited to:

- . Aircraft Accidents
- . Civil Disorder
- . Drought
- . Earthquake
- . Floods
- . Forest Fires
- . Hazardous Materials
- . Hurricanes
- . Large Structural Fires
- . Mass Casualty
- . Other / Unknown
- . Power Failure
- . Railroad
- . Severe Thunderstorms
- . Terrorist activity
- . Tornados
- . Winter Storms

## **B. Assumptions**

1. The occurrence of any one or more of the disaster events previously listed could impact Chowan County severely and include several of the following possibilities:

- . Loss of electric power
- . Failure of the water distribution system
- . Severance of road / highway network
- . Evacuation of people from the County
- . Necessity for mass care (shelter) and feeding operations
- . Need for debris clearance and removal
- . Multiple injuries and fatalities
- . Drastic increase in media attention
- . Damage to the communications and telephone networks
- . Economic impact
- . Increased number of vector / vermin
- . Need for official public information and rumor control
- . Need for State and / or Federal assistance
- . Re-entry of essential personnel and equipment
- . Re-entry of the public
- . Damage to vital records
- . Need for damage assessment
- . Need for auxiliary power
- . Need for coordination of donated goods
- . Contamination of private wells
- . Need for law enforcement support
- . Need for emergency medical and rescue support
- . Need for fire protection support
- . Need for additional hospital / medical support
- . Overtaxing local resources
- . Depth of staffing problems
- . Loss of facilities vital to maintaining essential services
- . Environmental impact to wildlife, natural resources and agriculture
- . Management of reconstruction
- . Coordination of staged resources
- . Isolation of populations

1. Presidential Disaster Declaration
2. The occurrence of one or more than one of the previously listed hazards could result in a true catastrophic disaster situation which would grossly overwhelm local and state resources.
3. It is necessary for the County to plan for and to carry out disaster response and short-term recovery operations utilizing local resources, however, it is likely that outside assistance would be needed and available in most major disaster situations affecting the County.
4. Officials of Chowan County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fill these responsibilities as needed.

### III. CONCEPT OF OPERATIONS

1. As required by General Statutes 166A-2, it is the responsibility of County government to organize and plan for the protection of life and property from the effects of an emergency / disaster.
2. Chowan County utilizes the four phases of Comprehensive Emergency Management in designing and implementing the emergency services program. These phases are:
  - a. **Mitigation** - Through the planning and building inspection programs the county and municipal governments use codes and standards to prevent industry from impacting on residential areas and prevent sub-standard building construction. Education of the public about potential disaster effects also prevents injury and death from disasters. Public participation in preparedness exercises can also prevent injury and death from disasters.
  - b. **Preparedness** - Through disaster planning and recognition of hazards likely to affect the area, the county and municipal agencies prepare for potential disasters. County agencies are offered training in preparation for a disaster and each department is responsible for seeing that their responders have adequate training to carry out assigned functions. Many other programs are offered to the residents of Chowan County to help them also be prepared, such as printed materials and public education programs. Members of the public are kept informed and urged to prepare for disasters by local media and Emergency Services.
  - c. **Response** - When a disaster occurs the county and municipal agencies respond either as direct assistance to the disaster area or as a support agency to the first responders on-scene. The response agencies will act within their scope of training and will call upon outside resources as needed to mitigate further damages. Additional resources are coordinated by the Chowan County Emergency Operations Center.

- d. **Recovery** - After the immediate short term emergency needs of an area are controlled, the county and municipal governments begin a recovery process that may take several days to many months or years. Response agencies will determine what impacts have been made on the community and what will need to be done to put the community back to pre-disaster conditions. Many times this effort will overwhelm the jurisdiction and assistance from State and Federal Government will be needed.
3. Chowan County provides many emergency services to the citizens of the County on a daily basis. Some of the services overlap into municipal government jurisdictions. While the municipalities within the County provide many services to their citizens, they also depend on Chowan County for services such as emergency medical, social services, health, sheltering of evacuees and Emergency Services.
  4. Each municipal government in Chowan County will maintain their own operations in the event of a disaster. However, if a municipal government's resources prove to be inadequate during emergency operations, requests for county resources will need to be made to keep the municipal governments normal operations functional. There are municipal governments in the County that will be able to remain completely functional without outside resources, but there will be some that will be totally dependent on county resources.
  5. As requests for resources become overwhelming, the County will coordinate, as appropriate, with adjoining counties for additional available resources while also working with North Carolina Emergency Management to utilize state resources when county capabilities become exhausted.
  6. When needed, the Chowan County Commissioners can declare a "State of Emergency" as directed by State Statute 166A-8, to assist the local emergency response agencies in carrying out their duties and for the protection of the citizens and property within the disaster area. Edenton can independently declare a "State of Emergency" in the event of a disaster or, by resolution, can sign off on a County "State of Emergency" if one is declared.
  7. When a disaster overwhelms the capability of state and local governments, resources of federal departments and agencies may be needed.
  8. Local governments will use their normal channel for requesting assistance and / or resources to the State Emergency Operations Center. If state resources have been exhausted, the State will arrange to provide the needed resource(s) using the Emergency Support Functions as described in the Federal Response Plan. The County is a signature entity of the "Statewide Mutual Aid Agreement."
  9. The Federal Response Plan establishes the basis for fulfilling the Federal government's role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster of any kind which results in a required Federal response.

10. Under the Federal Response Plan, departments and agencies having various authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions. These Emergency Support Functions will work in concert with State agencies to provide the needed resource(s).
11. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall direction of the Federal Coordinating Officer. The [Disaster Mitigation Act of 2000](#), also known as the 2000 Stafford Act Amendments, are important changes in the ways in which the Federal government will provide assistance.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

1. <b>Chairman, County Commissioners</b>
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- Establish policy and incident guidance procedures in coordination with other officials.
- Carry out appropriate provisions of state general statutes, in addition to local ordinances, relating to emergencies.
- Issue and distribute, as appropriate, a local proclamation declaring a State of Emergency or terminating the State of Emergency.
- Assume or delegate direction and control of emergency operations after declaring an emergency at County level.
- Request assistance from State government through the [Emergency Services Director](#), as needed, to control an emergency.
- Perform coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.

- . Assure the protection of public documents and public facilities during the emergency.
- . Ensure that information and reports are forwarded through the Eastern Branch Office to the NC Division of Emergency Management regarding an emergency.
- . Additional duties are also found in the various Annexes and Procedures.

## 2.. **County Manager**

- . On behalf of the Chowan County Commissioners, implement or delegate direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction, including management of the Emergency Operations Center utilizing the Emergency Services Director to carry out this function. Establish incident guidance procedures in coordination with other officials.
- . Ensure county agencies continually update their annexes to the Emergency Operations Plan and develop internal Standard Operating Procedures (SOPs) as needed to respond to emergencies through Emergency Services.
- . Ensure that exercises and tests of the emergency systems are conducted on a periodic basis to test the functions of the Emergency Operations Plan through the Office of Emergency Services.
- . Ensure that representatives for Emergency Operations Center staff are designated (e.g., Health Director, Public Information Officer, etc.) to report to the Emergency Operations Center upon activation to provide direction and control.
- . Implement emergency policies / ordinances, as appropriate, on behalf of the governing body.
- . Function as the official County spokesperson and Public Information Officer or assure that a qualified trained PIO is in place.
- . Ensure that financial records of expenditures are kept during emergencies and be familiar with the FEMA equipment rate schedule.
- . Additional duties are also found in the various Annexes and Procedures.

## 3. **Emergency Services Director**

- . Perform assigned duties according to state statutes and local ordinances to include serving as the Chief of Staff and where necessary or delegated, the Incident Commander for all disaster operations.
- . Recruit and insure training of radiological and disaster analysis staff.
- . Ensure adequate training for the Emergency Services organization.
- . Set priorities on available resources and implement resources controls to restore essential services.
- . Responsible for developing, coordinating, and updating the County Plan in accordance with Federal and State guidelines, coordinating emergency operations within the County, and coordination of emergency activities with adjoining jurisdictions.
- . Establish and equip the County Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile), and provide for operations on a continuous basis as required.
- . Ensure that a system is developed and implemented to manage information (including internal messages) pertaining to the emergency situation and disseminate it to other levels of government and private sector.
- . Acquire maps, status boards and other display devices for the Emergency Operations Center which identify high hazard areas and pre-selected control / monitoring points.
- . Ensure that an events log (casualty and health concerns, property damage, fire status, size of risk area, scope of hazard, number of evacuees, etc.) is compiled and displayed in the Emergency Operations Center throughout the duration of the emergency.
- . Provide for acquisition / stocking of food, water supplies, and other equipment necessary for the effective operation of the Emergency Operations Center / Staff.
- . Develop a schedule for testing, maintaining and repairing the Emergency Operations Center and other emergency equipment, as well as coordinate exercises and tests of the emergency systems and plans within the jurisdiction.
- . Alert staff and activate Emergency Operations Center (for 24-hour coverage if necessary) when notified of potential/emergency situations.
- . Ensure that Emergency Operations Center staff acknowledge and authenticate reports.
- . Ensure staff and officials briefings are conducted periodically during the emergency.

- . Establish and maintain coordination with other jurisdictional Emergency Operations Centers as appropriate.
- . Provide for adequate coordination of recovery activities among private, state, and federal agencies / organizations.
- . Plan for / identify and maintain current inventories of available resources for emergency purposes including critical facilities.
- . Maintain administrative records as required.
- . Receive requests for assistance from municipalities within the County and direct aid to areas where needed.
- . Prepare authentication charts and devices for use during an emergency.
- . Develop procedures to warn areas not covered by existing warning systems.
- . Coordinate warning resources with neighboring counties.
- . Develop and maintain a public information and education program for disaster preparedness.
- . Direct and assist the [Public Information Officer](#) in disseminating public information during emergencies.
- . Identify potential evacuation areas in accordance with the County's hazard analysis.
- . Develop evacuation procedures.
- . Identify population groups requiring special assistance during evacuation (e.g., senior citizens, the very ill and disabled, nursing homes, prison populations, etc.).
- . Ensure that institutions within the County have evacuation procedures.
- . Monitor the progress of the evacuation and modify evacuation procedures when needed.
- . Establish and equip Disaster Assistance Centers along with the State when appropriate.
- . Identify shelter facilities for short-term use which have lodging and mass feeding capabilities.

- . Develop procedures to activate and deactivate shelters and ensure that American Red Cross and Department of Social Services develop shelter SOPs.
- . Designate shelter facilities with the shortest commuting distance to the hazard area for essential workers and their families.
- . Initiate the return of the population as soon as conditions are safe at the direction of the Chairman, Board of County Commissioners.
- . Assign a Damage Assessment Officer to coordinate overall damage assessment operations.
- . Provide damage assessment training.
- . Maintain sufficient quantities of needed forms and supplies for damage assessment teams and other departments/agencies assisting with assessment / recovery operations.
- . Secure resources to support and assist with damage assessment activities (maps, tax data, cameras, identification, etc.).
- . Establish a Utilities Liaison to coordinate information flow between the Emergency Operations Center and affected utilities.
- . Assist with identification and notification of applicants that may be eligible for PA programs (local government entities, private nonprofit organizations, Native American tribes, etc.).
- . Develop mutual aid agreements for use of resources.
- . Develop procedures to alert key officials.
- . Analyze personnel and equipment requirements to meet potential hazards and maintain a resource manual.
- . Develop procedures to activate the EAS system.
- . Coordinate resource use under emergency conditions and provide a system to protect these resources (i.e., essential personnel and equipment).
- . Provide for the storage, maintenance, and replenishment / replacement of essential equipment and materials (medical supplies, food and water, etc.).
- . Request additional resources in those cases where county resources cannot meet response or recovery requirements.

- Provide backup communications for Emergency Operations Center through the mobile command post.
- Develop a flood warning system for areas in the County subject to frequent flooding.
- Additional duties are also found in the various Annexes and Procedures.

#### 4. **Public Information Officer (Special Projects Manager)**

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

- . Ensure that all sources of information being received are authenticated and verified for accuracy.
- . Assist in handling inquiries and informing families about places of contact for missing relatives, continued emergency services, restricted areas, etc.
- . Review and update the Emergency Public Information Annex and SOPs regularly.
- . Additional duties are also found in the various Annexes and Procedures.

## 5. **Sheriff**

- . Plan for conducting traffic control and other law enforcement operations throughout the County during disasters.
- . Develop mutual aid agreements with other law enforcement agencies.
- . Provide backup communications for Emergency Operations Center through mobile units.
- . Provide transportation for Emergency Operations Center personnel under emergency conditions, as requested by Emergency Services.
- . Maintain current internal notification / recall rosters and communications systems.
- . Assist in warning and notifying the affected population of an existing or impending emergency.
- . Assist in evacuation of the disaster area and movement to shelter.
- . Provide security and protection for the damaged area and critical facilities and control access to the affected area.
- . Provide security in the Emergency Operations Center, reception centers, shelters, lodging and feeding facilities during emergency operations.
- . Relocate and house prisoners when necessary during periods of evacuation.
- . Coordinate additional law enforcement support with State Highway Patrol and other counties and / or municipalities during response activities.
- . Deliver necessary kits or other supplies if requested.

- Establish staging areas in conjunction with fire departments, rescue squads and the Transportation Coordinator.
- Review and Update the Law Enforcement Annex and SOPs regularly.
- Additional duties are also found in the various Annexes and Procedures.

## 6. Fire Marshal (Chief, Edenton Fire Department)

- Plan for coordination of fire fighting operations throughout the County in time of disaster.
- Develop mutual aid agreements.
- Analyze fire potential and identify fire service requirements.
- Develop and update Fire SOPs for coordination of fire fighting during emergencies.
- Prepare inventories of all fire equipment and personnel resources.
- Report to Emergency Operations Center upon activation and direct and control fire-fighting operations.
- Provide for protective equipment, instruments, antidotes and clothing within the resources of Chowan County, to perform assigned tasks in a hazardous chemical environment including decontamination.
- Direct and dispatch fire-fighting aid from other counties to the disaster site.
- Advise decision makers and emergency support services on the hazards associated with technological hazards and the areas most likely to be affected by a release of a hazardous material.
- Support rescue operations.
- Provide support personnel to assist in traffic control and damage assessment operations
- Conduct fire inspections at critical facilities and in the disaster area during recovery.
- Coordinate fire control between municipal government, county, and forest service.
- Advise about fire security during operations.

- . Review and update the Fire Protection Annex and SOPs regularly.
- . Additional duties are also found in the various Annexes and Procedures.

## **7. Emergency Medical Services (Assistant Emergency Services Director)**

- . Plan for coordination of emergency medical activities throughout the County during disasters.
- . Develop Emergency Medical Services procedures and mutual aid agreements.
- . Coordinate with Hospital Disaster Coordinator on use of medical facilities within the County for mass casualty incidents.
- . Establish liaison with medical facilities and maintain field communications with other response groups.
- . Maintain liaison with [American Red Cross](#) (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster situations.
- . Provide for the dispatch of ambulances and the transport of victims to medical facilities.
- . Coordinate response capabilities utilizing the emergency rescue and ambulance units.
- . Maintain a casualty tracking system.
- . Provide for nursing care at shelters to the extent that local medical standing orders allow.
- . Implement the Incident Command System as needed.
- . Review and Update the Emergency Medical Services Annex and SOPs regularly.
- . Provide medical surveillance and medical decontamination for emergency workers at incidents involving hazardous materials.
- . Additional duties are also found in the various Annexes and Procedures.

## **8. Social Services Director**

- . Plan for coordination of social services operations during disaster.
- . Coordinate with medical / health care facilities (e.g., nursing homes, rest homes, etc.) to ensure development of emergency procedures in conjunction with appropriate agencies.
- . Develop mutual aid agreements.
- . Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, Council on Aging, and other volunteer organizations to include shelter, feeding and clothing.
- . Assist American Red Cross in recruiting shelter staff from Social Services.
- . Maintain current internal notification/recall rosters.
- . Report to Emergency Operations Center upon activation to assist in shelter operations.
- . Coordinate with health, mental health and other volunteer / non-volunteer agencies, both public and private, to provide support personnel during sheltering.
- . Train and prepare for the operation of special needs shelters for the county residents. (e.g., nursing homes, rest homes, etc.).
- . Additional duties are also found in the various Annexes and Procedures.

## 9. **Communications Director**

- . Plan and direct communications and warning systems, including two-way radio systems throughout the County, describing methods of communications between Emergency Operations Center, field forces, shelter facilities, adjacent jurisdictions and area / State Emergency Operations Center.
- . Ensure off-duty communications staff can be recalled on short notice to supplement on duty personnel.
- . Maintain current internal notification / recall rosters.
- . Ensure information pertinent to the emergency / disaster situation is provided to the Emergency Operations Center.
- . Develop and maintain equipment, methods and procedures for communications between the Emergency Operations Center and on-scene emergency resources.

- . Coordinate communications net with surrounding counties, the State and the County during disasters.
- . Establish procedures to control two-way radio communications between the Emergency Operations Center and other forces, such as hospitals, air ambulance dispatch points and amateur communications networks.
- . Disseminate warning information.
- . Review and update the Communications Annex and SOPs regularly.
- . Ensure that communications procedures are established for the use of logs, message forms and message control.
- . Develop procedures for obtaining and restoring telephone services during emergencies.
- . Develop mutual aid agreements. (See Chowan-Edenton Mutual Aid Agreement).
- . Identify potential sources of additional equipment and supplies.
- . Provide radio repair capabilities and maintenance operations under emergency conditions.
- . Ensure program training for all county communications personnel.
- . Provide for radio system compatibility and networking.
- . Provide for the delivery of primary and backup radio communications (fixed and mobile).
- . Report to the Emergency Operations Center upon activation and provide direction and control for communications operations.
- . Staff, equip, and operate emergency communications facilities and systems.
- . Coordinate radio, telephone and computer resources in the County.
- . Develop procedures which define agency responsibilities, describe activation procedures and detail the warning systems for notifying the general public.
- . Develop listing of warning equipment locations and areas of coverage.
- . Provide for testing and exercising of the communications, warning and alerting systems on a regular basis.

- . Arrange with public services agencies to augment warning capabilities.
- . Coordinate with the Public Information Officer to distribute necessary information to the media and public.
- . Receive warning information from the National Warning System or the Division of Criminal Information (DCI) and other official sources.
- . Operate message center at the EOC.
- . Additional duties are also found in the various Annexes and Procedures.

## 10. **Public Works Director**

- . Maintain water supplies and sanitary facilities at shelter sites within the municipal during emergencies.
- . Plan for emergency repair and restoration of County roads, vital facilities and utilities during disasters.
- . Plan for shelter marking and shelter upgrading.
- . Jointly with County Emergency Services direct and dispatch public works mutual aid from other jurisdictions and the State.
- . Conduct debris clearance and removal operations within the municipal jurisdiction in conjunction with the North Carolina Department of Transportation.
- . Provide support to state agencies, as needed, for water sampling and intake control.
- . Develop and maintain standard operating guidelines for Public Works.
- . Additional duties are also found in the various Annexes and Procedures.

## 11. **Health Director**

- . Direct operations for all special needs shelters and/or facilities in coordination with the Department of Social Services and / or the American Red Cross.

- . Develop procedures for emergency public health operations and act as liaison for mental health care.
- . Develop and implement health awareness and public information programs regarding personal health.
- . Report to the Emergency Operations Center upon activation and provide direction and control for emergency health operations.
- . Plan for inspection of food and water in shelters and issuance of instructions for decontamination, distribution and usage.
- . Conduct sanitation inspections of shelters.
- . Develop mutual aid agreements.
- . Provide for health care support at emergency facilities and shelters.
- . Provide for medical needs of special needs population.
- . Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable diseases.
- . Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- . Provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.
- . Arrange for the re-supply of health response agencies.
- . Coordinate the distribution of exposure-inhibiting or mitigating drugs, vaccines, or other preventatives.
- . Coordinate public information with the Public Information Officer.
- . Additional duties are also found in the various Annexes and Procedures.

## 12. Medical Examiner

- . Respond to notifications of fatalities from local authorities and establish an adequate morgue.

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

### 13. **Transportation Coordinator (Superintendent of Schools)**

- . Plan for transportation of County residents in a disaster, including special population groups (handicapped, elderly, etc.)
- . Coordinate transportation operations, and keep EOC advised of status.
- . Additional duties may also be found in the various Annexes and Procedures.

### 14. **County Fire Chiefs / Fire Departments**

- . Assist with warning and notification of threatened populations, traffic control and missing persons search.
- . Deploy fire personnel and equipment during emergencies.
- . Designate staging areas for mutual aid and volunteer forces responding from other areas.
- . Assist with search and rescue operations, including body recovery.

- . Provide on-scene direction and control during hazardous material decontamination and monitoring in accordance with the Incident Command System.
- . Maintain fire security in evacuated areas.
- . Assist in decontamination operations.
- . Assist in debris clearance for emergency access in the disaster area.
- . Develop and maintain Standard Operating Procedures for fire service operations in support of this plan.
- . Coordinate with the [Fire Marshal](#) regarding availability of manpower and equipment for disaster operations, and anticipate resource needs for extended operations.
- . As necessary, ensure fire stations are maintained during disaster events, particularly as local points of contact for receipt and distribution of emergency public information.
- . Assist the NC Division of Forest Resources in the control and extinguishment of woodland fires.
- . Provide fire protection for temporary structures used as shelters, such as tents.
- . Assist the [Fire Marshal](#) with fire inspections of damaged structures.
- . Develop and maintain mutual aid agreements for the procurement of needed resources during emergency and disaster events.
- . Develop fire department policy and plans on emergency debris removal.
- . Assist with initial disaster assessment.
- . Assist with the transportation and preparation of emergency public water supplies (e.g., tankers, water buffaloes) as approved by the Health Director.
- . Attend post-disaster Applicant's Briefings and assist in coordinating Damage Survey Report Teams arriving after a Presidential Declaration of Disaster.
- . Receive and manage information provided to the Fire Department by hazardous materials facilities under the [Emergency Planning and Community Right-to-Know Act](#).

- Assist the Emergency Services Director with planning for emergency response to Chowan County by the North Carolina Hazardous Materials Regional Response Team (RRT).
- Coordinate with the Finance Officer regarding documentation of disaster-related expenses. The FEMA Equipment Schedule may prove useful in document preparation.
- Additional duties are also found in Procedures and Annexes.

## 15. Finance Officer

- Plan for / identify available resources for emergency purposes including critical facilities (e.g. radiological laboratories).
- Develop financial accounting record procedures for all agencies to report their emergency expenses.
- Maintain a separate account of disaster related expenditures and expenses and be familiar with the FEMA Schedule of Equipment rates.
- Maintain and provide a current internal notification/recall roster.
- Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.
- Report to the Emergency Operations Center upon activation and assist the Emergency Services Director in the direction and control of resource management operations and staffing.
- Ensure that response agencies initiate documentation of all costs incurred subsequent to the emergency/disaster.
- Additional duties are also found in the various Annexes and Procedures.

## 16. Damage Assessment Officer (Tax Supervisor)

- Develop, review and annually update procedures for damage reporting and accounting.
- Train personnel in damage assessment organization, techniques and reporting procedures and be familiar with the FEMA Schedule of Equipment rates.

- . Maintain a current damage assessment team notification / recall roster.
- . Report to Emergency Operations Center upon activation and coordinate damage assessment operations in conjunction with the Emergency Services Director.
- . Assign damage assessment teams and deploy as appropriate. Assure each team has communications with the Emergency Operations Center.
- . Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- . Assist the Emergency Services Director and other county or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected government facilities.
- . Collect and compile incoming damage reports from teams in the field to include county and private agencies such as American Red Cross, school systems, private nonprofit / government utilities.
- . Collate and compile damage assessment information for transmittal to the State Emergency Management Office.
- . Additional duties are also found in the various Annexes and Procedures.

## 17. **Superintendent of Schools**

- . Develop emergency plans for all school facilities as well as support transportation operations by providing buses and drivers, on request, for evacuations of the general public along with medical and health care facilities.
- . Provide support personnel (schools, cafeteria staff, counselors) as available.
- . Establish economic stabilization operations to include food rationing and price stabilization.
- . Provide school facilities for temporary medical treatment facilities or shelters.
- . Provide for fuel support when refueling buses being used in transportation activities.
- . Direct the evacuation of school populations.
- . Coordinate letters of agreement for use of schools as shelters.

- . Plan for transportation of county residents in a disaster, including special population groups (handicapped, elderly, etc.).
- . Coordinate transportation operations, and keep Emergency Operations Center advised of status.
- . Additional duties are also found in the various Annexes and Procedures.

## 18. **American Red Cross Liaison**

- . Coordinate shelter / mass care operations for city and county and identify those functions required for shelter operations.
- . Provide support personnel as requested.
- . Provide a shelter-stocking plan for ARC shelters.
- . Provide shelter managers to operate ARC shelters. Ensure managers follow ARC guidance procedure.
- . Train shelter managers and the staff to handle the day-to-day needs of evacuees while the shelter is in operation.
- . Arrange for staffing of ARC shelters and feeding of evacuees.
- . Identify evacuees within ARC shelters with special needs.
- . Provide shelter management supplies.
- . Assure that personnel are trained to operate and care for the day-to-day needs of the evacuees staying in shelters.
- . Develop letters of agreement and procedures for shelter activities and secure cooperation of building owners for use of shelter space.
- . Assist in handling inquiries and informing families on the status of individuals injured or missing.
- . Inspect shelter sites for serviceability.
- . Additional duties are also found in the various Annexes and Procedures.

## 19. **Animal Control Officer**

- . Serve as technical advisor to the Emergency Operations Center on issues dealing with animal control.
- . Develop an emergency plan dealing with animal control issues and care custody and control of domestic animals in a disaster.
- . Assist in developing a policy regarding fees, pickups and releases of domestic animals during a disaster and in the recovery phase of disaster operations.
- . Additional duties are also found in the various Annexes and Procedures.

## 20. **Solid Waste (Special Projects Manager)**

- . Serve as debris management coordinator to the Emergency Operations Center on issues dealing with debris materials generated by the disaster.
- . Develop an emergency plan dealing with solid waste issues and debris disposal in a disaster.
- . Be familiar with the FEMA equipment rate schedule.
- . Develop policies regarding tipping fees, truck weighing and disposal of wooded debris, construction and demolition materials in the landfill during a disaster and in the recovery phase of disaster operations.
- . Develop or cause to be developed, as appropriate, contracts and or contract management for all contractors regarding debris removal.
- . Additional duties are also found in the various Annexes and Procedures.

## 21. **Edenton Town Manager**

- . On behalf of the city/town council, implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction. Establish incident guidance procedures in coordination with other officials.
- . Implement emergency policies/ordinances as appropriate for the governing body.

- Ensure that financial records of expenditures are kept during emergencies. Be familiar with the FEMA equipment rate schedule.
- Develop plans for the security of municipal public documents and facilities.
- Develop a roster of key workers who must remain during an emergency or return, subsequent to an evacuation, to relieve other key workers.
- Provide, as requested, municipal personnel and equipment resources to the County or other jurisdictions to support emergency operations and evacuations.
- Additional duties are also found in the various Annexes and Procedures.

## 22. **Edenton Mayor**

- Establish policy and incident guidance procedures in coordination with other officials.
- Carry out appropriate provisions of State General Statutes, in addition to local ordinances relating to emergencies.
- Issue and distribute, as appropriate, a local proclamation or resolution declaring a State of Emergency or terminating the State of Emergency, in coordination with the County.
- Request assistance through the [Emergency Services Director](#), as needed, to control an emergency.
- Perform coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Assure the protection of public documents and public facilities during the emergency.
- Assume or delegate direction and control of emergency operations after declaring an emergency at the municipal level.
- Additional duties are also found in the various Annexes and Procedures.

## 23. **Edenton Police Department**

- Maintain law and order within local jurisdictions.

- . Provide mobile units for warning operations.
- . Provide security for critical facilities.
- . Request assistance through the **Emergency Operations Center**, as needed.
- . Additional duties are also found in the various Annexes and Procedures.

#### **24. Mental Health Director**

- . Develop and maintain standard operating procedures (SOPs) for mental health operations during emergency situations.
- . Coordinate with the Director of Social Services to provide crisis counseling, when necessary, during emergency situations.
- . Provide crisis counseling to professionals and support staff working with the emergency response and recovery.
- . Provide crisis counselors for Disaster Application Centers (DACs) operated following a Presidential Declaration of Disaster.
- . Provide for a 24-hour crisis line during periods of emergency.
- . Maintain and provide information pertaining to mental health resources that may be utilized during emergency / disaster situations.
- . Additional duties are also found in the various Annexes and Procedures.

#### **25. Amateur Radio Emergency Service**

- . Develop and maintain a list of amateur radio resources that may be used during an emergency / disaster.
- . Provide a liaison to the Washington County Emergency Operations Center during emergency / disaster activations.
- . Transmit and receive emergency traffic as necessary during emergency / disaster events.

- . Disassemble and relocate radio equipment to alternate Emergency Operations Center, if necessary.
- . Maintain a message log for all emergency traffic.
- . Coordinate with other amateur radio operators and the Area A office to establish and support post-disaster emergency communications.
- . Report communications transmissions to the Operations Officer / [Emergency Services Director](#).
- . Provide operators and equipment to shelters to communicate with the Emergency Operations Center.
- . Participate in exercises and mock disaster situations.
- . Additional duties may be found in the various Annexes and Procedures.

#### 26. **Cooperative Extension Service (USDA Emergency Board)**

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

#### 27. **Disaster Volunteer Coordinator (temporary designee)**

- Develop and maintain a list of available disaster volunteers as the event progresses and volunteers become available to the County.
- Plan and confer with the [Public Information Officer](#) and [Emergency Services Director](#) regarding the need for volunteers and possible uses for disaster volunteers.
- Determine capabilities and skills of available volunteers and recommend best use of volunteers to the Emergency Services Director.
- Assist the Emergency Services Director with the assignment, deployment and status of disaster volunteers.
- Provide an event summary of volunteer activity to the Emergency Services Director as needed.
- Additional duties may be found in Procedures and Annexes.

## 28. Planning and Inspections

- Develop and maintain Standard Operating Procedures and guidelines for [protection of vital records](#) during emergency/disaster events in support of this plan.
- Develop and maintain standard procedures and guidelines for assisting property owners in recovery from a disaster in support of this plan.
- Inform property owners of current flood ordinance/hazard mitigation issues that may affect the reconstruction of storm damaged property following a natural hazard disaster event.
- Coordinate with the [Division of Coastal Management](#), [Division of Emergency Management](#) and others as necessary regarding the development of necessary codes and plans for disaster recovery, and the enforcement of existing codes.
- Advise the County Board of Commissioners and County Manager regarding new construction options and potential benefits of modifications to existing county properties that are at risk from hurricanes and other hazards.
- Identify and prioritize possible mitigation projects and pursue such projects, as funds are available.
- Develop and maintain the Storm Hazard Mitigation and Reconstruction plan.

- Coordinate with the [Director of Emergency Services](#) to identify and document vital facilities into the County's Database for eventual incorporation into a Geographic Information System.
- Assist the Director of Emergency Services and County Manager in the development of necessary disaster mutual aid agreements related to post-hurricane recovery and reconstruction.
- Additional duties may be found in Procedures and Annexes.

#### 29. **Unmet Needs Committee Chairman (Director of Social Services)**

- Assemble the Committee and convene committee members as required for training and disaster activation.
- Act as the lead person in determining disaster-related unmet needs of the local population.
- Identify resources to assist in meeting unmet needs and lead the committee in matching needs with available resources.
- Ensure that the Committee is represented in any local Disaster Recovery Center.
- Coordinate with the Committees Donated Goods Manager to accomplish the mission outlined in the Donated Goods Management portion of this Emergency Operations Plan.
- Assist the [Finance Officer](#) in the development of a donated funds policy, which addresses receipt, and disbursement of funds and eligibility of recipients.
- Additional duties may be found in Procedures and Annexes.

#### 30. **Recreation (Special Projects Manager)**

- Provide assistance at shelters with staff and materials, as requested or required to meet recreational needs.
- Provide transportation assistance in coordination with the [Transportation Coordinator](#).

- . Assist in delivering supplies to shelters and other established distribution points.
- . Coordinate with the Disaster Volunteer Coordinator to use volunteer resources as appropriate.
- . Carry out other duties as instructed, required or requested by the County Manager or the Director of Emergency Services.
- . Additional duties may be found in Procedures and Annexes.

## V. DIRECTION AND CONTROL

- A. Direction and Control provides for an efficient response to an emergency by coordinating all response and recovery activities through one central location. The Emergency Operating Center (EOC) is the base of operation for all Emergency Services activities for the County and Town. Members of the Emergency Services organization will be familiar with plans and procedures to cope with an emergency. The Chairman of County Commissioners, or designee, will decide whether to activate the EOC. The overall direction and control of emergency activities in a crisis situation is vested with the Chairman of County Commissioners.
- B. Upon declaration of an emergency or attack warning the Chairman of County Commissioners, County Manager, Mayor of Edenton, Town Manager, Sheriff, Public Information Officer, Emergency Services Director and Emergency Services Assistant Director will operate from the EOC.
- C. Initially, emergency operations will be conducted locally with little or no outside assistance or coordination.
- D. On-site direction and control will be established by the senior officers of the emergency service having primary responsibility for the situation utilizing an Incident Command System (ICS).

## VI. CONTINUITY OF GOVERNMENT

### A. General

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

## **B. Line of Succession**

1. The line of succession of the County Board of Commissioners proceeds from the Chairman to the Members of the Board in accordance with County policy or law.
2. Lines of succession for the Emergency Services Director and department/agency heads with emergency responsibilities are shown in the appropriate procedure.

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

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

## **D. Relocation of Government**

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

# **VII. ADMINISTRATION AND LOGISTICS**

## **A. General**

1. The Emergency Services Communications Center operates continuously 24 hours per day and is administered by the Chowan County Office of Emergency Services. Day-to-day operations are under the [Director of Emergency Services](#).
2. The operational readiness and operations of the Emergency Operations Center is the responsibility of the Director of Emergency Services.

## **B. Records and Reports**

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

## **C. Consumer Protection**

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

## **D. Non-Discrimination**

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

## **E. Agreements and Understandings**

1. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
2. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the local Emergency Services Director to the Area Office. From there, such requests are forwarded to the State Emergency Operations Center.
3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The County Manager, through the Emergency Services Director, will ensure development, annual review, and revisions of this plan are conducted by all officials involved. This shall include review of those portions of the plan actually implemented in an emergency.

- B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four-year exercise plan to ensure a readiness posture for those who have an emergency responsibility.

## IX. AUTHORITIES AND REFERENCES

- A. The following listed authorities and references were consulted to support this plan:
1. [Public Law 93-288 as amended by Public Law 100-707.](#)
  2. National Security Decision Directive #259. (PDF format only)
  3. General Statutes, Chapter 166A.
  4. [Homeland Security Act - 2002.](#)
  5. General Statutes 115C-242 (6).
  6. General Statutes Article 36A of Chapter 14.
  7. State of North Carolina Executive Order 43, North Carolina Emergency Response Commission, April 7, 1987.
  8. National Security Decision Directive #298 (Restricting Access to response plans)
  9. [OSHA 1910.120.](#)
- B. The following listed authorities are included as appendices to this plan:
1. Chowan County Emergency Management Ordinance.
  2. County State of Emergency Ordinance.
  3. Town of Edenton State of Emergency Ordinance
  4. Chowan - Edenton Mutual Aid Agreement
  5. State / Local Mutual Aid Agreements and Understandings.
  6. General Statutes, Chapter 166A.