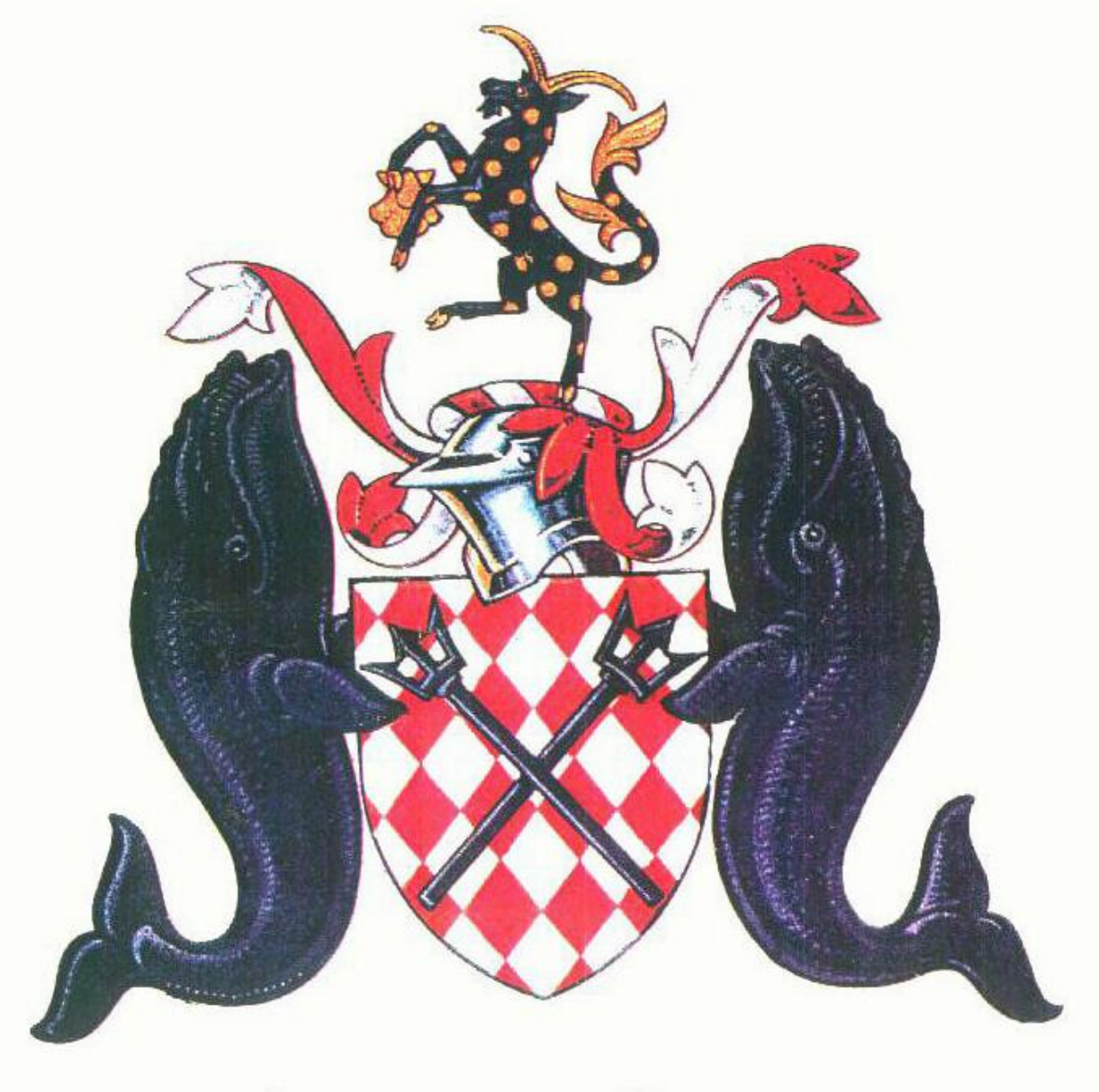
CARTERET COUNTY



EMERGENCY OPERATIONS PLAN

For All-Hazards

Reviewed and updated May 2019

CARTERET COUNTY EMERGENCY OPERATIONS PLAN

LETTER OF PROMULGATION

DATE: May 7, 2019

TO: CARTERET COUNTY GOVERNMENT
LOCAL MUNICIPAL GOVERNMENTS
CARTERET COUNTY FIRE & EMS DEPARTMENTS
RESIDENTS OF CARTERET COUNTY

By virtue of the powers and authority vested in me as the Chairman of the County Board of Commissioners, I hereby promulgate and issue the Carteret County Emergency Operations Plan, dated May 20, 2019, as a regulation and guidance to provide for the protection of the life and property within Carteret County. The revised Carteret County Emergency Operations Plan (EOP), hereafter will be referred to as "The Plan."

The Plan outlines the coordinated actions to be taken by County, municipal, public safety officials and supporting organizations during emergencies and disastrous events. It identifies manpower and other resources available to minimize, respond to, and recover from the impacts of these emergencies or disasters. On May 16, 2005, The Board of Commissioners adopted a Resolution designating the National Incident Management System (NIMS) as the basis for all Incident Management and requires the use of the Incident Command System (ICS) at all levels of response.

This plan is an effective tool for county-wide emergency planning. It should be implemented as necessary for any significant incident/event or disaster, and when the county issues a State Of Emergency (SOE). The Emergency Services Department (ESD) is responsible for the maintenance and update of the plan annually, as required by ordinance, in coordination and agreement with appropriate participating agencies and units of government. Minor, technical changes made by the ESD shall not require re-approval, provided a copy of the changed section is provided to all parties on the distribution list.

Adoption of The Plan rescinds all previous versions of the Carteret County Emergency Operations Plan and shall remain in effect until a proper replacement Plan has been implemented.

Sincerely,

Mark Mansfield

Mark Mansfield, Chairman
Carteret County Board of Commissioners

Basic Plan - 1

PREFACE

This Emergency Operations Plan is an all-hazards plan that describes how Carteret County will organize and respond to significant incidents or events in the community. It is based on, and is compatible with, Federal, State of North Carolina, and other applicable laws, regulations, plans, and policies, including the National Planning System (NPS) and the State of North Carolina's Emergency Management Plan. Carteret County has adopted the principles of the National Incident Management System (NIMS).

Consisting of a Base Plan, Emergency Support Functions, and Annexes, this EOP provides a framework for coordinated response and recovery activities to any all-hazards incident or event. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other Federal, State, local, tribal, and private-sector partners.

INTRODUCTION

The Carteret County Emergency Operations Plan (EOP) is developed and maintained by the Department of Emergency Services to ensure a coordinated and effective response to any significant incident or event that might threaten Carteret County. The EOP should be reviewed each year by the first of June and updated in order to incorporate the most recent technological advances and the timeliest information available to the emergency management community, as well as new partnerships that have developed during the year.

Through the use of a functional format, reflective of the National Response Framework (NRF), the plan relies upon the principles of the National Incident Management System (NIMS) which provides a consistent common, national approach for incident management. The use of the NIMS fosters a prompt, efficient, and coordinated response by all of the diverse elements of the traditional and non-traditional emergency response community.

The EOP Base Plan serves as the conceptual and policy framework for anticipated response efforts. The 15 Emergency Support Functions (ESFs) identifies primary and support agencies, and assigns the responsibilities for each agency for emergency situations. Defining the roles of each agency prior to an incident or event serves to reduce confusion and conflicting roles; therefore decreasing the impact of emergencies on persons, animals, and property.

This plan does not attempt to define how each agency or supporting agency should perform its individual tasks. The manner in which tasks are to be performed are contained in each ESF lead, department or agency's Standard Operating Procedures (SOPs), guidelines, and checklists.

Companion documents referenced throughout this EOP should be consulted when implementing applicable portions of the plan. This document contains some of the referenced materials, including emergency management authorizing ordinances and sample resolutions that can be used for implementing the plan. Other documents, such as Mutual Aid Agreements or Memorandums of Understanding are maintained separately, with a copy located at the Emergency Operations Center (EOC).

This plan meets the requirements of planning guidance promulgated by the Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide (CPG) 101, and the legal responsibilities of Carteret County as identified in North Carolina General Statutes, Chapter 166-A. It provides all the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness, response, recovery.

All previous versions of the Carteret County Emergency Operations Plan are hereby rescinded.

LETTER OF AGREEMENT

The Carteret County EOP (or "The Plan") is a multi-discipline, all-hazards plan that establishes a comprehensive framework for the management of significant incidents or events impacting Carteret County. The plan is implemented when it becomes necessary to mobilize the resources of the identified departments and agencies to save lives and protect property and infrastructure. Organizations with assigned responsibilities should be familiar with the entire plan; however, added emphasis must be given by those organizations to the sections for which they have primary or support responsibility. ESF leads, governmental agencies and departments are responsible for establishing their own SOPs and guidelines in order to conduct the operational tasks assigned to them in this plan. ESF leads and supporting agencies shall annually submit copies of their procedures to the Department of Emergency Services prior to the first of June.

By acknowledging this letter of agreement, the leadership of: Carteret County, Municipalities, Private Organizations and Volunteer groups agree to coordinate and conduct emergency operations in accordance with NC General Statutes, Carteret County Emergency Management Ordinance, the NIMS and maintain supporting plans, procedures, and emergency support function documents and checklists to accomplish assigned responsibilities of this Plan.

ACKNOWLEDGEMENT OF THE PLAN

All departments, agencies and non-profit groups identified in this plan were given the opportunity to provide comments and feedback on the development of the EOP during the planning process. All comments and feedback were adjudicated and are reflected in this final version.

PLAN ADMINISTRATION

The Carteret County EOP, including appendices and annexes, will be reviewed annually and approved as appropriate after an exercise or incident response. All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

RECORD OF CHANGES

PURPOSE OF CHANGE	DATE OF CHANGE	PAGE(S) CHANGED	CHANGE MADE BY
Clarify the use of WebEOC and change SOG to SOP.	**4/2/2015**	**BP 25-29 31-35,37**	**Jen Sawyer**
Changed Carteret General Hospital to Carteret Health Care; Updated population to 2015 US Census Information; Changed Special Needs to Medically Fragile	**6/13/2016**	**BP 7, 12, 13, 14, 23, 29, 30, 32, 34-37 ESF 6 2,4,5,7 ESF 8 1-4, 8**	**Jen Sawyer**
Added Gallants Channel High-rise bridge; Removed mobile command post resource; Updated Fire Contracts; Updated EMS Contracts; Added PIO responsibilities to Human Resources	**7/5/2018**	**BP 12 ESF 2 2 ESF 4 1 ESF 8 2 BP 9, ESF 15 1-4**	**Jen Sawyer**
Plan Review	**4/3/2019**	**Minor Changes Throughout & added ESF #6A – Donated Goods/Volunteer Management**	**Jen Sawyer**

DISTRIBUTION LIST

Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided by printed or electronic means; however each department along with the EOC should maintain at least one or more hard copies. The recipient will have the responsibility for updating the EOP when changes are received. The Carteret County Emergency Services Department is ultimately responsible for all plan updates.

Amateur Radio Emergency Services
American Red Cross
Bogue Banks Water Corporation
Carteret Correctional Center
Carteret Health Care
County Board of Commissioners
County Department Heads
County Emergency Communications Center
County Manager and Deputies
Craven County Emergency Management
Emergency Services Department Personnel/Website
Carteret County Public School System
Fire & EMS Departments
Jones County Emergency Management
MCAS Cherry Point Emergency Management
Municipal Emergency Managers
Municipal Managers
Municipal Mayors
National Park Service – Cape Lookout
National Weather Service – Newport
NC Department of Transportation – Carteret County
NC Emergency Management
NC Ferry Division Emergency Management
NC Forestry
NC Parks and Recreation – Fort Macon
Police Departments
Radio Communications Vendor – ECI Communications
Salvation Army
Sheriff's Office Senior Staff
US Coast Guard – Atlantic Beach
US Coast Guard – Emerald Isle
US Forestry – Croatan National Forest
Western Carteret Water Corporation

ESF ASSIGNMENTS

Unless otherwise stated, the following table identifies agencies responsible for the review of the specific plan and ESFs. Changes should be forwarded to the Emergency Services Director for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the plan from providing input to the document; such input is, in fact, encouraged.

Section	Assignment
Base Plan	Carteret County Emergency Services
Emergency Support Functions (ESFs)	
ESF 1 Transportation	Carteret County Area Transportation System and Carteret County Public Schools Transportation Department
ESF 2 Communications	Carteret County Emergency Services and Carteret County Information Technology
ESF 3 Public Works and Engineering	Carteret County General Services Department
ESF 4 Firefighting	Carteret County Emergency Services/ County and Municipal Fire Departments
ESF 5 Emergency Management/Planning	Carteret County Planning Department and Carteret County Emergency Services
ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services ESF 6A Donated Goods/Volunteer Coordination	Carteret County Department of Social Services Carteret County Parks and Recreation and Salvation Army
ESF 7 Logistics and Resource Support	Carteret County Emergency Services
ESF 8 Public Health and Medical Services	Carteret County Health Department
ESF 9 Search and Rescue	Carteret County Sheriff's Office and US Coast Guard, Sector NC
ESF 10 Oil and Hazardous Materials Response	Carteret County Emergency Services/ County and Municipal Fire Departments
ESF 11 Agriculture and Natural Resources	Carteret County Agriculture Extension and Carteret County Health Department
ESF 12 Energy	Carteret County Emergency Services
ESF 13 Public Safety and Security	Carteret County Sheriff's Office
ESF 14	TBD
ESF 15 External Affairs	Carteret County Human Resources

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ESF # 4-FIREFIGHTING 1
ESF # 5-INFORMATION AND PLANNING 1
ESF # 6-MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES 1
ESF #6A-DONATED GOODS/VOLUNTEER MANAGEMENT 1
ESF # 7-LOGISTICS MANAGEMENT AND RESOURCE SUPPORT 1
ESF # 8-PUBLIC HEALTH AND MEDICAL SERVICES 1
ESF # 9-SEARCH AND RESCUE 1
ESF # 10-OIL AND HAZARDOUS MATERIALS 1
ESF # 11-AGRICULTURE AND NATURAL RESOURCES 1
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BASE PLAN

PURPOSE

This Plan predetermines actions to be taken during all-hazards incidents or events by government agencies, public safety departments, and supporting private organizations within Carteret County. Activation of this Plan will coordinate response and recovery actions thereby reducing the impact of these incidents or events on people and property.

This Plan establishes a systematic, coordinated and effective focus on the capabilities required across the whole community to prepare, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk from significant incidents or events occurring within the county and throughout Eastern, NC. It is intended in all instances to be consistent with the NIMS and encompasses all phases of Emergency Management (see Figure 1).

Figure 1 Five Phases of Emergency Management

This Plan is designed to address impacts from any all-hazards incident or event that could adversely affect Carteret County. It applies to all county government departments, fire and EMS departments, and other agencies which are tasked to provide support to the county in significant incidents or events. It describes the fundamental policies, strategies, and general concept of operations to be used in managing the significant incident or event from pre-onset through recovery.

SITUATION AND ASSUMPTIONS

A. Situation

- Carteret County is exposed to many threats and hazards, all of which have the potential to disrupt the community, cause damage, and create injury or fatalities. Likely threats and hazards include:

  - Hurricanes, Tropical Storms, and Nor'Easters
  - Tornadoes, Thunderstorms, and Damaging Winds
  - Flooding and Storm Surge

- Isolation
- Hazardous Materials
- Drought
- Fires and Wildland Fires
- Bridge Damage and/or Failures
- Maritime Incidents
- Widespread Power Failures
- Aircraft Accidents
- Acts of Terrorism
- Other Criminal Acts
- Pandemic and Health Emergencies

➢ Carteret County is geographically located in the central coastal area of North Carolina. It is bordered on the east by the Atlantic Ocean, on the northeast by Hyde County, on the north by Pamlico County as well as the Pamlico Sound, on the west by Craven and Jones Counties, and on the southwest by Onslow County (see Figure 2).

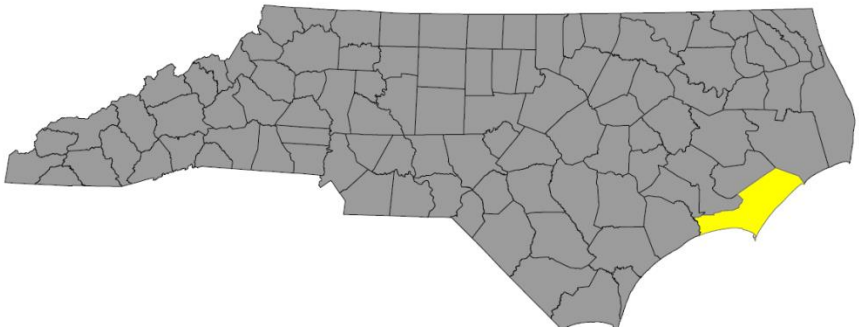

Figure 2 Map of North Carolina

➢ The county is primarily flat terrain with the average elevation being only 9 feet above sea level. The total land area covers approximately 524 square miles, with approximately 81 miles of Atlantic Ocean coastline. Barrier islands parallel the county's coast for this entire length, with the southern portion being developed and accessible by two high rise bridges, while the eastern portion is part of Cape Lookout National Seashore, not permanently inhabited, and is accessible only by private ferry or boat (see Figure 3).

Figure 3 Map of Carteret County

- There are eleven (11) municipalities in Carteret County, which include Atlantic Beach, Beaufort, Bogue, Cape Carteret, Cedar Point, Emerald Isle, Indian Beach, Morehead City, Newport, Peletier, and Pine Knoll Shores. The Town of Beaufort is the County Seat. The county is also home of the North Carolina State Port, one of fourteen strategic ports in the United States.

- The annual population as of 2017 Census Bureau figures is 68,881. The seasonal population, from May to September, elevates to over 150,000.

- The major traffic arteries providing ingress and egress to the County are: US 70, NC 24, NC 12, NC 58, and NC 101. The NC 12 route includes North Carolina's Cedar Island to Ocracoke Island ferry, which serves as a gateway to the Northern Outer Banks.

- Several major bridges are located throughout the County and are heavily depended upon to provide routes for timely evacuations to occur. These major bridges include the following locations: NC 12 onto Cedar Island, US 70 from Stacy to Sea Level, US 70 at North River, US 70 over Gallants Channel, NC 101 over the Intracoastal Waterway, US 70 from Radio Island to Morehead City, Morehead City to Atlantic Beach, NC 58 from Emerald Isle to Cape Carteret, and NC 24 over the White Oak River. Due to the county's coastal proximity, numerous smaller bridges are present on many primary and secondary roads.

- A natural gas pipeline parallels US 70 into Morehead City. In Morehead City, the pipeline splits off at the Junction of US 70 and NC 24. One section turns east paralleling US 70 and the other section turns west paralleling NC 24 towards Jacksonville.

- Two railways run through the county; the NC Railroad and Norfolk Southern Railroad. Primary rail access is parallel to US 70 entering from Craven County and extending to and just beyond the North Carolina State Port.

- There are two sizeable airports located in Carteret County. The Michael J. Smith Field in Beaufort has three (3) runways, one runway being 5,000 feet in length. This field has been designated as one of the busiest small airports in North Carolina. The U. S. Marine Corps operates Bogue Field, an outlying landing field in Bogue and located between NC 24 and the Bogue Sound. Additionally, the U. S. Marine Corps operates a second outlying landing field in Atlantic, capable of rotary craft operations only. Both Marine Corps sites are managed by Marine Corps Air Station (MCAS) Cherry Point in the nearby town of Havelock. Although the MCAS is located within Craven County, it serves as a major launch point for both fixed wing and rotary wing airframes which actively operate within Carteret County.

- The National Flood Insurance Program (NFIP) Administrator for Carteret County is the Carteret County Planning and Inspections Department. Maps indicating low lying flood areas are also located in the Planning and Inspections Department, and are available on the internet and in county libraries.

- Carteret County primarily receives its weather warnings from the National Weather Service (NWS) Office in Newport. NWS will detect and tract potentially dangerous storms and conditions, issuing advisories as long as the threat exists. Carteret County Emergency Services coordinates with the NWS regularly. Also, during predictable incidents, Emergency Services will coordinate with NC Emergency Management to maintain and update severe weather information.

- Additional characteristics or key facilities within the county include:

    - NC Aquarium (Pine Knoll Shores)
    - NC State Historical site (Fort Macon)
    - Cape Lookout National Seashore
    - Croatan National Forest
    - US Coast Guard Stations (Atlantic Beach and Emerald Isle)
    - USMC BT11 Bombing Range (Pamlico Sound)
    - Carteret Community College
    - Carteret Health Care
    - Numerous industrial and commercial areas including retail outlets
    - A large number of recreational boaters
    - Popular beach and tourism destination
    - Large open farms in select areas

- Many subdivisions within the county have permits to operate sewage treatment plants. The Carteret County Health Department maintains information on these locations and operators.

- Carteret County Government has mutual aid (or similar) agreements with surrounding and inclusive jurisdictions and key non-governmental organizations. Prior written agreements are necessary for potential FEMA or state reimbursement following a disaster.

- Carteret County relies upon Duke Energy and Carteret Craven Electrical Membership Corporation (EMC) for electric utility service.

- Carteret County relies upon Century Link for local telephone service. Also, Time Warner Cable provides Voice over Internet Protocol (VOIP) internet phone service. Collectively, these two vendors reflect the bulk of internet access available to those within Carteret County.

- County Resource Management, including mission assignment, deployment, and demobilization will be coordinated from the County Emergency Operations Center (EOC) during significant incident or events. Municipal Resource Management will be managed by each locality's EOC and coordinated as necessary with the county's EOC.

B. Assumptions

- One or more of the threats and hazards listed in Section A (Situation) could impact Carteret County. Cascading events are very likely in times of disaster. The impact of those could also create:

  - Loss of water distribution, waste water, and water treatment capabilities
  - Impassable road networks
  - Need for mass care and/or feeding operations (short and long term), or sheltering, including Medically Fragile patients and companion animals
  - Damage or destruction of communications networks
  - Dramatic increase in media attention necessitating public information
  - Overwhelming of local resources and the need for federal or state assistance
  - Controlled access and re-entry control into damaged areas
  - Need for damage assessment
  - Increased demands and potential failure of auxiliary power for essential facilities
  - Management of donated goods and spontaneous volunteers
  - Contamination of public and private wells
  - Depletion of staff
  - Damage or destruction of vital facilities
  - Reconstruction management program
  - Severe economic impact
  - Environmental impact on wildlife and natural environment
  - Need for debris clearance, removal and disposal
  - Need for temporary debris burn sites, chipping and mulching sites
  - Damage or destruction of vital records and historical properties
  - Demand for temporary housing units
  - Medical emergency facilities at capacity
  - Failure of 9-1-1 System
  - Continuity of Operations implementation for key governmental and emergency facilities
  - Looting
  - Mass Casualties

- It is prudent and necessary for the county, municipalities, public safety departments, and supporting agencies to plan for and to carry out emergency and disaster response, and short-term recovery operations utilizing local resources.

- All levels of government and its partners must develop Continuity of Operations planning encompassing staffing, lines of succession, and mode of operations.

- Officials of the county and all partners are aware of the possible occurrence of an emergency or major disaster and their responsibilities in execution of this plan, and will respond as needed.

CONCEPT OF OPERATIONS

- Carteret County has developed, implemented, and maintains a comprehensive Emergency Management Program through the county's Emergency Services Department (ESD). The ESD monitors threats and hazards which could impact the area and conducts appropriate emergency operations to address emergency situations affecting the county.

- State of North Carolina General Statute 166 A-2 requires county and city governments to organize and plan for the protection of life and property from the effects of any all- hazards incident within its borders. To accomplish this all-hazards approach, this EOP and other components of this plan are scalable, flexible, and implement the concepts identified in the NIMS to align key roles and responsibilities across all lines of county government and municipalities.

- In significant incidents or events, the Director of Emergency Services and the County Manager, or his/her designees will carry out the direction and control of emergency activities under the authority of the County Commissioners. Designated officials of municipal government will do the same within their jurisdiction, in coordination with the county.

- The county's primary EOC is located at 300 N. 12th Street, Morehead City. The county EOC serves as a central coordinating point for countywide emergency operations. It will be staffed and operated as the situation dictates per the county's EOC Operating Guidelines. In the event the primary EOC is inaccessible due to a significant incident or event, an alternate EOC, which is located at Newport Middle School, 500 East Chatham St., Newport, will be utilized.

- The Chief Elected Official (Chairman of the Board of County Commissioners) or the designee of the jurisdiction (as defined in NCGS 14-288.1) may declare a State of Emergency to exist within the county, or any part thereof, and begin implementing emergency procedures (as defined in county ordinances). Any individual authorized to issue a State of Emergency may also declare its extension or termination.

- Information on specific critical facilities and resources is maintained in the Carteret County Emergency Services Department, and is accessible from the county EOC.

- The Public Information Officer (PIO) will disseminate emergency public information through available media outlets, mass email and telephone alerting, and social media.

- Prior planning and training of personnel, both County and Municipal, is a prerequisite to effective emergency operations, and must be considered an integral part of disaster preparations. Relevant training for County personnel will be directed by the County Manager,

the Emergency Services Director or his/her designees. Training requirements for all primary and support agencies include but are not limited to ICS 100, ICS 200, ICS 700 and ICS 800. Advanced training to include ICS 300 and ICS 400 is a prerequisite for each ESF lead and department head that functions in any potential EOC role. Certifications for training are kept on file in the Emergency Services Department.

- Coordination with surrounding jurisdictions is essential when events occur which creates impact beyond jurisdictional borders.

- It is the responsibility of the elected officials to ensure that all legal documents of either a public or private nature recorded by designated officials be protected and preserved in accordance with existing law, statutes, and ordinances.

- Departments, agencies and organizations assigned either primary or supporting responsibilities in this document must develop implementation documents and standard operating procedures in order to support this plan. All operations are to be conducted in accordance with the NIMS as required by Homeland Security Presidential Directive 5.

- When local government resources are depleted during emergency operations, request for assistance will be made to other jurisdictions, higher levels of government, and/or other agencies in accordance with existing or negotiated mutual aid agreements. Requests for state or federal resources must be made through the Carteret County Emergency Services Director or his/her designee as stated in the NC GS 166A-7 County and Municipal Emergency Management, "The governing body of each county is responsible for emergency management, as defined in NCGS 166A-4, within the geographical limits of such county. All emergency management efforts within the county will be coordinated by the county, including activities of the municipalities within the county." The Director will forward all requests to the North Carolina Division of Emergency Management. All parties must understand the process for requesting and obtaining state and federal resources.

- When any all-hazards incident or event affects a relatively small portion of the County (i.e., one of the municipalities), the Emergency Services Department will respond to the municipal EOC, or command post, to provide assistance and request state and local resources for the affected area. At no time will the County Emergency Services Director assume direction and control of municipal resources, unless requested by the municipal officials and approved by the County Manager.

- The principal function and responsibility of the county EOC will typically include the following:

    - The EOC may follow an ICS command structure to include a Unified Command/ Coordination approach, however the county EOC primarily serves as a facilitator for the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale all-hazards incidents and events (see Figure 5).
    - When the county EOC is activated, there should be coordination between the EOC Director and the Incident Commander(s) to ensure a consistent response.

- Ensure that each agency involved in incident management activities provide appropriate situational awareness and resource status information;
- Establish priorities and objectives in concert with Incident Commanders;
- Acquire and allocate resources required by incident management personnel;
- Anticipate and identify future resource requirements;
- Coordinate and resolve policy issues arising from the incident(s); and
- Provide strategic coordination as required.

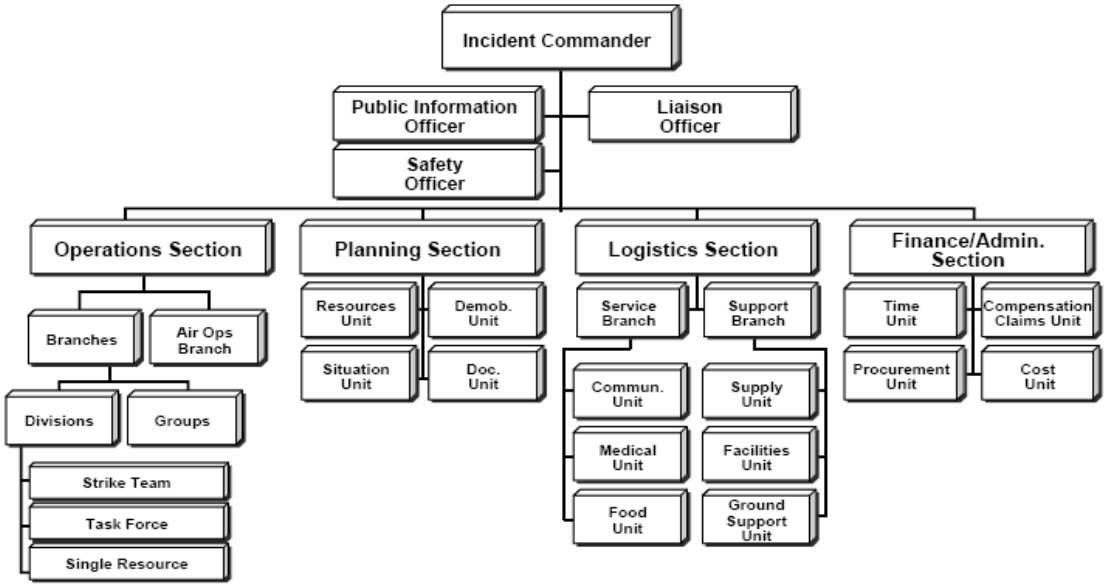

Figure 4 EOC Incident Command Staff Organization

- ***Management Section/Emergency Coordinator*** includes the following activities and responsibilities:

  - Overall EOC management
  - Public information assignment
  - Identification of a media center
  - Rumor Control
  - Public Inquiries
  - Provision for public safety communications and policy
  - Identification of a Safety Officer
  - Facility Security
  - Agency liaison
  - State/federal field activity coordination

- ***Operations Section*** includes the following activities and responsibilities:

  - General/Special Population Warning
  - Authority to activate Emergency Alert System

- Evacuation (Inmate, Special Medical Population, General Population, Pets and Livestock, etc.)
- Transportation Management
- Traffic Direction and Control
- Access Control
- Debris Removal
- Hazardous Materials Management
- Coroner Operations
- Emergency Medical Care
- Urban search and rescue
- Crisis counseling for emergency responders
- Disease prevention and control
- Utility restoration
- Flood Operations
- Initial damage assessment
- Safety Assessments
- Shelter and feeding operations
- Emergency food and water distribution
- Communications
- Public Works
- Firefighting
- Emergency Management
- Public Health
- Agriculture
- Public Safety

- ***Planning Section*** includes the following activities and responsibilities:

  - Situation status
  - Situation analysis
  - Information display
  - Documentation
  - Advance planning
  - Technical services
  - Action planning
  - Demobilization

- ***Logistics Section*** includes the following activities and responsibilities:

  - Field incident support
  - Communications support
  - Transportation support
  - Personnel
  - Supply and procurement
  - Resource tracking
  - Sanitation services

- Computer support
- Private sector coordination
- Volunteer and donations

- ***Finance/Administration Section*** includes the following activities and responsibilities:

  - Fiscal management
  - Time-keeping
  - Purchasing
  - Compensation and claims
  - Cost recovery
  - Travel requests, forms, claims

- The National Response Framework (NRF) 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, resulting in a required federal response.

- Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer (FCO) will be appointed as the President's representative to coordinate overall delivery of federal assistance to federally declared disasters. Federal departments and agencies have been assigned missions to provide assistance directly to the state, under the overall direction of the FCO. Carteret County Emergency Services shall be the lead coordinating agency with state and federal officials.

- Local governments will use their day to day procedures for requesting assistance and/or resources. All requests to the county or to the state and federal government will be coordinated by the Emergency Services Department per NC GS 166-A-7.

- The NWS office will detect and track potentially dangerous storm systems. The NWS issues advisories containing strategic information on any storm system that might affect Carteret County and continues to issue updated advisories, watches, and warnings as long as any threat exists. Such advisories are broadcast over the NWS/National Oceanic and Atmospheric Association (NOAA) Weather Radio System and dangerous situations should be repeated on county public safety channels, radio, and television stations, as they become aware of these dangerous situations.

- The Carteret County Emergency Services Department will coordinate with the NWS to maintain up-to-date information concerning potential severe weather. As appropriate, such information will be provided to the citizens of the affected area utilizing the public media, mass telephone or email alerting systems, and social media. Municipal governments will coordinate with the EOC (if activated) or Emergency Services Department as appropriate to the situation.

- The Amateur Radio Emergency Services (ARES) and SKYWARN amateur radio operators, by agreement with the NWS will report any weather conditions with the potential to cause severe damage in Carteret County.

- The Carteret County Department of Planning and Development has identified areas that are prone to flooding. When Emergency Services is notified of potential problems in any of these areas, the department, utilizing the public media, mass telephone or email alerting systems, and social media, will provide notices to monitor and to prepare to evacuate if needed.

- The Carteret County ESFs will work in conjunction with North Carolina's ESFs. The 15 county ESFs and their responsibilities are listed in the table below.

EMERGENCY SUPPORT FUNCTIONS SUMMARY

ESF	RESPONSIBILITY
ESF-1 TRANSPORATION	Manages the transportation infrastructure including highways, airports, and railways. Management includes the restrictions of movement as appropriate, safety, and also damage assessment and infrastructure repair and recovery.
ESF-2 COMMUNICATIONS	Manages the coordination with telecommunications and information technology systems, to include the repair and recovery of county systems. ESF also includes the use, repair, and recovery of public safety communication systems.
ESF-3 PUBLIC WORKS AND ENGINEERING	Manages the coordination of public works and engineering services. Public works services may include solid waste disposal, water distribution, sewer system operation, and debris management. Coordination of services includes technical advice, technical evaluations, engineering services, construction management, damage assessment, and emergency contracting and repairs.
ESF-4 FIREFIGHTING	Responsible for the coordination of firefighting resources, which provide for safety of life and property.
ESF-5 INFORMATION AND PLANNING (EMERGENCY MANAGEMENT)	The planning process thru the use of incident action planning provides a tool to synchronize operations at the incident level and ensures that incident operations are conducted in support of incident objectives. The iterative incident action planning process provides the EOC the primary tool for managing incidents. A disciplined system of planning phases and collaboration sessions fosters partnerships and clearly focuses incident operations.
ESF-6 MASS CARE, EMERGENCY ASSISTANCE, TEMPORARY HOUSING, AND HUMAN SERVICES ESF-6A Donated Goods/Volunteer Coordination	Manages the coordination involved with the provision of temporary shelter, mass care and feeding, disaster welfare information, and in some instances providing services to disaster workers. This section also includes the management, collection, distribution and delivery of goods, cash and voluntary services donated to support disaster relief efforts and to assist in providing unmet needs of disaster victims inside the county.
ESF-7 LOGISTICS	Provides for a system to identify and locate resources and a method for activating those resources during an emergency. Also included is a method of tracking the expenses incurred to locate, transport and consume these resources.

ESF-8 PUBLIC HEALTH AND MEDICAL SERVICES	Responsible for: (1) providing for general protection of public's health, (2) providing general coordination of emergency medical services, mass medical activities and mental health services to ensure the safety of life and property. Provide care, identification, and disposition of victims of a mass casualty.
ESF-9 SEARCH AND RESCUE	Coordinates activities of agencies responding to a search for a lost person, missing aircraft, missing watercraft or suspected drowning.
ESF-10 OIL AND HAZARDOUS MATERIAL RESPONSE	Coordinates the response to discharges and releases of hazardous materials and includes environmental short and long term cleanup.
ESF-11 AGRICULTURE AND NATURAL RESOURCES	Organizes and coordinates support for the protection of the agricultural and natural and cultural resources during emergency incidents or events. This section works to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the supply of meat, poultry, and processed egg products; and ensures the protection of natural and cultural resources and historic properties.
ESF-12 ENERGY	Responsible for energy industry and utilities coordination during repair and restoration efforts.
ESF-13 PUBLIC SAFETY AND SECURITY	Coordinates law enforcement activities, security of resources and vital facilities and is responsible for traffic and crowd control during emergencies and disasters.
ESF-14	To be determined at a later date.
ESF-15 EXTERNAL AFFAIRS	Responsible for the distribution of emergency public information and protective action guidance. It also is responsible for the staffing, operating, maintaining, and coordination of Public Information Centers and Joint Information Centers.

- Pre-Incident Actions are implemented if the Emergency Services Director receives notice of a significant incident or event. Pre-incident actions may include but are not limited to:

  - Communication alert & warning
  - Public health and safety
  - Responder health and safety
  - Protection of property
  - EOC activation by the Carteret County Emergency Services Director
  - Incident Action Planning by EOC personnel, planning section
  - Notification of response personnel and the development of a staffing pattern
  - Initiate a State of Emergency
  - Pre-staging of supplies at POD's (Points of Distribution) and CRDP (Centralized Receiving and Distribution Point)

- Response Actions include but are not limited to:

- Law Enforcement
- Protection of responder health and safety
- Fire
- Emergency Medical Services
- Evacuation
- Dissemination of public information
- Actions to minimize additional damage
- Search and Rescue
- Distribution of emergency supplies
- Emergency Debris Clearance
- Protection and restoration of critical infrastructure

➢ Recovery Actions occur after the initial response has been implemented. These actions should assist individuals and communities return to a normal state as much as feasible. During the recovery period, some of the actions that may need to be implemented may include, but are not limited to:

- Damage Assessment by Carteret County Tax Department and Municipal partners
- Re-entry of residents
- Deactivation of EOC by Emergency Services Director
- Termination of State of Emergency by Chairman of BOC
- Disaster Assistance Centers (DAC) to be opened as necessary
- Debris Removal Contracts activated
- Cleanup and restoration of public facilities, businesses, and residences
- Operation of PODs located throughout the County to ensure citizens can receive disaster relief commodities such as water and food
- Re-establishment of habitats and prevention of subsequent damage to natural resources
- Protection of cultural or archeological sites during other recovery operations
- Long-term recovery

➢ During a hurricane threat or declared evacuation, all agencies that are assigned primary and supporting responsibilities will maintain on-going communications with the EOC or Emergency Services Department and will coordinate media releases with county and other municipal Public Information Officers.

➢ Certain incidents may require a primary or supporting ESF to staff the EOC until released by the EOC Director.

EOC POSITION LIST

EOC Position P = Primary; S= Support	Base Plan	ESF 1 – Transportation	ESF 2 – Communication	ESF 3 – Public Works And	ESF 4 – Firefighting	ESF 5 – Emergency Management/Planning	ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	ESF 6A – Donated Goods/Volunteer Management	ESF 7 – Logistics Management and Resource Support	ESF 8 – Public Health and Medical Services	ESF 9 – Search and Rescue	ESF 10 – Oil and Hazardous Materials Response	ESF 11 – Agriculture and Natural Resources	ESF 12 – Energy	ESF 13 – Public Safety and Security	ESF 14 –	ESF 15 – External Affairs
Chairman CC BOC	S																
Commissioners	S																
Mayor	S																
County MGR	S					S											S
Asst. CM	S																
Town MGRS	S																
County ESD	P	S	P		P	P	S	S	P	S	S	P	S	P	S		S
Municipal EMS	S																
Attorney	S								S								
CCATS / Trans Dir	S	P												S			
Civic Center/Parks	S							P									
CO-OP Extension	S												P				
CC Emergency Comms	S														S		
EMS Coordinator	S						S										
EMS Medical Director	S																
Finance Director	S	S				S		S	S								
Fire Marshal	S				S			S									
Health Director	S						S			P			S				S
General Services	S	S	P														
HR Director	S					S											
IT Director	S		S			S											S
Planning & Zoning	S		S														
PIO	S																P
Register of Deeds	S																
Senior Programs	S																
Sheriff	S	S						S		S	P	S	S		P		S
Social Services Director	S						P	S									
Tax Administrator	S		S														
ARC Director	S					S	S	S									
CC ARES	S		S			S	S	S									
Carteret Health Care	S									S							
CAP	S										S						
Medical Examiner	S																
Municipal/ Town Police Chiefs	S	S					S	S			S	S	S		S		S
Municipal Fire/EMS	S	S			S					S	S						S
Municipal PW	S	S	S														
NC Highway Patrol	S	S									S	S			S		
Salvation Army	S					S	S	P									
Shore Protection Office	S			S													S
Supt of Carteret County Schools	S		S														
Trans Dir of CC Schools	S																
VFD Chiefs	S				S					S	S						S
NCDOT	S	S															
NC Ferry Division	S	S															
NC Railroad	S	S															
NC State Parks	S	S															
National Park Serv	S	S													S		
NC State Ports	S	S													S		
US Army Corp	S	S															
US Coast Guard	S	S									S	S			S		
Michael J. Smith Field	S	S															
National Park Serv	S	S															
N.C. Forestry					S						S						
Adjoining Counties					S												
NCEM									S				S				
NC Marine Fisheries											S				S		
NC Department Wildlife											S				S		
NC Search & Rescue											S						

US Environ Protection												S					
NC Dept Envir Health												S					
NC Regional Response												S					

CONTINUITY OF GOVERNMENT

- All levels of county and municipal government, along with public safety agencies, shall develop and maintain procedures to ensure continuity of government in case of any emergency and/or disaster that could result in disruption of government functions. Planning must address the preservation of physical records, preservation of electronic data, staff phone and recall lists, operating procedures, and alternate locations for the conducting of operations. All county departments shall coordinate to ensure that the same alternate facility is not designated in a manner which would provide overcrowding.

- The line of succession for the Carteret County Board of Commissioners proceeds from the Chairman to the Vice-Chairman to other Commissioners in order of seniority in accordance with policy. Should seniority be an equal factor in distinguishing the responsible official, Commissioners should be appointed in alphabetical order. Each municipality shall determine its own order of succession.

- Continued operation or restoration of the following facilities and systems is essential to support an immediate response following a disaster or emergency, and for long term recovery operations:

  - Health and medical facilities
  - Emergency services facilities
  - Communications networks
  - Electrical distribution systems
  - Water distribution systems
  - Transportation infrastructure, resources, and facilities
  - Sewer systems
  - Public buildings and schools
  - Landfill and debris sites
  - Public and private supply centers and retail outlets

AUTHORITIES AND REFERENCES

Selected references that form the legal basis for actions outlined in this plan are on file in the Carteret County Emergency Services Department. These references include the following:

- Federal

  - Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-77
  - Emergency Planning and Community Right to Know Act (SARA Title III)
  - OSHA 1910.120
  - Civil Defense Act of 1950, as amended
  - Oil Pollution Act of 1990 (OPA 90)
  - Comprehensive Environmental Compensation and Recovery Act (CERCLA)

- State

  - NCGS 166-A-2 Emergency Management Act
  - NC Oil Pollution and Hazardous Substances Control Act of 1978
  - NC Governor's Executive Order 73
  - NCGS 115C-242 Use of North Carolina School Buses

- Local

  - Carteret County Emergency Management Ordinance
  - Sample Proclamation for State of Emergency
  - Sample Termination of State of Emergency
  - Mutual Aid Agreements with Partner Agencies

DIRECTION AND CONTROL

This section outlines the direction and control procedures for emergency operations, and identifies personnel and resources that are utilized in the coordinated response activities.

- The overall direction and control of county emergency activities is vested with the Chairman of the County Commissioners or alternate within the chain of succession. The County Manager and the Emergency Services Director carry out the function of disaster coordination at the direction of the County Commissioners. The Incident Commander will establish on-site management. Emergency Services will support the Incident Commander. The supporting agencies and their respective responsibilities are identified in the ESFs of this plan.

- In order to conduct effective emergency operations, direction and control functions will operate from the Carteret County EOC. The EOC shall be activated as necessary in accordance with EOC Standard Operating Procedures (SOPs) or upon the direction of the Chairman of the Board of Commissioners (their successor), the County Manager, the Emergency Services Director or their deputies.

- At a minimum, the county's EOC will be activated by the ESD or his/her appointee, if one or more of the following situations occur.

  - Widespread, imminent threat to public safety/health
  - Extensive multi-agency/jurisdictional response and coordination are required to resolve or recover from the emergency
  - Any incident creating widespread evacuation
  - Local resources are inadequate/depleted and significant mutual aid, state, and or federal resources are needed to resolve the emergency
  - The disaster affects multiple political jurisdictions within the county, which are relying on the same emergency resources to resolve the situation
  - Local emergency ordinances are implemented to control an emergency situation

- The county EOC serves as the central direction and control point for countywide emergency response activities. Should this location become inoperable, an alternate EOC can be opened at the Newport Middle School.

- During incidents/events agencies, departments and municipalities may send representatives to the county EOC to enhance communications with the County.

- During incidents/events the primary means of communications between the county EOC and agencies, departments and municipalities will be managed by using the county's crisis management tool WebEOC. Email and telephone will be considered the alternative means to communicate only if WebEOC is down.

- Municipalities may act in unity with the County on such issues as proclamations, security, evacuation, reentry, recovery, public information, instructions on protection of life and property, and resource management.

- Municipalities within the county may exercise independent direction and control of their own emergency resources. Additional resources may be requested and sent to the municipality. Requests for state and or federal assistance will be directed to the county's EOC. If the EOC is not operational, the requests will be forwarded to the Emergency Services Director or his/her designee.

- Most routine emergencies within the county are directed by a single agency with direction and control being exercised by the senior on-scene officer, with mutual aid as appropriate. All responses are to be conducted in accordance with the NIMS. When two or more agencies with jurisdiction respond, the response is conducted in accordance with local ordinances, policies, procedures, and agreements.

- Prior to activation of the EOC, documented requests for state or federal assistance will be directed to the Carteret County Emergency Services Director or their designee.

- Whenever the EOC is activated, or activation becomes imminent, the Emergency Services Director will notify the NC Division of Emergency Management.

- Standard Operating Procedures (SOP) or Standard Operating Guidelines (SOG) will be utilized within the EOC to manage operations and the dispatch of resources.

- Personnel that are assigned or will be responding to the EOC will be assigned duties in one or more of the ESF Groups. ESFs represent functional groupings of the type of assistance that a jurisdiction is likely to need to respond to a disaster or major emergency.

- A single agency is designated as the lead agency with responsibility for the ESF operations, and other agencies are designated as supporting. An agency that is designated as the lead agency either has statutory responsibility for that function, or has developed the necessary expertise to lead that function. In some instances, the mission of the agency is very similar to the mission of the ESF; therefore the skills needed to respond to a disaster can be immediately demonstrated by existing staff. In other instances the "lead agency" has the necessary

contacts to coordinate the activities of the support function. Coordination during a disaster is more important than control. When the county's EOC is activated or activation is indicated, the lead agency for each ESF will dispatch a representative to the EOC to coordinate the activities assigned to that ESF.

- When considering the judicious use of curfews and the restriction of movements, the ability of the private sector to restart operations should be strongly considered to include the delivery of goods and services, and the travel of essential employees.

- The Control Group is established as a coordinating body of county and municipal government. The Control Group ensures the coordination of efforts, particularly in regards to evacuations declared prior to impacting hurricanes, but may meet in regards to any other significant incident or event. The Carteret County Control Group consists of the Chairman of the County Commissioners, the Mayors of each municipality, the Superintendent of Public Schools, the County Manager, the Sheriff, NC Highway Patrol, and the Emergency Services Director. In accordance with this plan or any established municipal procedure, a Deputy or successor may represent their jurisdiction or department. The Control Group generally meets at the recommendation of the Emergency Services Director and harmoniously decides on the following:

  - State of Emergencies
  - Evacuations
  - Shelter Openings
  - Bridge Closures for Bogue Banks
  - Re-entry
  - Termination of State of Emergencies

- The following table describes the levels of operations for the Carteret County EOC.

Level	EOC - Activation Status	Operation(s)
4	CLOSED	Normal day-to-day operations
3	MONITORING	Normal day-to-day operations; Closely monitoring a specific incident (i.e, weather, planned events)
2	PARTIALLY - Emergency Services personnel and essential personnel	Any all-hazards incident that is likely to require the activation of mutual-aid agreements from other jurisdictions. All emergency support function agencies are alerted and may be required to report to the EOC.
1	FULL - 24-hour staffing including all assigned representatives and functions	Any all-hazards incident that will likely require state and/or federal assistance.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section tasks departments of Carteret County, municipalities, quasi-government agencies, and volunteer agencies, with specific emergency functions that may be in addition to their day-to-day responsibilities. Each agency listed is responsible for the development and maintenance of internal SOP's, SOG's, checklists, and/or memorandums of understanding in order to accomplish these responsibilities. Each agency is responsible for ensuring representation in the EOC if requested.

- **Chairperson, County Board of Commissioners (or successor)**

  - Serve as the Chair of the Carteret County Control Group
  - Carry out provisions of N.C. General Statutes and local ordinances relating to emergencies.
  - Declare a State of Emergency for Carteret County and assume direction and control of emergency operations in cooperation with other members of the control group, which may, but all are not required, include the following:

    - Execution of the Carteret County Emergency Operations Plan
    - Order an evacuation to include all or portions of the county
    - Restrict the sale of alcohol and or firearms
    - Order a curfew
    - Restrict entry into Carteret County
    - Enforce ordinances in effect

  - Ensure adequate planning for Hazardous Materials Events
  - Ensure the line of succession for county departments and agencies
  - Relocate the seat of government if administrative offices become damaged beyond usage
  - Declare a State of Emergency in existence for unincorporated areas of the county, if necessary and where applicable, in coordination with municipal officials
  - Implement other measures to protect life and property
  - Coordinate emergency response activities with Chairpersons of adjoining jurisdictions and Mayors in Carteret County
  - Direct county personnel to return to work following a disaster or emergency.

- **County Manager**

  - Serve on the Carteret County Control Group
  - Ensure adequate space, facilities, and equipment for an EOC
  - Implement the Carteret County Emergency Operations Plan by authority of the Chairperson, County Board of Commissioners
  - Direct county agencies to develop and update emergency plans and SOPs to respond to emergencies and disasters
  - Support the Emergency Services Department in annual exercises and tests of the emergency plans

- Acts as county's PIO or designates an alternate that is trained in PIO procedures and has a support team in place
- Coordinate emergency response activities with Managers of adjoining jurisdictions
- Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety
- Ensure that all county agencies document all expenditures related to the emergency/disaster in accordance with FEMA guidelines
- Determine sheltering or evacuation needs, in coordination with the Emergency Services Director, and with the advice of other officials as appropriate
- Issue orders to terminate non-essential functions of county government and re-direct forces to respond to the disaster
- Plan for the activation of damage assessment and recovery functions of local government
- Ensure that persons who are medically fragile have been provided assistance, if needed and as possible
- Provide financial and resource support to the Medically Fragile Shelter
- Provide financial and resource support to the Pet Co-Location Shelter
- Develop and issue policies on essential personnel prior to emergency situations
- Direct all county personnel to support emergency operations as assigned, in coordination with the EOC

➢ **Public Information Officer**

- Maintain current inventories of public information resources and partners
- Prepare procedures, memorandums of understanding, SOPs, and mutual aid agreements to coordinate public information services during disasters.
- Develop talking points and pre-scripted messages/media briefs for significant incidents and events in conjunction with the County Manager and the Emergency Services Director.
- Coordinate, with the County Manager or the Emergency Services Director's approval, the release of all media advisories and news releases for county departments during emergency situations
- Provide for citizen information and issuance of emergency instructions
- Offer emergency information for non-English speaking and hearing impaired groups
- Inform citizens and visitors of evacuation orders, recommended protective actions, flooded areas, impediments to movement and other hazards
- Monitor print and electronic media outlets for accuracy of information and secure correction of misleading information
- Coordinate the access of media representatives to public officials
- Handle media inquiries
- Maintain an activity and phone log
- Provide feedback to EOC staff personnel on citizens' complaints and concerns
- Provide a schedule for media briefings
- Maintain up-to-date phone, fax and email contact lists for release of information to local media contacts

- Support the distribution of information via email and mass telephone alerting systems, as well as social media

➢ **Emergency Services Director**

- Serve as the Vice-Chair of the Carteret County Control Group
- Develop, maintain and update the Emergency Operations Plan, standard operating procedures, guidelines, memorandums of understanding, implementing documents and resource manuals used during emergency operations
- Develop, in consultation with all first responder agencies county-wide criteria for the cessation of emergency services when unsafe to operate and maintain and hold calls for service until such time it is again safe to respond
- Perform assigned duties according to NC General Statutes and local ordinances
- Develop emergency plans in accordance with federal and state guidelines
- Coordinate emergency operations within the county and provide emergency support services to municipalities
- Maintain current notification and recall lists of departmental personnel, as well as key officials with county and city government, public safety departments, and other response and recovery partners
- Provide for the training of personnel within the Emergency Services Department and assist, as appropriate with the training of emergency response and recovery partners. Training to include EOP orientation, NIMS/ICS training, exercises, and other training as deemed necessary.
- Maintain and update a current list of key resources in the county, including fuel and operational personnel to support response and recovery operations
- Receive and coordinate requests for resources from municipalities and direct resources to areas of greatest need
- Coordinate with private industry for use of privately owned resources
- Coordinate emergency response activities with neighboring jurisdictions
- Forward requests for additional resources to either adjoining jurisdictions or to the NC Division of Emergency Management when county resources are unable to meet response or recovery requirements
- Alert and activate county emergency services when informed of an impending emergency or major emergencies which occur
- Serve as a member of the Local Emergency Planning Committee (LEPC) as defined by SARA Title III planning requirements
- Serve as the principal advisor to the Carteret County Control Group during emergency operations
- Identify and arrange for suitable shelters for emergencies or disasters in coordination with the county's Department of Social Services and the American Red Cross
- Maintain operational readiness of the EOC, Medically Fragile Shelter, and Pet Co-Location Shelter, when required
- Ensure that adequate facilities are available for various functions as needed to support disaster operations, e.g. pre-designated Central Distribution Receiving Point, Points of Distribution, Disaster Recovery Centers, etc. with appropriate agreements in place

- Maintain administrative records as needed
- Ensure that required documentation is maintained during an emergency period
- Function as an alternate PIO, when needed
- Ensure adequate warnings are disseminated throughout local government, emergency departments, and county
- Disseminate public information and conduct education programs relating to disaster recovery procedures, pre-disaster
- Assist with securing Disaster Recovery Center facilities and equipment
- Assist with notification of applicants that may be eligible for Public Assistance Programs
- Assist the LEPC in planning for hazardous material incidents
- Ensure that the public is educated throughout the year with public awareness programs concerning the various hazards and threats within the county, and the need to be self-sufficient for a period of seven to ten days
- Manage public safety fixed site communications and serves as a liaison with the NC 800 MHz VIPER system, in combination with the ESD Communications Manager
- Review written plans submitted annually by various agencies and departments
- Ensure operational mobile command post
- Ensure redundant 9-1-1 facilities are regularly tested and operational as needed
- Maintain designated and identified portable generators for emergency operations
- Serve as the lead agency for disaster preparedness planning and funding
- Develop, maintain and update SOPs for each ESD division during emergencies
- Ensure that communication procedures are established for the use of logs, messages, forms and message control
- Ensure that contracted public safety departments are instructed annually, and prior to predictable disasters on required documentation for possible reimbursement

➢ **Carteret County Sheriff**

- Serve as a member of the Control Group
- Develop and maintain SOPs to direct and control law enforcement operations during emergencies or disasters
- Provide direction and control for law enforcement, traffic control, evacuations and re-entry
- Identify law enforcement assistance needs and develop necessary mutual aid agreements to support those needs
- Provide security for the EOC, staging areas, shelters, vital facilities and essential equipment locations
- Control ingress and egress into damaged, evacuated and secured areas and facilities
- Direct activities as lead agency for county search and rescue activities
- Relocate and house prisoners when necessary
- Coordinate the need for additional law enforcement support with the NC Highway Patrol, other state law enforcement agencies, Municipal Police Departments, and adjacent jurisdictions

- Develop procedures to ensure that county law enforcement personnel are trained in accordance with OSHA 1910.120 for hazardous material incidents
- Coordinate actions with municipal police departments to ensure continuity of operations throughout the county
- Safeguard staff and prisoners

➢ **Social Services Director**

- Develop, maintain and revise SOPs for the Department of Social Services' (DSS) operations during emergency or disasters
- Coordinate and supervise emergency shelter openings with Carteret County Emergency Services, Carteret County Health Department, Carteret County School System and American Red Cross
- Provide shelter managers, supplies and other support personnel during sheltering periods as required
- Coordinate emergency shelter operations with the American Red Cross
- Provide liaison, as necessary, with the American Red Cross and Salvation Army for the receipt, management and distribution of solicited and unsolicited donated goods following a disaster
- Ensure that adult care homes develop evacuation or in-place care plans and coordinate with social services and emergency services departments

➢ **Health Department Director**

- Develop, maintain and revise SOPs for emergency public health operations during emergencies
- Coordinate health care for emergency shelters and mass care facilities with DSS, American Red Cross and/or the Salvation Army
- Provide nurses to staff emergency shelters
- Coordinate with water supply authorities to expedite emergency public water supplies
- Provide health inspections and immunizations to evaluate, detect, prevent or control communicable disease
- Coordinate environmental public health activities for waste disposal, refuse, food safety, water, sanitation, restaurants and vector/vermin control in the County
- Provide inspection of mass care facilities, to assure proper sanitation practices
- Coordinate with the proper authorities to establish a temporary morgue, or if necessary expand morgue services
- Coordinate with area mental health center to ensure that crisis counselors are available in disaster assistance centers, shelter area, crisis line activities and for support staff
- Coordinate the distribution of exposure limiting drugs, medicines, vaccines, or other preventative measures when required
- Coordinate animal control service and facilities and to prepare for and staff Pet Co-Location Shelter in cooperation with Emergency Services.
- Provide support to the Medically Fragile Shelter during an emergency, as needed

- Provide water testing services
- Serve as the lead agency for animal control issues
- Coordinate the efforts of other animal welfare groups and volunteers during times of disasters
- Identify property that could be used to house large animals forced from their regular quarters
- Coordinate emergency vaccination for rabies as required
- Coordinate efforts to re-unite lost pets and owners and outside volunteer agencies
- Advise the EOC, other county, and municipal staff on animal protection issues

➢ **General Services Director**

- Secure County facilities in preparation for impending emergencies and to minimize damage following a disaster
- Compile report on damages to county owned buildings and deliver to the EOC, County Manager, and Emergency Services following a disaster
- Coordinate the repair and replacement of county owned vital facilities following a disaster
- Terminate non-essential services and re-deploy personnel and equipment resources to areas of greatest need
- Develop procedures, guidelines or memorandums of understandings with municipalities to utilize excess resources to support recovery operations throughout the county
- Develop, maintain and update SOPs for public works and public buildings functions during emergency periods
- Coordinate the implementation of the debris management and removal plan.
- Coordinate Public Works and Engineering efforts by the EOC when activated
- Provide maintenance support for county vehicles
- Provide maintenance service and distribution of back-up generators as directed by the EOC.
- Coordinate the emergency replacement or repairs of county owned vehicles and equipment following disasters.
- Support emergency vehicle refueling and emergency generator operations as necessary
- Ensure county utility systems are safeguarded to the extent possible

➢ **Carteret County Tax Administrator**

- Develop, maintain and revise SOPs for county tax operation and record protection during significant incidents or events
- Provide property tax information assistance for county residents
- Lead and coordinate the damage assessment process
- Provide trained Damage Assistant Teams to assist with damage assessment
- Revise property tax records to reflect damage to privately owned property as directed
- Provide clerical and support staff if needed

- Provide GIS information and support as needed

➢ **Carteret County Register of Deeds**

- Develop, maintain and revise SOPs for vital record retention, protection, and restoration.

➢ **Superintendent, Carteret County Public School System**

- Serve as a member of the Control Group
- Develop, maintain and revise SOPs for the safety and protection of students, facility and other personnel during emergency situations
- Coordinate evacuation and transportation operations for students during emergencies
- Provide support personnel, equipment and facilities as necessary (schools, buses, bus drivers, cafeteria personnel, and other equipment, etc.)
- Provide school facilities for temporary shelters, as needed and develop memorandum of understanding for use of facilities
- Assist with transportation of county residents in a disaster or emergency situation including the elderly, handicapped and medically fragile citizens when requested by the EOC
- Maintain school transportation resources and provide for the refueling of these resources when necessary
- Following an incident or disaster, conduct damage assessments of school properties and report to the EOC or County Manager
- Provide assistance with standby generator connections and refueling of generators where needed

➢ **Carteret County Area Transportation System (CCATS)**

- Provide transportation assets to medically fragile and other populations during an emergency as directed by the EOC, in combination with the school system
- Provide current resource list to Emergency Services office annually by May 1st
- Provide vans and drivers to support emergency operations during significant incidents or events.

➢ **Carteret Health Care**

- Develop, maintain and revise SOPs for mass casualty activities during major emergencies or disasters
- Identify equipment, manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergencies or disasters
- Coordinate with other area hospitals concerning the receipt of mass causalities
- Coordinate, when appropriate with the county Health Director, funeral homes, medical examiners, American Red Cross liaisons, and other health care professionals
- Support community drills and exercises whenever possible

- **Carteret Health Care Home Health**

  - Activation of the Medically Fragile Shelter in an emergency incident or event when requested by the EOC or Emergency Services Director
  - Staff and manage Medically Fragile Shelter during an emergency incident or event in coordination with the Department of Social Services
  - Maintain an active public and private partnership between health care agencies, oxygen providers, and long term care facilities
  - Assist with review and updates of the Medically Fragile Plan annually or as needed
  - Assist with the development and implementation of disaster preparedness planning and awareness to those medically fragile
  - Work in partnership with the Department of Social Services and Public Health on issues pertaining to the Medically Fragile Registry

- **EMS Medical Director**

  - Develop, maintain, and revise SOPs directing the provisions of emergency medical care and mass casualty activities within Carteret County, to include the consideration of potential community isolation and other disaster operations
  - Coordinating with and advising the EOC, the Emergency Services Director, and all emergency medical agencies in taking actions to reduce injuries and the loss of life during disaster operations
  - Support the Emergency Services Department and emergency medical agencies in the conducting of disaster drills and exercises

- **Carteret County Finance Director**

  - Develop, maintain and review SOPs for county emergency financial record keeping during large scale emergencies or disasters
  - Develop and maintain standard operating procedures for emergency purchases and procurement by the EOC and County Manager utilizing budgeted and contingency funds, considering potential outages of computer systems and electrical power
  - Assist the Public Buildings Director with documentation of disaster damage to county-owned facilities
  - Provide expense information in support of the Governor's request for a Presidential Declaration of Disaster
  - Assist county departments in recording and reporting their emergency expenses
  - Ensure contracted public safety departments are invited to any disaster sub-grantee meetings and workshops
  - Assist contracted public safety departments in recording and reporting their emergency expenses, allow reimbursable expenses to be filed under the auspices of the county, and to distribute these funds upon receipt
  - Assist in the establishment and management of post-disaster donated funds

- Coordinate emergency related expenditure procedures with municipal finance officers to ensure that applicable state and federal forms are submitted following a declared disaster

➢ **Carteret County and Municipal Fire & EMS Departments**

- Develop and maintain standard operating procedures for the coordination of firefighting, rescue, hazardous materials response, and emergency medical activities, including operations during disasters and major emergencies
- Assist with dissemination of warning instructions as warranted
- Coordinate firefighting actions with the U. S. and/or NC Forestry Services for wild-land fire operations
- Provide for the relocation of firefighting equipment to diverse locations during impending disasters as needed to prevent damage
- Support and participate in disaster drills and exercises at least annually
- Conduct basic search and rescue operations during emergency or disaster situations
- Support the evacuation of medically fragile facilities and handicapped or disabled individuals
- Provide preliminary, emergency clearing of roadways following a disaster and assisting in the provision of preliminary damage reports to the EOC
- Participate in post-disaster sub-grantee meetings and workshops when state or federal reimbursement is applicable
- Maintain detailed, complete, written documentation of all disaster related incidents, events, and work performed, such as the of ICS 214 forms
- Staff your stations during disasters or as soon as safe to do so, particularly when communications and/or 9-1-1 services are down
- Ensure the capability exists to alert personnel on your primary assigned frequency (talk-a-round mode) in case of central communications system failure
- Serve as a community hub for the distribution of emergency public information when communications are non-functional, and a point for the provision of emergency supplies as appropriate (PODs)
- Outside of municipal limits, implement local command and control within your districts until attempt to contact can be made with the Emergency Communications Center (ECC) or EOC, at which time operations should be coordinated with the ECC or EOC

➢ **Planning and Development Director**

- Assist the Tax Department with the coordination of county Damage Assessment Teams, assist with conducting field surveys and assist with the training and equipping of these teams
- Assist Tax Department with the collection of data and the preparation of damage assessment reports and summaries to be submitted to the EOC, County Manager, and the Emergency Services Department
- Approve occupancy of damaged and or temporarily repaired structures as possible
- Assist state and/or federal teams with assessments when dispatched to the county

- Prepare procedures, Memorandum of Understanding, and Mutual Aid Agreements as necessary to fulfill responsibilities i.e. agreements with other agencies to assist with inspections after an emergency incident or event
- Request, through the EOC, additional inspectors to assist in identification of habitable structures when needed
- Provide citizens with information regarding rebuilding and repairs in cooperation with the Public Information Officer
- Coordinate the maintenance of Carteret County's Multi-Jurisdictional Hazard Mitigation Plan, along with assistance from the Emergency Services Department
- Support the EOC during significant incidents or events with personnel trained in the discipline of disaster incident action planning.

➢ **Senior Center Director**

- Provide access to the Senior Center for use as a Medically Fragile Shelter as determined necessary by the EOC
- Provide support to Medically Fragile Shelter operations during an emergency
- Assist the Department of Social Services with the coordination of efforts of volunteers recruited to assist in the management and distribution of donated goods, particularly for the elderly
- Advise officials on the needs of the elderly following disasters

➢ **Information Technology (IT) Director**

- Develop SOPs for the use, repair, replacement of, or restoration of county IT systems, including websites, Geographic Information System (GIS), email, and 9-1-1 data systems, social media, and WebEOC.
- Provide GIS specialists during disasters or emergencies
- Provide computers and telecommunications support staff, including around the clock support to the EOC when operational
- Provide real time support for internet and telephone resources to county temporary field offices
- Assist with the collection and dissemination of situational awareness material
- Assist departments with vital records retention, protection, and restoration.

➢ **Cooperative Extension Director**

- Develop and maintain SOPs for the coordination of animal needs during and following disasters
- Identify facilities that may be used as animal shelters and develop such agreements as necessary to implement
- Provide support to the EOC
- In conjunction with the Health Director and County PIO, educate citizens on proper food handling procedures and how to decontaminate food and drinking water following a disaster

- **Carteret County Shore Protection Manager**

  - Inspect County and Municipal oceanfront beaches and report initial damage findings to EOC.
  - Assist state and/or federal teams with beach and inlet assessments.
  - Assist all partners with formulating reimbursement requests to replace sand lost.
  - Assist county and municipal partners with providing information regarding dune repair, protective sand fence installation, and dune planning in addition to oceanfront rebuilding and repairs guidelines as required by the NC Division of Coastal Management.

- **Carteret County Attorney**

  - Assist with the preparation and review of emergency legal matters and contracts

- **Clerk of Superior Court**

  - Coordinate and notify Judicial Officials of potential impacts to the Court System and operations
  - Coordinate court closures and re-openings as requested by the EOC or County Manager
  - Develop, maintain and revise SOPs for vital record retention, protection, and restoration.

- **Mayors (City & Towns)**

  - Participate in the Carteret County Control Group
  - Provide a 24-hour contact or representation in the EOC
  - Ensure coordinated policy and public information dissemination in conjunction with the County PIO and Emergency Services Director.
  - Utilize municipal personnel, facilities and equipment resources to support the Carteret County EOP, not to conflict with municipal requirements
  - Assess the needs of the municipality and request resources through the Emergency Services Director
  - Enforce provisions of local ordinances relating to disasters/emergencies as well as NC General Statutes
  - Declare a State of Emergency for the municipality in cooperation with the county and other municipalities
  - Ensure protection of life and property within the municipality
  - Conduct damage assessment surveys utilizing municipal officials within municipal limits and provide for training of damage assessment teams on a regular basis
  - Coordinate development of internal, interdepartmental and interagency SOPs and memorandums of understanding
  - Ensure that drills and emergency exercises are conducted periodically to test the EOP

- Coordinate policy making functions necessary to ensure public health and safety within the municipal borders
- Make available municipal resources, as appropriate, in response to resource requests from other agencies
- Implement emergency policies, procedures and ordinances as appropriate for the governing body

➢ **Local Emergency Planning Committee (LEPC) Chairman**

- Carry out the responsibilities for local emergency planning pursuant to SARA Title III and adhere to the policies of the NC Emergency Response Commission.
- Assess and make recommendations as to the current level of prevention, preparedness and response capabilities of existing programs and procedures.
- Ensure the development of plans to protect the public from hazardous substances
- Develop and ensure that procedures for notification are in place and effective in the event of a hazardous materials accident
- Ensure that facility emergency coordinators provide information to the LEPC in a timely manner

➢ **Amateur Radio Operators**

- Provide a liaison to the Carteret County EOC during emergency activation
- Transmit/receive emergency traffic as necessary during disasters at the direction of the EOC
- Disassemble and relocate radio equipment to alternate locations, if necessary
- Maintain message log for all traffic support post disaster emergency communications requirements
- Provide weather and spotter information to the EOC Department
- Provide operators in all public shelters, when requested.

➢ **American Red Cross**

- Coordinate activities with the Emergency Services Director, Social Services Director and Health Director in providing shelter/mass care services
- Provide support personnel as requested for shelter/mass care operations
- Provide trained and physically capable shelter managers and staff to operate ARC designated shelters, if needed
- Provide training for shelter staff in support of shelter operations
- Cooperate/coordinate with Salvation Army and other agencies in the delivery of mass feeding services

➢ **Salvation Army**

- Support feeding of emergency personnel

- Coordinate satellite field feeding operations for the public in coordination with the county's EOC
- Provide clothing and related assistance to disaster victims
- Coordinate all disaster response efforts with the county's EOC
- Assist with accepting, storing, sorting and distributing donated goods

➢ **All Carteret County Staff**

- All Department Heads and their Deputies shall maintain accurate and complete recall rosters, including emergency contacts
- All county employees may be required to support incident operations to ensure an effective response and recovery to any all- hazards incident that occurs in Carteret County.
- As soon as safe to do so, all employees not otherwise tasked shall report to work following a disaster in accordance with instructions of the applicable Department Head, the County Manger, or the EOC, which may indicate an alternate work location or assignment
- In the absence of direction or communications, attempt to report to your normal work location for posted instructions or other messages; otherwise report to the nearest fire department and the officer in charge, and provide whatever assistance possible until communications are re-established

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Information collection, analysis, and sharing are vital to the successful response to and recovery from any disaster. The types of information needed during an event can change depending on the nature of the emergency. The following are certain types of information that are generally required, the source of the information, and any specific times the information is needed.

➢ Damage Assessments
- Completed by the Carteret County Tax Office and Shore Protection Office
  - Completed within 24 hours after the disaster has taken place

➢ Incident Action Plans (IAPs)
- Completed by the Planning Section
  - IAPs should be ready for review at least 1 hour prior to the beginning of an operational period. Once approved, they should be disseminated to all EOC staff and incident responders.

➢ Shelter Population
- Completed by the Operations Section/Human Services Branch
  - This information should be available with real time figures upon request of any party requiring the information of operations, planning, logistics, or finance objectives.

➢ Weather Updates
- Completed by the Planning Section/Situation Unit Leader

        - This information should be available in real time upon the request of any party requiring the information for operations, planning, logistics, or finance objectives.

- Law Enforcement Sensitive Information
    - Completed by Operations/Law Enforcement Branch
        - This information will be made available and disseminated only to those individuals who demonstrate a valid "need to know." The Law Enforcement Branch will determine when if information needs to be disseminated.

COMMUNICATIONS

Communications is a critical component to any incident. This EOP works to enable interoperable communications between responders, the EOC, and other organizations or individuals needing information. The Carteret County Department of Emergency Services – 911 Communications Department is the party having overall responsibility for the communications aspect of the county's response. Communications during the event will follow standard departmental protocol and procedure.

Individuals within the EOC will use the following means of communication with the responders in the field:

- Desk phone
- Cell phone
- Radio
- Email

Communications from the EOC to the field will follow the above priority listing. Phones should be the first line of communications so as to reduce the amount of radio traffic flowing into the 911 center. Should phones be inoperable during the event, the Communications Manager will consult with the Emergency Services Director to determine the best course of action in regards to radio communications.

ADMINISTRATION, FINANCE, AND LOGISTICS

The Logistics Section is responsible for acquiring, collecting and moving county and donated resources to enhance response to and recovery from emergencies and disasters; establishing and maintaining communications and data processing capabilities within the EOC; and developing and maintaining facilities required to support disaster operations. Additionally, the Logistics Section coordinates military (mainly NC National Guard) support to emergency response and disaster recovery efforts. It contracts for and purchases goods and services necessary for county response to and recovery from disasters and emergencies. At full activation, the Logistics Section Chief position must be occupied 24 hours per day.

The Finance Section is responsible for processing invoices and assuring prompt payment for goods and services necessary to support emergency response and disaster recovery efforts. In addition, the Finance Section is responsible for documenting all disaster-related costs and projecting county funding requirements. At full activation, the Finance Section must be operational approximately 12 hours per day.

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Emergency Support Functions (ESFs)

ESF # 1-TRANSPORTATION

PRIMARY AGENCY: Carteret County Area Transportation System
Carteret County Public Schools Transportation Department

SUPPORTING AGENCIES: Carteret County Finance Department
Carteret County Fire & EMS Departments
Carteret County Parks & Recreation
Carteret County Sheriff's Office
Michael J. Smith Airport
Municipal Fire & EMS Departments
Municipal Parks & Recreation Departments
Municipal Police Departments
Municipal Public Works Departments
National Park Service – Cape Lookout
NC Department of Transportation
NC Ferry Division
NC Highway Patrol
NC Railroad
NC State Parks
NC State Ports
US Army Corps of Engineers
US Coast Guard

EOC STAFFING: Carteret County Area Transportation Department
Carteret County School Transportation Department

I. PURPOSE

ESF #1 in general coordinates the use of all transportation resources to meet the needs of the citizens as well as other support functions to accomplish response, recovery and assistance missions. This role includes prioritizing and coordinating transportation resources and assisting with emergency evacuations.

II. SITUATION AND ASSUMPTIONS

A. Situation

- .
- Most Carteret County impacts in regards to ESF #1 result from relatively frequent impact of tropical weather systems. Unless otherwise specified, all provisions are related to this impact, as the likely most severe context. Other applicable threats and hazards are likely to impact much smaller geographical areas.
- Within the county's jurisdiction, most transportation infrastructure impacts are the responsibility of the State of NC, and beyond the scope of county operations. However within municipalities, these impacts may involve both state and municipal agencies.

- When significant infrastructure damage across multiple jurisdictions is involved, coordination of these operations with state and municipal entities will be conducted by the Public Works Department within ESF #1.
- A comprehensive hurricane evacuation study has been completed for Eastern North Carolina. This study includes traffic analysis defining evacuation routes and clearance times, potential flood hazard areas, and a behavioral analysis.
- The Carteret County Control Group is responsible the determining the need for evacuations affecting more than one jurisdiction within the county.
- Major bridges within the county, vital to traffic movement and evacuations are rarely officially closed; however the bridges may be secured by law enforcement and public works during extreme weather or as a result of damage.
- The NC Ferry System route on NC 12 between Cedar Island and Ocracoke Island of Hyde County, NC serves as a significant tourist travel route during the summer season. Impacts to this route are not generally significant to Carteret County; however the route may be critical to the evacuation of, provision of emergency and critical services, and reentry to Ocracoke Island.
- As the (permanently) uninhabited Portsmouth Island, Core Banks, and Shackleford Banks are part of the Cape Lookout National Seashore, county involvement is limited in the evacuation of visitors from these areas; however the county may be called upon to provide emergency services or other support from time to time.
- The US Coast Guard supervises commercial operations of the area maritime, including many operations at the NC State Port, in accordance with federal law and regulations.
- The US Army Corps of Engineers is responsible for the maintenance of Beaufort and Bogue Inlets, as well as the Intracoastal Waterway. Acute, significant impacts are rare, and not an immediate concern to emergency operations.
- The NC State Port is dependent upon the local community for emergency services support, as well as the provision of utilities and supporting infrastructure. Hazards which may exist at the port are responded to within appropriate ESFs.
- The majority of railway operations within the county support the NC State Port.
- The Michael J. Smith Airport has sufficient capability to support any aerial support required for disaster response and recovery.

B. Assumptions

- Significant highway routes and bridges will become impassable due to high winds, heavy rainfall, storm surge, or traffic congestion; negatively impacting emergency response, evacuation, traffic flow, and the flow of assistance and commodities to initiate recovery. Specific communities prone to isolation include Cedar Island, Sea Level, South River, and Harker's Island. Other low-lying areas are impacted by storm surge.
- Periodic evacuations of a portion of the county will occur, particularly in regards to Bogue Banks and low-lying areas.
- Evacuation best occurs during daylight hours.
- Large-scale evacuations from contiguous counties may impact Carteret County.
- Evacuations of the entire county will likely only be considered for a direct or close to direct strike of Category 3, 4, or 5 tropical systems. For historical perspective, a Category 3 or greater approaches the NC coast an average of once per decade and the last Category 4 was over half a century ago, although there have been numerous instances in recorded history.

- Implementation of traffic control points will soon overwhelm local resources and affect law enforcement and public works operations. Significant overtime will be involved for extended operations.
- Other than for smaller, acute incidents, significant warning times will normally be available to evacuate the threatened population. Traffic control resources must be coordinated prior to the public release of an evacuation order, and require ample time to assemble; as in the examples of allowing the NC Highway Patrol time to call in additional support and DOT to move highway message boards.
- Effective traffic control points will facilitate orderly evacuation or re-entry.
- Considerations of curfews will consider the need of private business and supply vendor flexibility, necessary to restore the community supply chains as promptly as possible.
- Fire & EMS Departments, Public Works, Parks and Recreation, and citizens within the community will attempt to clear roadways sufficient for emergency access following large disasters.
- Large disasters impacting transportation infrastructure and the potential for significant debris impeding them require deliberate pre-planning. In accordance with the Federal Emergency Management Agency guidelines, pre-event contracts should be established for predictable scenarios.
- The State of NC will maintain planning for emergency and long term repair of its transportation infrastructure.
- Municipalities will maintain some ability to enact emergency repairs to roadways and contractual relationships with vendors to provide more extensive repairs for its transportation infrastructure

III. CONCEPT OF OPERATIONS

A. General

- Predictable evacuations should be declared 24 hours prior to the onset of Tropical Storm force winds or significant storm surge, and in a manner to allow at maximum daylight operations.
- The county, municipalities, or emergency service agencies may effect smaller evacuations in accordance with their authority for smaller and acute incidents.
- Law enforcement personnel and NC DOT and Public Works traffic control devices will be used to implement traffic control for evacuation and for re-entry.
- In regards to use of high rise bridges for emergency services response, operations and the dispatch of incidents will generally be suspended once it is deemed unsafe.

B. Specific

- Evacuation

    - Areas to be evacuated will be determined at the time of the emergency.
    - Public access to evacuation areas will be denied once an evacuation order has been implemented. For pre-planned events, sufficient notice will be provided in order to allow persons to retrieve family members, pets, and necessary personal items.
    - Vehicles experiencing mechanical problems during the evacuation will be removed by law enforcement or DOT.

- CCATS has vans and drivers qualified to operate them, and may be utilized to serve the public by providing transportation in emergency or disaster situations. Their use is dependent on their availability.
- The public school system has buses and drivers qualified to operate them, and may be utilized to serve the public by providing transportation in emergency or disaster situations. Their use is dependent on their availability and the status of Memorandums of Understanding. It can be expected that the transportation of children within the school system will be prioritized over other situations.

➢ Re-Entry

- Similar to evacuation, the decision to allow re-entry to any evacuated or restricted areas will be by the Control Group for multiple jurisdictions, or specific jurisdictions as applicable; and based primarily on consideration of public health and safety.
- Evacuated emergency service equipment, personnel, and government officials will be allowed to return prior to allowing the re-entry of the public; in order to allow assessment and restoration of vital services.
- When required, staging areas for incoming resources will be established.
- Carteret County does not issue or utilize formal re-entry permits. The beach communities of Bogue Banks have a formal re-entry permit process.

CHECKLIST
ESF #1 TRANSPORTATION

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review and update the Plan, standard operating procedures, checklists and any mutual aid agreements annually or as necessary.	

Report to the EOC to coordinate transportation impacts, when requested.	
Maintain detailed message and event logs for the ESF #1 function in the EOC, including the use of standard ICS forms and/or EM computer systems.	
Identify and notify transportation support agencies to assure they are activated or on alert.	
Respond to requests for assistance from other agencies responding to an event.	
Determine if residents need to be evacuated from immediate peril.	
Provide transportation assistance to those persons registered for transportation assistance.	
Monitor and report roadway conditions for traffic delays and detours.	
Develop inventory of available vehicle and personnel resources from supporting agencies. Instruct agencies to document mileage and time. Establish back-up fuel supply location(s).	
Establish communication plans with support agencies and ensure that they are ready to respond.	
Report on and relay road hazards identified by field units.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Ensure that additional personnel will be available to staff the EOC, if activated.	
Provide list of available transportation personnel and resources to the EOC.	
Coordinate transportation resources with requests for the movement of personnel, goods and services to support the response.	
Prioritize transportation requests to ensure that the most critical are met first.	
Track resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.	
Maintain list of transportation resources and personnel (volunteer from private or business sector) that have been called into the EOC.	
Identify staging areas for transportation resources that may be sent into the affected area for support.	
Compile report of any damaged transportation assets.	
Report rumors to the EOC staff, if detected.	
Track daily costs and develop expense reports.	

Ensure that agencies maintain detailed logs of mileages and time applied to disaster response and recovery efforts, particularly the use of ICS form 214.	
Advise the EOC of additional resources needed to cover shortfalls at least 12 hours prior to need.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Continue staffing the EOC until advised	
Assist recovery transportation and delivery activities as needed.	
Ensure that agencies have maintained logs of mileage and time of personnel utilized to respond to disaster.	
Contribute to a recovery action plan and After Action Reports.	
Coordinate re-entry information and instructions with the County PIO.	
Develop a plan for the priority replacement of any damaged or destroyed transportation assets.	
Participate in the review of operations during county led critique. Develop plan of action to improve response during future events.	

ESF # 2- DISASTER COMMUNICATIONS

PRIMARY AGENCY: Carteret County Emergency Services
Carteret County Information Technology (IT) Department

SUPPORTING AGENCIES: Amateur Radio Emergency Services

EOC STAFFING: Carteret County Emergency Services
Carteret County Information Technology (IT)
Amateur Radio Emergency Services

I. PURPOSE

This section provides a framework to support communications activities through all phases of a significant incident. This function describes Carteret County's communication systems and presents available communication sources, policies, and procedures. This function works to ensure the provision of efficient communications both within Carteret County and with response and recovery partners.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Communications play a critical role in emergency operations, including timely responses, and in coordination of efforts. Notifications of the public and the processing of disaster information requests are handled within ESF #15.
- Daily emergency management level communications with both internal and external response and recovery partners are conducted by telephone, email, and other web-enabled systems by appropriate officials.
- Daily emergency communications (county-wide) are managed by Carteret Emergency Communications, the county's PSAP (9-1-1 center) and a division of Emergency Services. This includes coordination with adjacent jurisdictions.
- The county has limited capability to process 9-1-1 and emergency calls at alternate locations, where reductions in capacity and processing speed will occur. Use of such locations will require mobile and portable communications assets and some capabilities may remain dependent upon hardware located at the primary location.

- Daily public safety radio communications within the county operate using multiple networks and systems.

    - The majority of radio communications occur on county or municipal owned VHF networks, many of which rely on centralized control equipment and commercially available data connectivity.
    - A small number of strategic, site independent VHF repeaters are present for use during primary system failures.

- Numerous non-repeated, VHF frequencies are available within the county, and are primarily available for either on-scene or fixed base and mobile (vehicle installed) uses.
- The emergency communications center and the EOC have the capability to operate on all the above, although range is more limited and varies by system or frequency.
- There is also substantial daily use of the state's Voice Interoperability Plan for Emergency Responders (VIPER) 800 MHz system, centrally controlled out of county and reliant upon state maintained microwave networks. Four transmission sites exist within Carteret County, with numerous additional sites in contiguous areas. This system allows interoperability with an exhaustive list of governmental and quasi-governmental agencies which operate within the state.
- The emergency communications center and most emergency response agencies also have the capability to operate on frequencies and systems of adjoining jurisdictions and other agencies.

- Nationally designed interoperability radio channels are programmed in many response agency radios, and include VHF, UHF, and 800 MHz where possible. The state maintains one site within the county where 800 MHz interoperability channel repeaters are present.
- Numerous amateur radio repeaters and systems are available for use in and around Carteret County. The EOC has the capability to operate on amateur radio HF, VHF, and UHF bands.
- As in every community, the government and the public are highly dependent upon commercially available telephone and data networks.

    - The bulk of hard-wired services are provided by Centurylink and Time Warner Cable.
    - Numerous national and regional wireless service providers are available for use, some of which are dependent upon hard-wired networks. Coverage areas vary by vendor, with the bulk of the county covered by one or more networks.

- The county maintains numerous IT systems, servers, and plant equipment throughout county facilities, including the county's 9-1-1 and PSAP equipment. Interconnection is often dependent upon commercial networks.
- The county contracts with numerous vendors and contractors in support of its IT needs. Emergency management incident management and public notification systems are included, and are dependent upon internet connectivity.
- Municipalities maintain various systems, servers, and IT plant equipment as desired. Interconnection is also often dependent upon commercial networks.
- The state and federal governments, along with many private vendors have portable communication assets and systems that can be deployed, and may be available based upon state and national priorities following a disaster.
- Numerous publicly available, off-air television and radio stations are received within the county.

B. Assumptions

- All communication systems have vulnerabilities and will fail in various scenarios and despite planning best practices, various single points of failures almost always exist.

- Supporting infrastructure to critical assets and communications systems generally have increasingly likelihood of failure in correlation to the size and impact of an incident or event. However, even minor events in critical locations can cause system failure. Failures may be precipitated by events in distant locations.
- Communication systems are generally more limited when operating on auxiliary power, which may be time-limited or inoperable as well.
- Personnel resources for the conducting of emergency communications are limited under the best of scenarios for various reasons.
- During day to day operations, some incidents of significance (or high visibility) occur, which overload the emergency communications center for short periods of time.
- Impacts resulting from severe threats and hazards may overwhelm the emergency communications center and the physical 9-1-1 system without warning.
- Media outlets and emergency officials of other jurisdictions will attempt to make contact with county officials or gain information through the emergency communications center.
- The public routinely ties up emergency communications lines for non-emergency purposes, and this is compounded exponentially when significant incidents and events occur.
- Immediately prior to known, potential disasters and immediately following any large scale disaster, mutual aid 9-1-1 telecommunicator personnel resources will be required.
- Critical or numerous public safety radios systems may be off-line following a significant incident or event. In severe cases, non-repeated frequencies may be all that is available, with inherent range concerns; however these channels are robust as each radio is independently powered.
- The commercial telephone system (hardline and wireless) may become overloaded during significant incidents, thus delaying incoming and outgoing calls, or making calls impossible.
- Commercial telephone systems may also be completely inoperable following impact of a significant event, particularly at key equipment locations.
- Publicly available off-air television and radio stations may be off the air individually or in aggregate, particularly following a critical event.
- Amateur radio capabilities are robust and able to operate in various modes and on various bands and are of critical value following a disaster, not only for interconnection of EOCs and other stations, but also for intelligence gained from publicly licensed operations.

III. CONCEPT OF OPERATIONS

A. General

- Day to day radio communications by all emergency response agencies and partners shall be in accordance with the current Carteret County Public Safety Radio Communications Plan at all times. This plan is as approved by the 9-1-1 Operations Advisory Board.
- Carteret Emergency Communication acts as the county's warning point. The emergency communications center is responsible for continuous monitoring of primary dispatch radio channels and NC SW Call. During incidents, tactical channels should be monitored to the extent possible. As able, the on-duty supervisor should attempt to monitor channels of key response partner to maintain situational awareness.
- Any failures or concerns in regards to the operating status of emergency communications systems, networks, or programs are to be immediately relayed to the appropriate repair technicians and responsible officials. 24x7 contact information is to be maintained and is to be available both in electronic and hard-copy formats.

- The emergency communications center is also responsible for continuous monitoring of the National Warning System (NAWAS), National Weather Service alert broadcasts, weather radar, and local television breaking news and is responsible for notifying key emergency officials as warranted. However, these operations do not take priority over processing emergency incidents and shall occur in the background.
- The county's IT department is responsible for the continuous monitoring of county IT systems, and will maintain emergency, on-call ability for critical system impacts.

B. Specific

- The emergency communications center will maintain the availability of at least one satellite phone and radio system device.
- Severe weather warnings for severe thunderstorms, tornadoes, and imminent hurricane wind warnings are to be immediately re-broadcast to all emergency response personnel. Tornado warnings should be preceded by the fire and EMS all-county paging tone for maximum efficiency.
- During periods of overload, the emergency communications center on-duty supervisor may suspend normal operations, to include:

    - Discontinuation of Emergency Police Dispatch system standard protocols
    - Discontinuation of Emergency Fire Dispatch system standard protocols
    - Processing of non-emergency calls
    - Suspending normal dispatch procedures, for example the dispatch of multiple fire departments to alarms and of EMS to all fire incidents.
    - Processing of ancillary services such as notifying public works agencies or the tracking of units and dispositions.
    - Discontinuation of Emergency Medical Dispatch standard protocols may be suspended as a last resort.

- The emergency communications center will maintain Standard Operating Procedures which cover normal operations, emergency operations, and disaster operations.
- The emergency communications center on-duty supervisor is specifically authorized to recall off-duty and support personnel as necessary to handle any acute impact to emergency operations.
- Prior to impending potential disasters and/or following critical events, emergency management will request mutual aid telecommunicator staff.
- When the EOC is operating, the emergency communications center may be reduced to processing incoming emergency calls for service, and resource determination for response may be dictated by the EOC.
- During disaster operations, each emergency response agency will man their stations and may receive notifications of incidents only. All ancillary information, incident tracking, and incident resolution will become their responsibility and shall be conducted on alternate frequencies and channels.
- During disaster operations, all non-emergent radio transmissions will be suspended.
- The emergency communications center will maintain capability to operate in a manual capacity without supporting systems, including maintenance of all required forms and office supplies

necessary. Manual operations will be exercised by each on-duty supervisor and shift at least quarterly in accordance with standard procedures.

- The emergency communications center will exercise the operations of backup radio and 9-1-1 systems at least quarterly.
- The emergency communications center will relay all messages to county and emergency officials as expediently as possible and in a manner representative of the priority. Emergency communications center personnel will refer media and public inquiries to appropriate public safety officials. The on-duty supervisor should use appropriate judgment to ensure that all requests are politely and tactfully handled in an expedient manner as not to impact emergency operations.
- Non-official or personal contact information should not be provided outside of urgent public safety needs.
- The EOC will maintain capability to operate in a manual capacity without supporting systems, including maintenance of all required forms and office supplies necessary.
- The EOC will exercise full scale operations at least once annually, to include the use of manual incident tracking systems.
- Whenever the EOC is activated, amateur radio services are to be requested.

CHECKLIST
ESF #2 COMMUNICATIONS

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, update and revise standard operating procedures annually and prior to anticipated events. Exercise all primary and backup operations as required.	
Test and exercise all communication equipment and ensure proper operation on a regular basis. (Radio, Computers, Projector, Terminals, Monitors, Faxes, Telephones, Modems, Copiers, and Scanners etc.)	
Test and exercise all data and IT equipment and ensure proper operation on a regular basis.	
Maintain a list of county and municipal officials and key state agencies contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.	
Establish liaison with telephone and data communication service providers.	
Identify and notify the supporting agencies their resources and personnel may be required to respond.	
Develop action plan to overcome communication shortfalls.	
Plan for and test alternate means of communicating with field units if normal communications channels are disrupted.	
Disseminate information, data and directives among all emergency response agencies.	
Monitor the NAWAS, local television, weather radio, and NOAA weather radio and any other available emergency notifications and situational awareness.	
Ensure adequate supplies are maintained for extended operations.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Ensure that positions in the EOC are staffed on a 24-hour basis. Post a shift schedule for this position and advise the EOC manager of actions.	
Ensure constant communications with field units and ensure that all agency requests are relayed to EOC staff when applicable.	

Report pertinent information identified on GIS overlays (i.e., water intakes, schools, retirement homes, archeological and historical sites, etc.)	
Report pertinent information on shared incident management databases.	
Anticipate and advise the EOC of the need for additional technology resources.	
Assist with operations of WebEOC, Hurrevac, and mass alerting system (CodeRED).	
Track daily costs and develop expense reports.	
Assist with orderly shut-down of EOC.	
Advise the EOC of needed state or federal resources at least 12 hours prior to their need.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Maintain all functions carried over from the Response phase.	
Continue to respond to first responder requests and continue to provide those requests to EOC staff.	
Develop an after action report for presentation to the EOC staff.	
Participate in review of response operations during county led critique. Develop Plan of Actions to improve response during future events.	
Correct any outstanding technology issues.	
Develop appropriate After Action Reviews and implement required operational changes.	
Assist with orderly shut-down of EOC.	

ESF # 3-PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY: Carteret County General Services Department

SUPPORTING AGENCIES: Carteret County Planning and Development Department
Carteret County Tax Office
Carteret County Shoreline Protection Office
Carteret County Health Department
Carteret County School System
Municipal Public Works Departments

EOC STAFFING: Carteret County General Services

I. PURPOSE

The purpose of this section is to coordinate the delivery of services related to Public Works. Specifically, activities within the scope of this function include assessments of public works and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, debris management, and contracting and real estate services; providing emergency repair of damaged public infrastructure and critical facilities. This ESF is highly coordinated with ESF #1 in regards to transportation infrastructure and also ESF #12, Utilities.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Per the county's AHTA, tropical storms are of greatest potential to cause widespread damage to public facilities and utilities; therefore planning addresses these systems as the basis for emergency planning within this ESF as well.
- The county owns or operates numerous critical facilities, to include the emergency communications center, the EOC, the courthouse, the Health Department, a water treatment plant, and the county administration building.
- The county owns and operates a public utility for the provision of water to a portion of the county, generally in the North River to Mill Creek area.
- The county is dependent upon services provided by quasi-governmental and partner agencies, as in the example of fire and EMS departments.
- The municipalities within Carteret County operate critical facilities key to their operations, to include water and sewer treatment plants.
- Several municipalities within the county operate publicly available water and sewer utility systems.
- Other non-profit water districts and their water systems are present serving multiple communities.
- Numerous private wastewater systems are present within the county.
- A privately maintained natural gas pipeline serves a portion of central and western Carteret County.

B. Assumptions

- Severe damage may be caused to public buildings, public utilities, and other infrastructure, more widespread for tropical systems, within communities for isolate hazards such as tornadoes, and individual facilities for all types of threats and hazards.
- Damage to any of the utility systems described in Section A have the potential to impact large groups of people and require a coordinated assessment and repair effort.
- Damage to or strategic shutdown of any of the utility systems described in Section A may cause the entire system to cease to operate.
- Damage to privately-owned utility systems may require governmental support in order to prevent environmental damage following a disaster.
- Access to facilities and utility infrastructure may be impaired for significant periods following a widespread disaster.
- The loss of commercial electrical power may severely reduce or eliminate the capability for utility systems to operate.
- Severe weather can be responsible for large amounts of debris and severe beachfront erosion.
- All public works departments and facility maintenance crews may quickly be overloaded.
- The availability of local or typical private resources necessary to support facility and utility repairs may be limited or non-existent following a disaster.
- Large numbers of skilled personnel, engineers, construction workers, utility personnel and laborers may be needed from outside the disaster area.
- Commercially available fuel supplies may be limited or unavailable following a disaster. Municipalities and the Carteret County School System may have enough reserve to support initial operations.
- The Building Inspections departments of the county and municipalities will be overwhelmed following a widespread disaster.

III. CONCEPT OF OPERATIONS

- The county and the municipalities will include within their pre-incident emergency planning, the creation of repair priorities for all public facilities, utilities, and other infrastructure.
- The county and the municipalities will establish pre-incident relationships with vendors and any support contracts necessary to rapidly respond to damage to public and utility infrastructure.
- The county and the municipalities will create contingency and Continuity of Government plans considering the potential loss of governmental facilities and utilities, individually and/or in aggregate.
- The county will ensure that private utility systems create emergency action and repair plans to the extent possible and in accordance with any applicable law and regulation.
- The county and the municipalities will plan and implement auxiliary power plans in accordance with ESF #12.
- When necessary and requested, the EOC will request any additional resources necessary to conduct assessments, inspections, and repairs.

CHECKLIST
ESF # 3-PUBLIC WORKS AND ENGINEERING

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, revise, and update contracts, memorandums of understanding, mutual aid agreements and checklists annually and prior to predictable impacts.	
Staff the ESF 3, Public Works and Engineering, function in the EOC.	
Maintain a continuous and detailed message/event log at the EOC position.	
Notify supporting agencies of the potential need for personnel and equipment. Compile lists of readily available assets and provide to EOC Director.	
Direct all agencies to track personnel and equipment expenses for reimbursement and maintain an accurate record of expenditures for labor, equipment, materials, fuel, rental equipment, etc.	
Establish communications with supporting agencies.	
Develop contact list to include phone numbers, pager, fax, home, and alternate contact number for supporting agencies. Include radio channels and cellular numbers.	
Identify those public works facilities that may be impacted by a disaster, and develop plans to overcome any shortfalls.	
Develop prioritization repair plan for damaged facilities.	
Identify critical public works facilities that will require generator backup. Identify generator size needed and if facility has quick-connect capability. Identify generator transportation/delivery contacts.	
Prepare to provide emergency repairs to water, waste water and solid waste facilities.	
Identify roadways that will require priority debris clearance.	
Maintain a vendor contact list.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Coordinate response of primary and supporting public works/utilities agencies and contracts.	
Reassess the priorities to be addressed for the most critical needs and develop strategies to address these needs.	

Continue to track resources committed to specific missions.	
Determine the need for outside resources (type and location needed).	
Identify potential debris sites – chipping, burning, and sorting.	
Track daily costs and develop reports and prepare GIS data and maps.	
Advise the EOC of additional resources needs, at a minimum, 12 hours prior to need.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Respond to request for public works assistance from municipalities and other agencies.	
Review public works requests and prioritize response.	
Support damage assessment activities.	
Make temporary repairs to damaged public works facilities.	
Ensure that adequate amounts of potable water are available to support recovery operations.	
Receive requests for assistance to repair damaged privately owned utility systems.	
Provide technical assistance to operators of utility systems.	
Procure portable toilets and safety lighting for communities, facilities, and work sites if needed.	
Provide listing of damaged public works facilities to State Strike Team, if deployed to the area.	
Participate in the review of operations during County-led critique. Develop plan of actions to improve response during future events.	

ESF # 4-FIREFIGHTING

PRIMARY AGENCY: Carteret County Emergency Services

SUPPORTING AGENCIES: Municipal Fire Departments
County Fire Departments
Department of Defense (DOD) Fire Departments
Craven County Emergency Services
Onslow County Emergency Services
Jones County Emergency Services
NC/US Forestry

EOC STAFFING: Carteret County Emergency Services
Fire Department Representative

I. PURPOSE

This section ensures the proper coordination of fire and rescue resources to provide safety of life and property within the County during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Fire protection is a challenge faced daily by local fire departments. These activities become even more intense during emergency/multi-hazard situations. Such occurrences may cause there to become a need for specialized emergency firefighting, hazardous materials response, and extensive decontamination operations.
- Carteret County contracts with 16 Fire Departments. The Towns of Morehead City, Beaufort, Atlantic Beach, Pine Knoll Shores, Indian Beach, Emerald Isle, Newport and Western Carteret ILA have municipal Fire Departments.
- The NC Division of Forest Resources is the lead agency for forest fire control in Carteret County. Forestry maintains equipment at the forestry facility located off NC Hwy 101. The District Headquarters for Forestry is in New Bern (Craven County).
- County and Municipal Fire Departments rely on the Carteret County communications system for primary dispatching and communications.
- The fire departments are trained at either the awareness or operations levels for responding to hazardous materials spills.
- Mutual aid agreements exist among all fire departments within the County.

B. Assumptions

- Planning and training prior to an incident will significantly reduce the risk to personnel.

- Fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.
- When additional or specialized support is required, assistance can be obtained from State and Federal agencies via the Carteret County Department of Emergency Services.
- Incidents may require response by multiple local, state and federal agencies.
- Fire Departments may be requested to perform tasks not associated with routine duties, such as search, traffic control, emergency debris removal, alert and notification, and evacuation.
- Chief Officers of the fire stations should be accessible during periods of emergency or disaster. Communications will be maintained with the County 911 Center and EOC.

III. CONCEPT OF OPERATIONS

A. General

- County fire departments are comprised of organized, trained units, of both paid and volunteer personnel serving in specific geographical areas known as fire districts. Their primary focus is structural fires within their jurisdictions. Some fire departments also include rescue personnel that operate within the Fire Department's established district or outside their district when assistance is requested.
- The NC State Division of Forest Resources has the overall responsibility for the control and prevention of wild forest/ land fires in the County; however local fire departments provide mutual support in this endeavor.
- The Incident Command System will be implemented on an appropriate scale at the scene of every fire event in Carteret County and within the municipalities. If fire or threat of fire is involved, the Fire Chief in the district or his designated representative will be the Incident Commander.
- Resources required by Fire Departments beyond those available through mutual aid will be requested through the County Emergency Services office and routed to the Eastern Branch Office NC Division of Emergency Management.

B. Specific

- The primary mission is the preservation of life and property, and includes capabilities for fire prevention and suppression, confined space and high angle extrication, water rescue, search and rescue, and response to hazardous material events that are an immediate threat to health or the environment.

CHECKLIST
ESF #4 FIREFIGHTING

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, revise and update mutual aid agreements, memorandum of understandings, standard operating guidelines, etc., on an annual basis.	
Staff the Fire/Rescue Function in the EOC, upon request.	
Maintain a message/event log for the EOC.	
Notify the PIO that the fire/rescue function is staffed in the EOC.	
Notify supporting agencies of the potential need for personnel and equipment. Compile lists of assets/personnel that can be deployed.	
Instruct support agencies to track expenses for reimbursement, maintaining an accurate record of expenditures for personnel, equipment, materials, fuel, rental equipment, etc.	
Identify potential sites that may experience increased hazard of fires.	
Re-assign fire/rescue personnel and equipment to areas that may not be impacted by disaster.	
Assist with warning and notification of disaster victims.	
If hazardous materials are involved, provide guidance for decision making as to their effects.	
Identify potential staging areas for mutual aid forces arriving from outside the area.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Respond to request for fire suppression activities.	
Re-assign personnel and equipment to support fire/rescue activities as needed.	
Assist law enforcement with evacuation and warning, when needed.	
Re-deploy resources out of harm's way.	
Provide back-up equipment for pumping, if needed.	
Respond to hazardous material events at the appropriate level.	
Request outside assistance, when appropriate.	
Coordinate activities with the N.C. Forest Service when activities involve suppression of wild land fires.	
Advise mutual aid forces of their need to be self-sufficient.	

Provide support for rescue activities, as needed.	
Restrict access into fire damaged areas.	
Track daily costs and develop expense reports.	
Advise the EOC of state/federal resources needed to cover shortfalls, at a minimum, 12 hours prior to need.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Continue to coordinate fire/rescue activities with agencies.	
Designate staging areas for incoming fire resources.	
Support traffic control operations, if requested.	
Assist with emergency debris removal from primary roadways for emergency responder access.	
Request replenishment of supplies expended during emergency.	
Assist with damage assessment activities, if requested.	
Withdraw firefighting resources when no longer required. Ensure rested personnel for safe demobilization.	
Respond to request for fire inspections of temporary living or shelter locations.	
Participate in the review of operations during county led critique. Develop plan of actions to improve response during future	

ESF # 5-INFORMATION AND PLANNING

PRIMARY AGENCY: Carteret County Emergency Services
Carteret County Planning and Development Department

SUPPORTING AGENCIES: Carteret County Planning and Development Department
Carteret County Finance
Carteret County Information Technology (IT)
Carteret County Manager or Designee
Carteret County Human Resources
Salvation Army
Red Cross
Amateur Radio

EOC STAFFING: Carteret County Planning and Development Department
Carteret County Emergency Services
Carteret County Information Technology (IT)
Carteret County Finance
Carteret County Human Resources
Salvation Army/Red Cross as needed
Amateur Radio

I. PURPOSE

The purpose of the Emergency Management ESF is to coordinate the overall Emergency Operations Center (EOC) response within the jurisdiction by collection, analysis, and dissemination of information and development of plans and coordination of resources to respond to emergencies or disasters.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Emergency or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government. These events could require the use of a centralized Emergency Operations Center (EOC) to facilitate policymaking, coordination, and control of operating forces.
- Carteret County Emergency Services is the primary agency responsible for the coordination of response to large events, outside the municipal jurisdictions. Emergency Services will support initial and ongoing assessment of emergency situations and provide timely and appropriate information to support government officials in determining required actions.

B. Assumptions

- The EOC and procedures described in the ESF will be adequate for all disaster conditions that could arise for Carteret County.
- All EOC liaisons will utilize established procedures for EOC operation response to the event.
- Carteret County Emergency Services will coordinate the Emergency Operations Center (EOC) activation. Prior to or upon activation of the EOC, Emergency Services staff will perform a call-down of all those who need to report to the EOC.

III. CONCEPT OF OPERATIONS

A. General

- Procedures protocols and plans for disaster response activities are developed to govern staff operations. These are in the form of the EOP and corresponding Appendices, and Standard Operating Procedures, which describe ESF-5 responsibilities. Periodic training and exercises are conducted to enhance effectiveness.
- During emergency operations, the EOC will follow the Incident Command System (ICS) structure and be organized into five major sections:

  - Management
  - Operations
  - Plans
  - Logistics
  - Finance/Administration

B. Specific

- All sections will participate in the planning process, also known as the Planning "P", coordinated by the Plans Section. Adopted ICS forms will be utilized by all sections as coordinated by the Plans Section.
- ICS/EOC interface will be primarily established through the EOC Operations Section. Order of communications with field personnel will be through ESF liaisons, the EOC Operations Section Chief, and the EOC Director.
- The EOC will be activated within established guidelines. When the EOC is activated, the Operations Section Chief will coordinate with the EOC Director in determining the appropriate ESFs that will be activated.
- Space will be provided in the EOC for all EOC personnel. Space for briefing the media will be available in the CEC Conference Room.
- The Emergency Services Director must maintain the capability to activate the EOC on short notice and maintain a 24-hour a day operation.
- The Emergency Services Director is responsible for the administrative functions of the EOC.
- The decision to discontinue EOC operations will be made by the Management Section in accordance with established laws, orders and procedures.
- Incident Management Teams (IMT) may be requested to provide support in events that extend beyond one operational period.

CHECKLIST
ESF # 5 EMERGENCY MANAGEMENT

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Develop, revise and review memorandums of understanding, standard operating guidelines, mutual aid agreements, and other important documents on an annual basis.	
Identify facilities, agencies, personnel, and other resources necessary to support EOC operations.	
Maintain procedures for upgrading the EOC to meet the growing needs of the community.	
Ensure an adequate supply of EOC support supplies and reference documents are available.	
Ensure proper operation of EOC Technology with the support of Carteret County IT.	
Ensure food vendor agreements are in place. Copies maintained in the ESD office.	
Ensure generator contract is in place and that installed generators are operational and have adequate fuel.	
Provide EOC staff training on use of WebEOC.	
Maintain a public information program to exercise citizen awareness of the EOC facility and its purpose. Conduct tours and give briefings as necessary.	
Ensure continued availability of an alternate EOC.	
Conduct exercises and critiques of EOC procedures with the entire EOC staff.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Provide direction and control for EOC operation.	
Ensure EOC Security is provided.	
Coordinate the overall effort to collect, analyze, process, synthesize, report and display essential information. (IAP)	
Provide support for planning efforts.	
Actively solicit information from all ESFs in the EOC and maintain situation board (WebEOC).	
Provide for wellbeing of EOC staff.	
Anticipate and advise Information Technology (IT) of the need for additional technology resources.	
Ensure adequate EOC staffing.	
Request activation of EAS and provide technical assistance to activate Mass Notification System, if needed.	
Operate WebEOC, Hurrevac and Social Media.	

Establish/maintain liaison with CG Auxiliary, Civil Air Patrol or other overflight platforms.	
Draft and issue Incident Action Reports (IAPs), Situation Reports (SITREPS) and Daily Summaries.	
Conduct regular situation briefings using the Planning "P".	
Maintain activity log for historical records.	
Provide for orderly shut-down of EOC/IC.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Maintain all functions carried over from the Response phase.	
Participate in review of response operations during County led critique. Develop Plan of Action to improve response during future events.	
Draft the After-Action Report.	
Work with FEMA to provide required documentation.	

ESF # 6-MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCY: Carteret County Department of Social Services

SUPPORTING AGENCIES:
Carteret County Health Department
Carteret County Public School System
Carteret County Emergency Services
Carteret County Sheriff's Office
Municipal Police Departments
Amateur Radio
Salvation Army
American Red Cross

EOC STAFFING:
Carteret County Department of Social Services
Carteret County Emergency Services
Carteret County Health Department
American Red Cross/Salvation Army
Carteret County Public School System
Police Representative
Amateur Radio

I. PURPOSE

This ESF establishes a working strategy for the mass care of residents in Carteret County along with the essential plans to provide pet-friendly sheltering for companion animals, during, or after an emergency. It will also support the delivery of mass care services of shelter and feeding to disaster victims and establishment of systems to provide bulk distribution of emergency relief supplies. Any facilities utilized for shelters will be in compliance with the Americans with Disability Act. ESF 6A focuses on Donated Goods and Volunteer Coordination.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Based upon the County's hazard analysis, listed below are several emergencies which could cause the evacuation of residents from the affected areas. The number of people affected could range from a very few to large numbers if a disaster struck a densely populated area (see All-Hazard Mitigation plan):

  - Severe Winter Storms
  - Nor'easters
  - Tornadoes
  - Floods
  - Hazardous Material Accidents
  - Fires
  - Hurricanes

- Earthquakes
- Terrorist Events
- Damaged Lifelines (phone, power, water, gas, etc.)

- The American Red Cross (ARC), working with its partners, provides mass care services to disaster victims as part of a broad program of disaster relief.
- Evacuation and sheltering operations inevitably involve endangered people who own pets, but most emergency shelters do not accept pets due to health and safety regulations. In most cases, if there is no opportunity to bring their pets with them to safety, some pet owners will refuse to evacuate or will delay evacuation.
- Several facilities have been designated as hurricane shelters within the County and all are in compliance with the Americans with Disability Act. The complete list is maintained in the Carteret County Emergency Services Department and the Chapter of the American Red Cross. The emergency shelters are Carteret County Schools: West Carteret High School, Atlantic Elementary, Beaufort Elementary and Newport Middle. Newport Middle School has been designated as a Pet Co-Location Shelter.
- Out of county sheltering for Carteret County residents (excluding medically fragile) will be coordinated through the Eastern Branch Office, NC Division of Emergency Management and Carteret County Emergency Services.
- A written agreement exists between the American Red Cross and the Carteret County Public School System for coordination and use of school facilities for shelter/mass care activities.

B. Assumptions

- City/County Officials will determine the best option for ensuring the safety of the public and will take action to implement that strategy along with effectively communicating to the public.
- During a large scale disaster, pet ownership may affect the behavior of large segments of the population at risk. These actions may deter them from seeking help for themselves for fear of leaving their pets behind.
- Some evacuees will seek friends or relatives and others will seek shelter in open private lodging facilities. This could include a mass exodus from the area but there will be victims who will remain at or near their damaged homes.
- The magnitude of damage to structures and lifelines in a disaster will rapidly overwhelm the capacity for local government to assess the disaster and respond effectively to basic human needs. Damage to roads, airports, communications systems, utilities, etc. will hamper emergency response efforts. The movement of emergency supplies may be seriously impeded.

III. CONCEPT OF OPERATIONS

A. General

- Chairman of the Board of County Commissioners in coordination with the Emergency Services Director, Carteret County Department of Social Services Director, and the Carteret County Public School System, or their designees will make decisions on when and where to open

shelters in a large scale emergency. However, in a small isolated emergency the Incident Commander may request the opening through the Emergency Services Director or designee.

- Mass care and companion animal sheltering operations will be directed and coordinated from the Carteret County Emergency Operations Center (EOC) or a facility designated at the time mass care becomes necessary. During declared disasters or emergencies, the Primary Agencies are responsible for implementing this ESF when needed.
- Mass Care and Companion Animal Sheltering operations encompass the following:

  - Mass Shelter
  - Mass Feeding
  - Bulk Distribution of Emergency Relief Items
  - Disaster Welfare Information

- Functional needs population facilities must be identified. In-place sheltering may be the only available option for these facilities. Public and private providers of institutional care (medical and residential) remain responsible for shelter plans, evacuation, transportation and relocation for their residents and clients.
- If additional shelter support is needed following a disaster event, requests for assistance will be submitted to the Eastern Branch Office, NC Division of Emergency Management by the County Emergency Services Department.
- Animals not being cared for by their owners; or that have become a danger to the public or themselves, will be sheltered, fed and if possible or practical, returned to their owners. If animals cannot be returned to their owners, or are otherwise a danger to the public or themselves will be taken to the County Humane Society Shelter.
- At each County supported shelter location, the County will provide to the extent available health/medical support, communications, fire protection and security.
- Churches, fire stations and community centers can be used as pick-up points for persons or groups requiring transportation to shelters.
- Crisis intervention and mental health counseling will be provided at shelters and by referral, if necessary in conjunction with ESF #8.
- Residents utilizing public shelter spaces will be instructed to bring medications, blankets, special foods/formulas for children and a supply of food for personal consumption. No weapons, alcohol or pets (excluding service animals) are allowed in shelters, with the exception of Newport Middle School, where pets will be housed in a separate area of the school than their owners. Law Enforcement will have the authority to search bags and confiscate any items brought into the shelter.
- The Carteret County Sheriff's Office and the Municipal Police Departments will enforce security within the shelter and the area(s) immediately adjacent to the shelter (including parking locations).
- An adult must accompany children under 18 years of age when entering the shelter.
- Emergency transportation from shelters to area hospitals will be provided by the nearest emergency medical service if travel conditions are safe.
- The County Department of Social Services, Carteret County Public School System, American Red Cross and the Emergency Services Director will decide when shelters are to be closed. Shelters will be closed as soon as conditions allow for the safe return of evacuees to their homes.

- Requests for additional shelter openings will be coordinated through ESF6 with the American Red Cross, Carteret County Department of Social Services, Carteret County Public School System, and Emergency Services.
- Living conditions in the shelters will be basic at best and will not be geared for long-term stay.
- In a catastrophic disaster, it is likely that long-term mass care will be required until rental units or temporary housing resources become available.

B. Specific

- American Red Cross

  - Provide shelter supplies and feeding for evacuees in the shelters.
  - Coordinate activities with Carteret County Public School System, Carteret County Social Services, and Carteret County Health Department.
  - Coordinate with other community partners for the emergency feeding of disaster victims not utilizing public shelter space.
  - Handle disaster welfare inquiries.
  - Provide information on conditions in the disaster area for those sheltered.
  - Support post-disaster donated goods coordination activities with the Salvation Army and other organizations providing disaster relief services.
  - Provide representative to the EOC, when required.
  - Provide manpower for general facilities oversight including shelter set up and tear down, if needed to supplement DSS staff.
  - Provide an after action report within 24 hours following shelter closing.
  - Assist with disaster welfare inquiries from separated family members.
  - Provide and assist with Volunteer Management.

- Carteret County Social Services

  - Coordinate and manage shelter openings with assistance from the American Red Cross, Carteret County Schools, Carteret County Health Department, and Carteret County Emergency Services.
  - Coordinate with the Health Department and Home Health Care agencies on medically fragile populations.

- Carteret County Public School System

  - Coordinate with the American Red Cross, Department of Social Services, the Carteret County Health Department, and Carteret County Emergency Services when opening and closing shelters.

- Carteret County Health Department

  - Coordinate health care operations in emergency shelters with the Department of Social Services, the American Red Cross, Salvation Army, etc.

- Coordinate pet shelter operations along with Animal Control, and Carteret County Emergency Services.
- Provide assistance with medically fragile populations as needed.
- Coordinate inspection of shelters before opening.
- Provide health inspections, emergency immunizations and control of communicable diseases.
- Provide or assist with crisis counselors to the public and emergency responders if available.
- Coordinate temporary restrooms and dumpsters, when requested.
- Provide a representative to the EOC, when required.
- Provide facilities, when needed by the EOC.

CHECKLIST
ESF # 6 MASS CARE & COMPANION ANIMAL SHELTERING

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, revise and update memorandums of understanding, mutual aid agreements, checklists, standard operating guidelines, and building/shelter floor plans. Conduct annual training for appropriate staff.	
Identify population groups that would require assistance (i.e., institutionalized, handicapped and/or disabled persons, etc.), including identifying appropriate lodging/shelter facilities and update and maintain this information annually.	
Coordinate public education efforts (i.e. brochures to emphasize the importance of disaster planning for both individuals and animals.	
Respond to the EOC upon request.	
Notify supporting agencies to put their personnel and equipment resources on standby for activation.	
Maintain an event/message log at the EOC position.	
Notify the PIO that the Shelter/Mass Care Support Function is operational in EOC.	
Coordinate the tasking of all shelter activities with other supporting agencies.	
Coordinate the establishment and operation of all mass feeding operations.	
Coordinate the relief efforts provided by volunteer organizations performing mass care.	
Coordinate the establishment of the shelter registration system.	
Coordinate provision of first aid in shelters and fixed feeding sites.	
Coordinate provision of medical support exceeding that required for first aid.	
Provide mass care data updates to the EOC and PIO.	
Coordinate with law enforcement for security in shelters.	
Review communication networks to be sure shelters have working communications systems.	
Coordinate with mental health professionals to ensure presence or referrals in shelter facilities.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***

Ensure that primary and supporting agencies maintain appropriate listings of agency staff to call for performing activities. These listings should include pager, alternate telephone, cellular phone, fax numbers, etc.	
Ensure that current listings of resource providers are maintained by agencies.	
Monitor evacuation activities.	
Assess the need for additional shelter openings.	
Provide for the replenishment of shelter supplies.	
Ensure that citizens receive appropriate services while in shelter.	
Coordinate the consolidation of shelters.	
Ensure that citizens who are not medically appropriate for general Red Cross Sheltering will be referred through the Medically Fragile Committee, to appropriate medical care.	
Ensure that individuals not able to come to mass feeding locations receive food supplies.	
Prevent duplication of goods and services for mass feeding operations.	
Maintain lists of all volunteer agencies providing mass feeding operations in disaster area, i.e., location, contact person, hours of operation, mobile feeding points, logistical needs, etc.	
Ensure that each shelter location has a working communications system and can contact the EOC either by phone, cellular or amateur radio operator.	
Maintain reports of shelter conditions and any unmet needs.	
Track daily costs and develop expense reports.	
Advise the EOC of the needed State/Federal resources at least 12 hours prior to their need in the County.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Coordinate with applicable State, volunteer and local government agencies to determine the need for extended shelter operations.	
Coordinate with the appropriate agencies for long term placement of disaster victims who cannot move back to their normal residences.	
Continue to provide regular updates on which shelters are open or closed. Provide census reports every 4 hours.	
Assist citizens to access disaster services.	

Develop plan for orderly shutdown of shelters and/or consolidation of shelters.	
Provide shelter reports to the County PIO for inclusion in situation reports.	
If required, identify locations for temporary housing such as campers or trailers.	
Continue to coordinate with the other EOC functions providing services to shelters.	
Participate in the review of operations during county led critique. Develop plan of actions to improve response during future events.	
Recover disaster supplies such as cots, etc. for inventory and cleaning.	

ESF # 6A – DONATED GOODS/VOLUNTEER COORDINATION

PRIMARY AGENCY: Carteret County Parks and Recreation/Salvation Army

SUPPORTING AGENCIES:
Carteret County Department of Social Services
Carteret County Health Department
Carteret County Public School System
Carteret County Emergency Services
Carteret County Finance Department
Carteret County Sheriff's Office
Municipal Police Departments
Amateur Radio
American Red Cross

EOC STAFFING:
Carteret County Parks and Recreation
Carteret County Department of Social Services
Carteret County Emergency Services
Carteret County Health Department
American Red Cross/Salvation Army
Carteret County Public School System
Police Representative
Amateur Radio

I. PURPOSE

To facilitate the management, collection, distribution and delivery of goods, cash and voluntary services donated to support disaster relief efforts and to assist in providing unmet needs of disaster victims inside the County.

This section assures the following: (1) Timely collection and delivery of solicited and unsolicited goods; (2) Coordination of volunteers (pre-assigned and spontaneous); (3) No interference with the control and usage of pre-designated goods/services donated to private charitable groups; and (4) Fulfill unmet needs of victims as necessary.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Usually individuals and businesses not directly affected by a disaster are eager to assist disaster victims through donations of goods, services and money.

- Without an organized system for the management, identification and organization of donations, the situation will result in less than effective recovery for victims of disasters.

- The timely release of information and guidance to the public on the types of relief supplies needed and the collection/delivery points is essential to the management of donated goods and volunteer services.

- Donations of goods, cash and services must be managed at the County level to minimize the impact on the local economy. The NC State Port may provide warehouse support if space is available.

- Local resources may not be available and/or will be overwhelmed by the magnitude of the disaster.

- In the past, churches, fire stations and other community facilities have been collection points for donations of disaster supplies.

- Following Hurricane Florence, the Salvation Army assisted in the establishment of a centralized donation collection and distribution center.

B. Assumptions

- Suitable space, personnel and equipment will either be available or made available from individuals or firms within the business community to coordinate the receipt, storage, distribution and/or shipment of donated goods and supplies.

- Unsolicited donations of goods and services can be expected in large scale disasters. Donations of goods will be discouraged except as directed by the EOC.

- In large scale disasters (affecting multiple areas of the State), the Governor's Office of Citizens Affairs or NC Division of Emergency Management may establish an 800 number to receive donations.

- Regional distribution centers or Logistical Support Areas (LSA) to receive and dispatch arriving donations will be established by the State.

- County governments affected by a disaster may establish distribution centers within or close to the disaster area(s).

- Non-useful and unwanted goods can be expected and will have to be disposed of in a manner agreeable to all parties providing disaster relief.

- Charitable, religious and community service groups will offer assistance in a number of areas.

- Telephone numbers will be established and well publicized for individuals wishing to donate goods, services and money.

- Local governments may establish local disaster donation funds separate from the charitable organization offering assistance to victims.

- All efforts will be made to utilize the donations given as disaster relief for the purpose they were intended.

- Volunteers not affiliated with any organized relief groups will be encouraged to register with the Volunteer/Donations Coordinator at the County EOC or the State EOC (when outside the County).

- Immediately following the disaster, the County EOC will provide an assessment of supplies needed and communicate these needs to the Eastern Branch Office NC Division of Emergency Management.

- Donations of relief supplies may arrive in the disaster area so quickly as to overwhelm the capability of local government to manage or make timely distribution or storage.

- Every effort will be made to publicize the availability of relief items, locations for distribution, etc.

- Agencies involved in this ESF may be hampered in completion of their assignment by a shortage of staff, personnel and space.

III. CONCEPT OF OPERATIONS

A. General

- The magnitude of the disaster will indicate the number of persons required for the management of donated goods and services.

- Staging areas suitable to receive goods and coordinate volunteers will be identified by the Salvation Army or other organization.

- Donations of goods and services will be utilized to the fullest extent possible to lessen the effects of the disaster on the victims and will be used for the purpose they were donated (to the fullest extent possible).

- Volunteers arriving in the County will be advised of the need to be fully self-contained and of the housing and feeding arrangements (if any).

- Donations of cash, check or credit card will be encouraged in lieu of goods.

- Volunteers not already affiliated with an established relief organization will be encouraged to affiliate with one operating in the County.

- Donations will be prioritized to alleviate the areas of greatest need.

- All groups and agencies providing disaster relief will coordinate their activities through the County EOC.

- After Disaster Recovery Centers (DRCs) close, a committee comprised of all agencies providing disaster relief will meet to discuss the needs of the victims not met by donations.

B. Specific

- The County Donated Goods/Volunteer Coordinator will establish contact and coordinate activities with the State Volunteer Coordinator and the Eastern Branch Office NC Division of Emergency Management.

- Volunteers will be accepted from churches, civic groups, fire departments, rescue units and other community service groups.

- Every effort will be made to match the goods and services donated to the needs of the victims.

- The County PIO will be the official spokesperson for this function.

- Donations of used bedding will not be accepted under any circumstance.

- Goods deemed unsuitable for distribution will be disposed of in a suitable manner or refused at the discretion of the Emergency Services Director.

- Transportation of goods donated to victims outside of the County will be the responsibility of the donor.

- Shipments leaving the County will be labeled, catalogued and coordinated with the Eastern Branch Office NC Division of Emergency Management. These shipments will be packaged to accomplish the following:

    - Timely and undamaged arrival to its destination.
    - Identification of contents.

- Minimal need for re-packing if necessary.
- Ease of loading and unloading.
- Elimination of hazardous/inappropriate goods.
- Palletized if possible.

➢ A volunteer and donations phone bank and volunteer screening center will be operated from the Salvation Army or at another facility, as directed.

➢ The Volunteer/Donations Coordinator will work with the County PIO to educate citizens as to the types and quantities of goods and services needed for recovery.

➢ The Volunteer/Donations Coordinator will participate in outreach efforts to assess the needs of the citizens and direct donated goods to the areas of greatest need.

CHECKLIST
ESF #6A DONATED GOODS/VOLUNTEER COORDINATION

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, revise and update memorandums of understanding, mutual aid agreements, checklists, standard operating guidelines, and building/shelter floor plans. Conduct annual training for appropriate staff.	
When requested, report to the EOC and assume control of the donations management function.	
Maintain an event and message log for the donations management function of the EOC.	
Identify and notify the supporting agencies that their resources and personnel may be required during the recovery period.	
Develop updated contact lists to include: phone (home, alternate, fax, etc.), pager, cellular, radio call signs, etc.	
Review procedures to be utilized in operating the donations management function.	
Notify the County PIO of the Volunteer/Donations Coordinator position being operational and staffed.	
Make contact with the State Donations Management officials and secure an 800 phone number.	
Begin to assess the situation and develop a status report for the EOC staff, as necessary.	
Identify areas that appear to have greatest need for resources.	
Work with the County PIO to develop media releases emphasizing what resources are needed.	
Begin planning for coordinated actions with law enforcement, transportation, resource management and public information functions.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Begin tracking requests from citizens for unmet needs (example: roof repairs, debris clearance, removal of downed lines, restoration of access ways, repairs of steps, rebuilding of structures, need for water, food, baby formulas, etc.).	
Develop a database of unsolicited goods and services. Begin tracking offers of goods and services.	
Identify support staff to provide 24-hour coverage on donations phone lines, when required.	

Log all activates and document all coordination with law enforcement, County PIO and transportation.	
Maintain a database of volunteers calling into the EOC donating services, goods, money, etc.	
Work with the County PIO to publish a local donations phone number.	
Develop an updated list of supporting agencies, staff and equipment that can be utilized in the recovery period.	
Identify unmet needs and plan to overcome shortfalls. Emphasize equipment and personnel safety at all times.	
Identify areas within the County that could be used as staging areas for incoming supplies.	
In cooperation with the County PIO, encourage the donation of money in lieu of goods and services.	
Identify warehouse(s) that can store items requiring refrigeration.	
Track daily costs and develop expense reports and ask any supporting agencies to track expenditures as well.	
Advise the EOC at least 12 hours in advance of any necessary State or Federal resources needed.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Develop and issue policies that will be used to manage donations and volunteer coordination functions.	
Staff the donations telephone lines on a 24-hour basis or as needed.	
Identify areas of unmet needs and provide supplies.	
Request goods and materials not available within the County for disaster victims.	
Establish a donations account in cooperation with the County Finance Officer, when needed.	
Coordinate with the Carteret Long Term Recovery Alliance	
Coordinate with other EOC representatives to determine what resources are available to support victims and donations management operations.	
Facilitate areas of responsibility between agencies.	
Maintain contact with municipalities to determine what assistance is needed and the supplies that may be utilized.	

Continue working with the County PIO to encourage/discourage donations of specific items.	
Coordinate activates with private and quasi-government agencies providing relief efforts in the disaster area.	
Coordinate with interest groups (senior citizens, disabled, businesses, and industry, Chambers of Commerce) and others to determine any needs or assets that can be employed in the relief effort.	
Request resources from State Donations Management Officials, as necessary.	
Arrange for the long-term use of suitable facilities for donations, if required. This includes staffing the facility.	
Ensure that agencies involved in donations management have tracked and maintained a log of their personnel and equipment expenses for reimbursement.	
In coordination with the County PIO, publicize the location(s) of donated goods, distribution times and hours of operation.	
Ensure that donated goods and services are utilized in the areas of the County with the greatest need.	
Participate in the review of operations during a county-led critique. Develop plan of action to improve response during future events.	

ESF # 7-LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

PRIMARY AGENCY: Carteret County Emergency Services

SUPPORTING AGENCIES: Carteret County Finance Department
County/Municipal Attorneys
NC Division of Emergency Management

EOC STAFFING: Carteret County Emergency Services
Carteret County Finance

I. PURPOSE

ESF 7 is designed to give the local officials the ability to (1) activate resource management processes prior to and during an emergency, (2) dispatch resources prior to and during an emergency, and (3) deactivate or recall resources during or after an emergency. ESF 7 is responsible for providing a comprehensive, disaster logistics planning, management, and sustainment capability that harnesses the resources of logistics partners, key public and private stakeholders, and nongovernmental organizations to meet the needs of disaster victims and responders. ESF-7 is also responsible for developing a method of tracking the expenses incurred to locate and transport these resources.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Many of the resources listed below would be critical in both an immediate response and long term recovery period within the county. These critical resources may include:

  - Personnel
  - Equipment
  - Facilities
  - Information
  - Commodities
  - Temporary Housing Units
  - Tarps/Plastic
  - Bottled water/ice
  - Generators
  - Portable toilets/dumpsters

- Local resources will be used first before outside assistance is requested from a higher government agency.
- The County Emergency Services Department maintains a list of the resources available within the County.

- Resources will be requested from North Carolina Emergency Management to supplement/replace local resources that are inadequate to meet the demands of the emergency/disaster.
- This ESF is designed to provide for the management of solicited resources, public and private. Prioritization of available and requested resources will be given for the hazard identified.
- The local Resource Management function will have to anticipate resource needs for all types of hazards **(see Hazard Mitigation Plan)** and provide the coordination necessary for the proper allocation of these resources.

B. Assumptions

- Carteret County and its municipal officials will not request outside assistance until local resources have been overwhelmed or exhausted. In some instances where the magnitude of the disaster makes it obvious local resources will be exhausted immediately; outside assistance may be called for prior to formal resource exhaustion.
- Locally owned or controlled resources will be first employed to respond to a disaster or emergency situation in the county. A person may wish to donate goods to assist disaster victims. These goods and services may come in from all areas of the State or country and will be handled in coordination with ESF #6A. ESF #6A will be activated to keep unsolicited and unusable donations from overwhelming the resource management personnel.
- All outside resource requests will go through the County EOC for processing and for submission to the Eastern Branch Office NC Division of Emergency Management.

III. CONCEPT OF OPERATIONS

A. General

- County and municipal departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to the emergency situations. Security may be required for all resources.
- Staging area(s) for incoming resources will be identified in accessible areas as a mobilization point. Points of Distribution (PODs) have been established and this information is maintained by the Emergency Services Department. The Central Receiving and Distribution (CRDP) site is located at the N C Port of Morehead City and will be the primary staging area.
- An ESF 7 representative or finance officer will prepare procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.
- ESF 7 will also identify those resources and capabilities that are available in local businesses and industry and other contributing organizations and develop the necessary mutual aid agreements to acquire those resources to support the county under emergency conditions.
- Each ESF will coordinate the need for additional personnel, equipment and/or relocation of supplies.
- The County Finance Director or designee will issue instructions for all county departments to utilize in tracking the personnel and equipment resources used to respond to the disaster. During a Presidential Disaster Declaration, expenses incurred during the declaration period

may be eligible for reimbursement, after the completion of Disaster Survey Reports and final review by FEMA/State Representatives.

- Resource management will be coordinated from the County EOC and the Central Receiving and Distribution Point (CRDP) during county-wide emergency/disaster situations under the leadership of the Emergency Services Director or designee. The agency that has day-to-day control of a resource needed to respond to the disaster will continue to have operational control of the resource during an emergency period.

B. Specific

- Procedures for obtaining internal resources shall be as follows:

  - Incident Commander or designee sends resource request to the EOC ESF Liaison in EOC.
  - ESF Liaison will complete ICS Form 213.
  - Operations Section Chief will be forwarded the request and assign it to the appropriate agency.
  - Resource Unit leader will track resource via T-Card system or WebEOC in EOC.
  - Once the resource is acquired and mobilized, ESF liaison will contact the IC or designee with the results.

- Procedures for obtaining external resources shall be as follows:

  - All external resources will be requested through the County EOC.
  - IC or designee sends resource request to the EOC ESF liaison in EOC.
  - ESF Liaison will complete ICS Form 213
  - Request will be entered into NCSPARTA (NCEM WebEOC).
  - Once resource is acquired, resource will be delivered to the designated staging or location assigned and then the IC will confirm resource arrival to EOC Liaison. EOC will then confirm arrival of resource to NCEM through NCSPARTA.

- Resource needs are prioritized by the following:

  - Very High: Life Safety
  - High: Within 6 hours
  - Medium: Within 12 hours
  - Low: Within 24 hours

- Resource Tracking will be coordinated through the County EOC. These resources will be tracked using the T-Card system/WebEOC.
- Demobilization of resources will be coordinated by the IC for reassignment. IC will notify EOC Resource Unit of all changes.
- It is the responsibility of the Operations Section, Resource Unit, Logistics, and Finance to coordinate appropriate demobilization of personnel and other resources acquired for the response period.

CHECKLIST
ESF # 7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Respond to the EOC upon request.	
Maintain a message/event log for the EOC location.	
Identify and notify supporting agencies that they may be needed. Take steps to assure that support agencies are on standby and ready to respond.	
Analyze the potential of the emergency situation to what types of resources will be needed.	
Designate which support agencies will provide specific goods and services.	
Issue advisory to all support agencies to track personnel and equipment expenses in the event a Presidential Declaration is received and expenses are reimbursed.	
Determine what resources need to be procured under emergency purchase orders. Maintain a log of those purchases.	
Locate and secure warehouse space for loading of bulk supplies if current space (CRDP/PODS) is unavailable.	
Coordinate the need to establish staging areas with the transportation function.	
Maintenance and testing of locally owned equipment performed periodically.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Coordinate activities with Federal and/or State teams that may be dispatched to the disaster area.	
Respond to resource requests from other EOC functions and agencies.	
Maintain records, using the proper ICS forms, of all properties loaned, quantities, contact point, and return location.	
Coordinate emergency purchases between vendors and commercial sources.	
Coordinate activities with Federal/State officials to procure resources that are not available within the County.	
Track daily costs and develop expense reports.	
Advise EOC of State and Federal resources needed at least 12 hours prior to need.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***

Continue to respond to requests for supplies and services.	
Replenish supplies expended, where necessary.	
Ensure the return of supplies borrowed.	
Furnish newly acquired vendor sources to emergency services to include in the Carteret County Resource Guide.	
Coordinate the use of goods and equipment volunteered by citizens and businesses.	
Assist in identifying secondary sites that might be utilized for receiving and disbursement of donated goods.	
Participate in the review of operations during County-led critique. Develop plan of action to improve response during future events.	

ESF # 8-PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCY: Carteret County Health Department

SUPPORTING AGENCIES: Carteret Health Care Home Health
North Carolina Division of Public Health
Carteret County Emergency Services
County and Municipal Fire Departments
NC Office of Emergency Medical Services
Carteret County Sheriff's Office
Mutual Aid Agencies

EOC STAFFING: Carteret County Health Department
Carteret Health Care

I. PURPOSE

- To provide for general protection of the public's health.
- To provide general coordination of emergency medical services/mass medical activities to ensure the safety of life and property.
- To provide care, identification, and disposition of victims of a mass casualty.

II. SITUATION AND ASSUMPTIONS (PUBLIC HEALTH)

A. Situation

- The County Health Department, located in Morehead City, is the principal provider of public health services in the County. Acute care, beyond first aid response, will be handled by Carteret Health Care (see section III of this ESF). Patients will be transported for treatment to the appropriate medical center or hospital.
- Home health care is provided by private agencies operating within the County.
- Some residential areas of the county are served by private water and sewer systems.
- The Town of Atlantic Beach, Town of Beaufort, Town of Newport, and Morehead City provide water and sewer service for their residents. A number of public and private sewage treatment plans are located in the county; also a number of systems that pump wastewater to other locations are in operation. Several private utility companies operate water distribution systems serving private sub-divisions.
- The State Division of Water Quality maintains a list of private water and sewer systems. These systems have lift stations and pumping stations that are susceptible to flooding and contamination problems.
- The Medically Fragile Registry is maintained by Carteret County Emergency Services and Carteret Health Care Home Health. This list would be available to response personnel through the Carteret County Emergency Services Department.

B. Assumptions

- A large-scale emergency will result in increased demands on the personnel and equipment resources of the Health Department and other health care providers in the County.
- During the recovery period following a major disaster, natural or manmade, the Health Department will focus on controlling the spread of communicable diseases resulting from contaminated water supplies, failed septic tank systems, spoiled or contaminated food supplies and unsanitary living conditions.
- A catastrophic disaster could result in multiple fatalities resulting in the establishment of temporary morgues and family inquiry services.
- When local resources can no longer meet the demand of the situation, additional resource requirements will be requested through the Emergency Services Department, which will request assistance through North Carolina Division of Emergency Management, Eastern Branch Office.

III. SITUATION AND ASSUMPTIONS (MEDICAL SERVICES)

A. Situation

- Carteret County has one medical care facility:

  - Carteret Health Care

- This facility operates an emergency department and offers specialized services in addition to nursing care.
- Residents requiring care in the hospital setting are normally referred to this facility. Other specialized care is available from regional medical facilities in New Bern, Greenville, Durham and Chapel Hill.
- The EMS and rescue services operating in the County are handled by Carteret County Emergency Services along with 11 contracted EMS providers.
- The County and/or state Medical Examiner is responsible for the disposition of the deceased.
- A listing of licensed long term care facilities is maintained by the Emergency Services Department.
- Mass casualty events could occur at various locations within the County, including but not limited to the following:

  - Major highways (Hwy 70, Hwy 24, Hwy 58, Hwy 12)
  - Manufacturing Plants
  - NC State Ports Facility
  - School Campuses & Facilities
  - Festivals, parades, concerts, retail centers, and beach communities.

- All EMS agencies are dispatched by Carteret Emergency Communications (9-1-1)
- Carteret Health Care and Carteret County Emergency Services has a Mass Casualty Plan for response to events.
- During hurricane conditions, operations of EMS and rescue may be suspended or curtailed to protect the responders from high winds and flying debris.

- The County PIO and Carteret Health Care PIO will serve as the official spokespersons for mass casualty events.
- Disaster events involving EMS and mass care can be coordinated from the EOC, unless an on-scene command post is established.

B. Assumptions

- A large scale or prolonged disaster/emergency period will result in increased demands on the limited rescue capabilities within the County.
- Disruption of the County's communication systems will severely impede the delivery of rescue services, thus making it more likely that many injured persons will be transported to medical facilities by family or friends who are not trained in rescue procedures.
- Debris and increased traffic on the limited road network may delay response.
- A catastrophic disaster may affect large areas of the surrounding Counties, making nearby medical resources unavailable. Medical resources may have to be secured from other areas of the State.
- Following a disaster in which rescue facilities are damaged, new bases of operation may have to be established, thus increasing the response time of the EMS squads and Rescue units.
- In the event of a mass casualty occurrence, the County medical examiner will provide for care and disposition of remains.
- Refrigerated trucks may have to be utilized to house the bodies of mass casualty victims until identification and release to next of kin can be made.
- In a mass casualty event, County Officials will possibly need the assistance of personnel from the Office of the State Medical Examiner and the NC Office of Emergency Medical Services.
- Inquiries from family members of victims would over task the ability of the Medical Examiner's office to make timely notification of next of kin.

IV. CONCEPT OF OPERATIONS

A. General

- The Health Department will implement effective environmental health, nursing, and health education practices to minimize the incidence of disease and illness.
- The Health Department will coordinate health care in American Red Cross approved shelters and mass care facilities, if established. Services will be rendered in agreement with the Carteret County Emergency Services, the American Red Cross, and the Carteret County Health Department protocols.
- Inspections of damaged areas and shelters will be carried out in order to monitor food preparation, rest room facilities, pest control, sanitation, immunizations, and water purification needs.
- The Health Department in cooperation with State and private labs will oversee testing of water supplies, if needed.
- The movement of home bound patients normally cared for by home health care service and those medically fragile populations (when required) will be the responsibility of the agency rendering services to them at the time of the disaster.
- The Health Department will coordinate with the County PIO concerning the distribution of information relating to disaster related health procedures and advisories.

- The Health Director will coordinate with the appropriate agencies to provide Critical Incident Stress Management (CISM) teams in shelters.
- Patient triage, holding, treatment and transportation areas will be established by the EMS operations officer, when needed.
- When necessary, an EMS officer will be located at the EOC or command post to coordinate the incoming EMS units and establish communications links with hospitals and the County 911 Center.
- Carteret County EMS will coordinate air ambulance operations as needed.
- Additional rescue resources may be secured through the Eastern Branch Office NC Division of Emergency Management or the State EOC in Raleigh, through the County Emergency Services Department.
- Operations for mass casualty events will be coordinated by the on scene incident commander in conjunction with the Emergency Services Director or his designee.
- Temporary morgue(s) will be organized and administered by the County Medical Examiner and supported by funeral home staff available in the County. Functions carried out in each morgue will be dictated by the circumstances.
- State Medical Assistance Teams (SMAT) and State Mortuary Operations Response Teams (SMORT) are available from the State Office of Emergency Medical Services via North Carolina Emergency Management. The SMAT II team is capable of establishing a 50 bed mobile field hospital that can be increased to a 90 bed hospital with additional local assets. They can create multiple forward deployed medical stations throughout the community, as needed, and establish an 80 bed Medically Fragile Shelter.
- The Strategic National Stockpile (SNS) is available from the Centers for Disease Control (CDC) via NC Emergency Management.

B. Specific (PUBLIC HEALTH)

- Public Health services in Carteret County are directed, operated and coordinated by the Director of Carteret County Health Department or designee. The County Health Director will coordinate the following:
    - Coordinate health care operations in emergency shelters with the Department of Social Services, the American Red Cross and the Salvation Army.
    - Provide health inspections, emergency immunizations and control communicable diseases.
    - Provide inspections of mass care facilities, when requested.
    - Assist in establishing temporary morgue, when situation dictates.
    - Ensure crisis counselors are available to provide services to the public and responders.
    - Provide animal control services.
    - Assist American Red Cross with disaster welfare inquiries.
    - Ensure that care facilities have plans in place to care for their populations.
    - Inspect food and water supplies, sanitation, and mass feeding locations in the County and shelters.
    - Provide a representative to the EOC when required.

C. Specific (MEDICAL SERVICES)

- Medical services in Carteret County are coordinated by Carteret County Emergency Services Department in conjunction with the County Medical Director. The County EMS system:

  - Operates multiple inpatient and outpatient services within the community and emergency operations of each are coordinated through Carteret County Emergency Services in conjunction with the Carteret County Medical Director.
  - The Emergency Services Director or designee is the primary point of contact for medical resources during an emergency outside of normal operations.
  - Manages all patient movement during a disaster.
  - Local transport resources are not available to manage the movement of all non-ambulatory persons within the community. Statewide mutual aid will be required during large scale events such as community wide evacuation
  - Licensed Medical Care facilities are required to submit their emergency plans to the Emergency Services Department annually and are routinely informed that they will be required to manage movement of their patients.
  - Coordinates fatality management in cooperation with Health Director, County Medical Examiner, and local/state/federal law enforcement.

CHECKLIST
ESF #8 PUBLIC HEALTH AND MEDICAL SERVICES

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, revise and update memorandums of understanding, mutual aid agreements, checklists and standard operating guidelines.	
Respond to the EOC to coordinate Public Health Services, when requested.	
Maintain message/event log in the EOC.	
Notify supporting agencies of potential need for personnel and equipment resources.	
Develop call back lists to include phone, pager, fax, mobile phone and alternate phone numbers. Compile lists of personnel available with same information.	
Notify PIO function is staffed in the EOC.	
Begin planning to meet health and medical needs of potential shelters.	
Coordinate activities with the Red Cross, Salvation Army and Mental Health.	
Assess the needs of special care groups in cooperation with home health care agencies, senior citizens, ARC, Home Health Care and other groups providing care to homebound individuals.	
Respond to requests for information on public health concerns.	
Prepare to release public health advisories in conjunction with the County PIO.	
Ensure that a staffing pattern for the EOC function is in place for 24-hour coverage, if required.	
Provide census of area hospitals to EOC personnel, if requested.	
Determine if any health care facilities will have to be evacuated and the destination.	
Review, revise, update memorandum of understanding, mutual aid agreements and checklists annually.	
Assist with the control of EMS/mass casualty resources.	
Ensure that Command Post has been established, when appropriate, and that a communications link is operational.	
Maintain an event and message log for the EOC position.	

Identify and notify the supporting agencies to include telephone, pager, cellular, fax numbers, and radio call signs.	
Respond to requests for rescue/mass casualty assistance.	
Begin to assess situation and develop report to be delivered at the EOC briefing outlining operational status.	
Develop action plan to overcome EMS/mass casualty resource shortfalls.	
Ensure that the County and hospital PIOs are briefed on a regular basis as to the status of the EMS/mass casualty operational readiness.	
Plan for alternate means of communication with field units.	
Establish communications link with Incident Command Post, when established.	
If needed, determine the status of private resources available to support EMS/mass casualty response.	
Identify secondary hazards that may threaten responders, plan to overcome these hazards.	
Ensure that all available local resources have been utilized prior to asking for State assistance.	
Coordinate with the other EOC functions for restrictions on search/disaster areas, transportation needs, resource needs, etc.	
Assess the need for the establishment of ICS at a disaster scene.	
Determine the need for specialized equipment/resources and request suppliers of this equipment.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Maintain responsibility for the coordination of services, equipment and personnel to meet the health and medical needs of the disaster victims – See DMAT or DMORT under NRF.	
Coordinate requests to the State for additional health/ medical personnel, equipment and supplies.	
Monitor food/drug safety, radiological and chemical hazards, potability of water, wastewater disposal, solid waste disposal and vector control items.	
Coordinate victim identification/mortuary services with Medical Examiner and local law enforcement. See Mass Fatality Plan.	

Coordinate release of health advisories with the County PIO.	
Monitor requirements of the medically fragile population in cooperation with CHCHH.	
Determine any need for additional health and medical resources.	
Coordinate and direct the activation and deployment of voluntary resources of health, medical, personnel, supplies, and equipment.	
Coordinate the response to requests for assistance to mental health victims.	
Warn the public of contaminated water supplies and methods to purify via PIO.	
Provide coordination of medical needs, environmental health departments, staff, nutritional services, crisis mental health workers in shelters, volunteer health workers, emergency immunizations and public information releases (in cooperation with the County PIO).	
Track daily costs and develop expense reports.	
Establish response criteria when major hazards pose threat to responders.	
Determine locations for new EMS/Mass Casualty operational locations, if bases are damaged or inaccessible.	
Conduct mass casualty operations in accordance with mass casualty standard operating guidelines for EMS.	
Coordinate activities with other EOC functions to obtain support for operations.	
When required, identify patient triage, holding, treatment and transportation area.	
Establish Incident Command Post, if required.	
Establish communications link with the Command Post and field forces.	
Assess the need for requesting additional rescue resources from the State.	
Identify locations for temporary morgues, if required. Coordinate activities with Medical Examiner, when required.	
Instruct all responders to track their personnel and equipment expenses in the event of a Presidential Disaster Declaration.	
Request air evacuation of severely injured victims, when required.	
Coordinate activities with medical facilities.	

Provide notification of mass casualty event, and the number of victims.	
Assist with notification of next-of-kin, if requested, for mass casualty events.	
Access the Push Packages, as necessary.	
Continue to update the County PIO on the status of EMS operations. Continue to provide briefings to the EOC staff.	
If mass casualty/EMS events occur on waterways, coordinate activities with the appropriate agencies.	
Request divers when needed for body recovery if safe driving conditions exist.	
Account for all responders to mass casualty/EMS events.	
Advise the EOC of any State/Federal resources needed at least 12 hours in advance.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Monitor conditions for health and medical concerns.	
Resume response to requests for EMS and rescue, as appropriate.	
Coordinate emergency immunizations, if required.	
Release advisories on water, wastewater, etc. Ensure the safety and health of public health responders.	
Assess the need for emergency mosquito spraying with State agencies.	
Establish mental health counseling teams, if necessary.	
Assist in identifying locations and obtaining potable water and portable toilets.	
Coordinate the victim identification and mortuary services. Notify next of kin, when requested.	
Identify locations for temporary morgues, if required.	
Request additional public health personnel, equipment and supplies.	
Participate in the review of operations during County-led critique. Develop plan of actions to improve response during future events.	
Continue to coordinate up to date information with the County PIO.	
Continue to coordinate activities with private relief agencies. Provide assistance when resources will allow.	

Ensure that deaths are investigated and scenes secure.	
Cooperate with other EOC functions to ensure security and transportation needs are met.	
Coordinate activities with Federal/State assessment teams that may arrive in the County.	
Coordinate activities with other functions to ensure continuity of operations.	
Account for all personnel assigned to EMS/mass casualty operations.	
Compile reports of damages to facilities, equipment, injuries to responders, etc.	
Plan for orderly shut-down of emergency operations and return to normal operations. Release responders to return to base.	
Continue restrictions on search/mass casualty areas, if required.	
Begin process to ensure re-supply to expended supplies consumed during responses.	
Assess the need for CISM Team for Search And Rescue and EMS personnel.	
Ensure that a summary of operations is filed with the County Emergency Services Dept.	
Ensure that disaster victims evacuated from the disaster area have been returned to their place of residence (to include bed ridden, home bound, etc.)	
If emergency purchase of critical items is required, work with EOC function to ensure timely completion.	
Participate in the review of operations during county-led critique. Develop plan of actions to improve response during future events.	

ESF # 9-SEARCH AND RESCUE

PRIMARY AGENCY: Carteret County Sheriff's Office (land)
US Coast Guard, Sector NC (navigable waters)

SUPPORTING AGENCIES: Carteret County Emergency Services
Carteret County Fire & EMS Departments
Municipal Fire & EMS Departments
Municipal Law Enforcement Departments
NC Search and Rescue Teams
NC Department of Wildlife
NC Division of Marine Fisheries
US Marine Corps – Cherry Point
NC Forestry Service
NC Civil Air Patrol
NC State Highway Patrol

EOC STAFFING: Carteret County Sheriff's
US Coast Guard, Sector NC (water search)

I. PURPOSE

To provide a method for coordinating the activities of the agencies responding to an emergency involving searches for lost or missing people. This includes structural collapse, missing persons, boaters or planes. This section outlines the coordinated operations necessary for a successful search, to include providing medical assistance to victims upon rescue.

II. SITUATION AND ASSUMPTIONS

A. Situation

- The North Carolina 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.
- The Carteret County Sheriff's Office is designated as the Search and Rescue (SAR) Coordinating Agency for areas inside county jurisdiction.
- Search and Rescue (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.
- The most common SAR missions involve lost persons, missing aircraft, and missing watercraft. The extent of the operation may vary from a few individuals looking for an elderly resident to a full scale SAR operation involving local, state, and regional resources.
- In Carteret County, dive search and recovery efforts may be undertaken due to the area's extensive waterways. Diving operations require extreme caution due to currents, debris, vessel traffic, and water clarity.

- A number of resources are available within the county that can be utilized in any type of search. These resources are listed in the NIMS Typed Resources Inventory Manual.

B. Assumptions

- A command post will normally be established to coordinate the efforts of all agencies involved in a search. Representatives of all agencies should participate in Unified Command from the Command Post (CP).
- Resources requested from outside the county may be delayed in arriving at the scene in a timely manner, due to weather, road conditions or the availability of personnel with the required expertise.
- SAR personnel may be subjected to primary and secondary hazards while engaged in search activities.

III. CONCEPT OF OPERATIONS

A. General

- Once notification of an emergency involving searches, including structural collapse, missing persons, boaters or planes, is received within the County, the pre-designated individuals trained in directing and coordinating SAR operations will ensure effective use of local resources.
- Resources needed from outside the County will be identified and requested through Carteret County Emergency Services.
- The PIO may release information about the search and handle inquiries from media representatives on a timely basis after coordination with local law enforcement agencies.
- Family members will be kept apprised of the progress of the search.
- Unified Command will be utilized to coordinate activities of all the agencies involved in a search.
- The Coastal Carolina Chapter, American Red Cross and/or the Salvation Army may provide support for SAR activities if available.
- Counseling for SAR Team Members may be available through the Critical Incident Stress Management (CISM) Team for this area. This assistance will be requested through the Carteret County Emergency Services Department.

CHECKLIST
ESF # 9-SEARCH AND RESCUE

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review and update plans, standard operating procedures, checklists and any memorandums of understanding quarterly or as necessary.	
Respond to the EOC upon request	
Maintain message/event log in the EOC or on-scene.	
Notify supporting agencies of any need for their personnel and equipment.	
Obtain telephone, pager, back-up phone, cellular and fax numbers, radio frequencies, call signs and any other contact numbers necessary to reach supporting agencies and personnel.	
Plan for a response to search requests.	
Determine the status and needs of the specific incident.	
Commit and deploy local resources as available.	
Coordinate with agencies outside of the disaster area to ensure their resources are available and will be committed.	
Arrange for transportation of SAR teams and/or coordinate requests for transportation with the EOC transportation function member.	
Determine the status of available resources.	
Advise the County PIO when the search function is staffed on a 24-hour basis in the EOC	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Designate command posts and/or staging areas, if needed. Ensure that operations are conducted in alliance with SAR Teams.	
Provide information to the County PIO for release to media representatives.	
Track daily costs and develop expense reports.	
Advise the EOC of any State or Federal resources needed at least 12 hours in advance.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Upon request, supply the appropriate SAR resources.	
Ensure that responding agencies have maintained personnel and equipment expenditure logs.	
Request transportation and/or replenishment of supplies, etc.	

Provide for orderly shutdown of staging areas, if opened.	
Ensure that loaned equipment to SAR teams is returned to proper sources.	
Provide information to the County PIO for release to media representatives.	
Participate in the review of operations during county-led critique. Develop plan of action to improve response during future events.	

ESF # 10-OIL AND HAZARDOUS MATERIALS

PRIMARY AGENCY: Carteret County/Municipal Fire Departments
Carteret County Emergency Services

SUPPORTING AGENCIES: Carteret County Sheriff's Office
Municipal Law Enforcement
US Coast Guard, Sector NC
US Environmental protection Agency
NC Department of Environmental Health
NC State Highway Patrol
NC Regional Response Teams

EOC STAFF: County/Municipal Fire Departments
Local Law Enforcement

I. PURPOSE

This section provides additional information for a response to a hazardous material emergency and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act – SARA Title III (SARA) of 1986. Additionally, this section provides for a coordinated response to hazardous materials incidents by placing available hazardous materials resources into action in the impacted area.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Oil and hazardous materials emergencies could occur from any one of several sources including the transportation, storage, or manufacturing of such materials.
- An oil and/or hazardous materials incident could result in the discharge and/or release of contaminants in varying degree throughout the county or in the destruction of dwellings and property.
- Firefighters are usually the first responders to incidents involving hazardous materials and are limited in their response capabilities to conduct offensive measures.
- Victims of hazardous materials accidents may require unique or special medical care not typically available in the county or area. Hazardous materials emergencies may occur without warning requiring immediate response actions and may result in short/long term health, environmental and economic effect.
- The Local Emergency Planning Commission (LEPC) has been established in the county by the State Emergency Response Commission to assist in identifying the magnitude of the chemical hazard present in the community, assess the vulnerability of the community to the hazard, and provide planning guidance for emergency response to hazardous materials events.
- The LEPC receives the N.C. Community Right to Know reports required to be filed by industry with fire departments under NCGS 95-173. Facility emergency response plans submitted to the LEPC are filed in the Emergency Services Office and with local fire departments by the

reporting organization. Tier II forms submitted by the facilities that report to the LEPC are maintained in the Carteret County Emergency Services Department.

- Clean-up of an oil and/or hazardous materials spill is the duty of the responsible party. The responsible party is required to notify the National Response Center of the event.
- Assistance from the NC Regional Response Teams can be secured from the State EOC, 24 hours/day. Assistance may be in the form of advice or technical guidance and a limited response involving two to three HazMat team personnel.
- An oil and/or hazardous materials incident will be invoiced to the responsible party. If no responsible party can be identified, then the expense of clean-up is borne by federal, state or county government.

B. Assumptions

- Planning and training prior to an accident will significantly reduce the risk of loss of life to response personnel. Emergency response personnel are knowledgeable in the use/availability of local resources.
- The oil and/or hazardous material involved in an accident can be identified within a reasonable period of time from the owner of the facility or the vehicle, from the shipping documents, from the properties of the material itself or from information provided pursuant to Title III or the N.C. Right to Know Act. For facilities, it is assumed that the facility involved in a hazardous material accident will attempt to provide all information required by SARA, Title III, Section 304.
- The Emergency Response Guidebook (ERG) or an equivalent document, either alone or in combination with other information sources, can be used as a guide for initial action to be taken to protect the responders and the general public when responding to incidents involving hazardous materials.
- For events occurring within or posing a threat to the navigable waterways under the jurisdiction of the U.S. Coast Guard, they will be the lead agency in coordinating response efforts.

III. CONCEPT OF OPERATIONS

- There are several types of incidents involving a response to oil or hazardous materials that responders could be faced with in the county. Hazardous materials incidents may involve:

    - Fixed facilities and pipelines.
    - Ship/barge casualties or improper cargo handling.
    - Highway and rail accidents.
    - Unknown material in the rivers, intracoastal waterways, or the beaches.

- The level of response will be determined by:
    - The amount of toxicity of the material involved in the accident or the release.
    - The population, property or environment threatened, and the level of protective equipment required for the involved substances.
    - The type and availability of protective equipment required for the release material.
    - The probable consequences if no immediate actions are to be taken.

- Incident command will be implemented on an appropriate scale at the scene of every hazardous material event in the county.
- County and municipal responders recognize the role and authority of the US Coast Guard and the Environmental Protection Agency in Oil and/or Hazardous Materials response.
- Warning and notifications of the public, including warning and notification to special populations such as the disabled, will be accomplished in accordance with the External Affairs (ESF-15) section of this plan.
- The Carteret County Emergency Operations Plan and facility plans filed with the County will serve as the official LEPC plan for response to oil and hazardous materials events/emergencies.
- The Carteret County Emergency Operations Plan will be coordinated with surrounding jurisdictions regarding any incident that poses potential problems for a multi-jurisdictional response.

CHECKLIST
ESF #10 OIL AND HAZARDOUS MATERIALS

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, update and revise mutual aid agreements, memorandum of understanding, checklists and standard operating guidelines annually.	
Staff the Hazardous Materials Function in the EOC, when requested. Provide for 24-hour coverage of position.	
Maintain a message/event log in the EOC.	
Notify the PIO that the Hazardous Materials Function is staffed.	
Assist the County PIO in developing advisories and media releases concerning hazards associated with potential spill/accident locations.	
Notify supporting agencies of any potential need for personnel and equipment resources. Compile list of available personnel/equipment by unit.	
Develop a contact list for support units including phone, cellular, pager, and fax numbers, etc.	
Identify locations in the County that could pose "hazardous materials" problems under specific conditions and report to the EOC representatives.	
Assume lead role for response to hazardous material events (fixed, roadways, pipeline, and waterway).	
Determine status of local clean up contractors. If not available, determine where the nearest units are located and estimated time to arrive in the County.	
Respond to requests of hazardous materials spills. Assess the situation and report to the EOC representatives.	
Advise agencies to keep track of the personnel and equipment expenses.	
Ensure the availability of medical monitoring for hazmat teams, if required.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Coordinate the response units and actions through on-scene units.	
Advise the County PIO of the situation and need for media response and protective action recommendations.	
Determine what outside resources will be required to assist County units. Request assistance from	

the State through the Emergency Services Department.	
Notify local clean-up contractors or state air monitoring teams to be on stand-by, if applicable.	
Coordinate response actions with the other functions as necessary (fire/rescue, transportation, shelter/mass care, etc.).	
Ensure that response units are tracking their personnel and equipment expenses.	
When appropriate, ensure that CHEMTREC has been notified of the event.	
Contact appropriate company officials to determine the extent of danger of hazardous materials.	
When appropriate, ensure that US Coast Guard has been notified of the event.	
Coordinate actions with other State agencies.	
Ensure that the State EOC has notified those agencies that have jurisdiction (Wildlife, Water Quality, Environmental Management, Solid and Hazardous Waste, etc.)	
Determine the type of sheltering actions to be taken and coordinate with the ARC.	
Establish Command Post and ICS System.	
Notify medical care facilities of the type of hazardous materials if injuries are involved.	
Ensure that medical monitoring of hazardous materials responders is provided on-scene, and that follow-up evaluations take place.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Continue to assess the environmental impact in coordination with other agencies.	
Designate staging areas for clean-up contractors and equipment, if needed.	
Coordinate with law enforcement to keep area closed.	
Coordinate with the County PIO to provide updates to media representatives.	
Request the replacement of expended supplies and/or damaged equipment.	
Ensure that the costs of the response have been tabulated for billing of the responsible party.	
If hazardous materials affect any waterways, coordinate with the U.S. Coast Guard.	
Develop an after-action report on the incident for EOC personnel.	

Coordinate activities with other agencies to ensure that OPA 90 reimbursement application has been filed, when appropriate.	
Return units to base when no longer required.	
Participate in the review of operations during county-led critique. Develop plan of actions to improve response during future events.	

ESF # 11-AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCY: Carteret County Cooperative Extension Department
Carteret County Health Department

SUPPORTING AGENCIES: Carteret County Emergency Services
Carteret County Sheriff's Office
Municipal Police Departments
North Carolina Division of Emergency Management
North Carolina Department of Agriculture
US Department of Agriculture
US Department of Interior
Federal Department of Agriculture

EOC STAFF: Carteret County Cooperative Extension Department
Carteret County Health Department
Carteret County Emergency Services

I. PURPOSE

The purpose of Emergency Support Function-11 (ESF-11) is to establish how agriculture, animal welfare, and natural resource activities will be coordinated to meet the needs generated by major incidents or events affecting Carteret County. In addition, this ESF will provide Household and Companion Animal Pet Support in coordination with ESF-6 Mass Care. This ESF will provide direction for animal and plant disease response, animal welfare response (Household pets, service animals, and livestock), food safety, security and support, and Natural, Cultural, Historic (NCH) resources preservation and protection.

II. SITUATION AND ASSUMPTIONS

A. Situation

- A food-related emergency may result from a variety of factors to include:
    - Natural disasters or man-made events that affect food or impact human health (hurricane, floods, power outages) that result in the loss of food due to spoilage or contamination.
    - Unintentional contamination of food that results in a public health threat or food-borne disease such as improper processing or production.
    - Deliberate contamination of food to cause harm to the public or the economy.
- Protecting NCH resources includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. This includes providing post-event baseline assessments of damages and providing technical assistance and resources for

assessing impacts of response and recovery activities to NCH resources. These efforts are coordinated at the federal level by the Department of the Interior (DOI).

- Animal issues are often overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves, leads to serious problems when these animals are forced from their habitats due to injury or hunger.
- By developing operational procedures to care for these animals prior to such an event, this Emergency Support Function will help reduce animal-related problems in emergencies.
- ESF-11 will provide overall management, coordination and prioritization of countywide Animal Control services and assets to support pet and livestock animal needs in the event of a major emergency or disaster.

B. Assumptions

- An act of food tampering within the supply chain, particularly an act directed against large sectors of the food industry in the County will have major consequences that may overwhelm the capabilities of local resources.
- The safe handling of food during commercial preparation or storage, both commercially and residentially may be compromised by a loss of commercial power or water supplies.
- Public education by Carteret County Cooperative Extension and County Health Department is needed to ensure the public is aware of proper food handling and storage procedures in the event their power or water has been compromised.
- Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock.
- Public education by the Carteret County Health Department and animal-related organizations is needed to make the people aware of small pet sheltering facilities available, and the need to plan in advance.
- The large number of homeless/injured pets, livestock, and exotic animals, would be a health and nuisance/bite threat, which would necessitate a response to address the capture and subsequent sheltering of these animals.
- Triage and treatment of sick and injured animals to include euthanasia, if necessary, would have to be coordinated by veterinarians at designated shelters and private offices for small pets, and in the field for larger livestock.
- Importing of commercial pet/livestock food for the feeding of animals would need to be coordinated with the State ESF-11. Food drops for wild animals would be organized by various wild-animal-related groups and state agencies.
- The accumulation of animal carcasses throughout the County must be removed to an approved solid waste dumping site(s) and/or burnt or buried on site.
- Sheltered animals will need to be re-united with their owners after the disaster.

III. CONCEPT OF OPERATIONS

General

- The Carteret County Health Department will be the initial responders to most food emergencies. The Health Department conducts public health and food safety surveillance

on a regular basis and will be generally notified by local healthcare providers if unusual or reportable symptoms or disease are identified.

- In some cases, it may be difficult to determine initially whether an emergency is caused by deliberate or accidental factors. However, the initial response to protect public health and reduce the threat may be the same.
- Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Carteret County Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Operations Plan, corresponding Appendices, and Standard Operating Procedures, which describe ESF-11 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
- In a large event requiring local or State mutual aid assistance, ESF-11 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
- Throughout the response and recovery periods, ESF-11 will evaluate and analyze information regarding the availability of animal care and control services.
- Requests for Animal Control assistance will be channeled through the Carteret County Communications as much as feasible. At the time of activation of the EOC, ESF-11 will be staffed on a 24-hour schedule to interface and communicate with other agencies and prioritize assistance requests. The Carteret County Health Director, or a designee, will be deployed to the EOC to coordinate actions with other agencies represented in the EOC.
- ESF-11 will operate under the ICS structure through the EOP, working under the IC, but responsible directly to the Operations Section Chief.
- During an activation of the County Emergency Operations Center, support agency staff is integrated with the Carteret County Health Department staff to provide support that will provide for an appropriate, coordinated and timely response.
- During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Chief.
- During the response phase, ESF-11 will evaluate and analyze information regarding volunteers and donations requests. Also, ESF-11 will develop and update assessments of the requirements for resources to provide animal care and control services in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
- Carteret County Health Department develops and maintains the overall ESF-11 Standard Operating Procedures that govern Response Actions related to animal and food emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, and the Incident Command System.
- Staffing of ESF-11 positions will be accomplished through using resources of the Carteret County Health Department, along with Carteret County Cooperative Extension personnel from ESF-11 support agencies and trained and screened unaffiliated volunteers.

IV. Specific Roles and Responsibilities

➢ Carteret County Cooperative Extension

- In coordination with Carteret County Health Department, establish and maintain operational awareness of Food Safety and Security through direct communication links with operational units.
- Establish and maintain operational awareness of Natural, Cultural, and Historical sites through direct communication links with operational units.
- Maintain operational awareness of Animal Welfare through direct communication links with operational entities to include Carteret County Health Department (Animal Control Officers, Community Animal Shelter Facilities and volunteer groups).
- Establish and maintain operational awareness of animal and plant disease response through direct communications links with operational units.
- Coordinate with ESF 15 Public Information to provide public information to disseminate where appropriate.
- Arrange for appropriate staffing in the EOC

➢ Carteret County Health Department

- In coordination with Carteret County Cooperative Extension, establish and maintain operational awareness of Food Safety and Security through direct communications links with operational units.
- In coordination with ESF 6 – Mass Care, act as primary agency in establishing and maintaining operational awareness of pet and animal welfare through direct communication links.
- In coordination with ESF 6 – Mass Care, act as primary agency in establishing and maintaining sheltering operations for household pets and companion animals.
- In coordination with Carteret County Cooperative Extension maintain operational awareness of animal disease response through direct communication links with operational units (Animal Control Officers, Veterinarian representatives, volunteer groups, etc.).
- Coordinate with ESF 15 Public Information to provide public information to disseminate where appropriate.
- Arrange for appropriate staffing in the EOC

CHECKLIST
ESF # 11-AGRICULTURE AND NATURAL RESOURCES

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, update and revise mutual aid agreements, memorandum of understanding, checklists and standard operating guidelines annually.	
Staff the EOC, when requested.	
Maintain a message/event log in the EOC.	
Notify the PIO that this function is staffed.	
Assist the County PIO in developing advisories and media releases concerning potential food hazards, recalls, shelter openings, etc.	
Notify supporting agencies of any potential need for personnel and equipment resources.	
Develop a contact list for support units.	
Identify locations and events in the County that could pose problems under specific conditions and report to the EOC staff.	
Cooperative Extension will assume lead role for response to all agricultural emergencies, to include sheltering of livestock.	
Health Department will assume lead role for response to animal control issues specifically, household pet sheltering operations.	
Maintain supporting plans and procedures to include communications with federal and state agencies as well as trade associations.	
Respond to all food or animal related emergencies. Assess the situation and report to the EOC representatives.	
Advise agencies to keep track of the personnel and equipment expenses.	
Ensure the availability of medical responders if needed.	
Request for outside assistance and resources for animal protection such as food, medicine, shelter, specialized personnel, and additional veterinary assistance should be requested through the EOC.	
Cooperative Extension along with the Health Department will assist the public with resource materials on food handling procedures, water boiling, etc.	
Health Department along with Emergency Services will assist the public with resource materials in regards to Pet Shelter Registration forms	

RESPONSE GUIDELINES	***COMMENTS/NOTES***
Coordinate the response units and actions through on-scene units.	
Advise the County PIO of the situation and need for media response and protective action recommendations.	
Determine outside resources that will be required to assist County units. Request through Emergency Services Department.	
Provide primary point-of-contact with federal agencies engaged in response to a food emergency.	
Coordinate response actions with the other functions as necessary (fire/rescue, transportation, shelter/mass care, etc.).	
Ensure that response units are tracking their personnel and equipment expenses.	
Investigation of incidents involving food or water.	
Coordinate with state and federal agencies.	
Ensure that unsafe foods are removed from commerce.	
Ensure that food products affected by a food-related incident are safe for human consumption if offered for sale.	
The Health Department will coordinate and staff the opening of an emergency companion animal evacuation shelter if needed.	
The Health Department will coordinate assistance in the following areas: capture of injured and displaced animals, sheltering, medical care, feeding, relocation and reunification with others, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other ESFs for timely and proper carcass disposal.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Continue to monitor food safety and general sanitation and provide active disease surveillance.	
Continue the rescue of stray domestic pets, or those animals needing assistance due to the emergency, if needed.	
Coordinate volunteer efforts for animal control actions.	
Continue efforts to identify owners of stray or lost animals and assist in the relocation of sick and injured animals to permanent facilities.	

Coordinate the disposal of those animals, domestic, wild, or livestock, killed during an emergency situation.	
Participate in the review of operations during county-led critique. Develop plan of actions to improve response during future events.	

ESF # 12-ENERGY

PRIMARY AGENCY: Carteret County Emergency Services

SUPPORTING AGENCIES: Duke Energy
Carteret Craven Electric
Piedmont Natural Gas
Carteret County Area Transport (CCAT)

I. Purpose

The purpose of Emergency Support Function-12 (ESF-12) is to establish policies to be used in the coordination with private providers for restoration of power during emergencies or following a major disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Expedient recovery after a major event, whether natural or man-made, is dependent upon the restoration of power to homes and businesses.
- Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather.
- Events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems, or power generating plant failure may also cause temporary disruption of power.

B. Assumptions

- ESF 12 operates to restore infrastructure that delivers energy services to the community. ESF 12 is more of an informational ESF where the EOC provides information of problems to the ESF and the ESF provides information to the EOC as to the status of resolution of those problems.
- ESF 12 is not an energy solution resource as it relates to fuel. Fuel will be the responsibility of specific organizations for both facility operations and for employee staff. Pre-planning fueling needs will be critical to maintain and recover daily operations during a large scale event. Each facility and organization will need to identify solutions in advance of an event that meets their complete need.

III. Concept of Operation

- Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Carteret County Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Operations Plan and corresponding Appendices, and Standard Operating procedures, which describe ESF-12 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.

- In a large event requiring local and state mutual aid assistance, ESF-12 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
- When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
- The potential for widespread loss of power is relatively high in Carteret County due to the frequency of severe weather. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided.
- ESF 12 is not a typical ESF that will provide emergency support services to the EOC ESF's. ESF 12 operates to restore infrastructure that delivers energy services to the community. If there is service out within the community, ESF 12 will take that information, prioritize it and process it within their own organizations and provide progress reports as to the status of energy service restoration. ESF 12 is more of an informational ESF where the EOC provides information of problems to the ESF and the ESF provides information to the EOC as to the status of resolution to those problems.
- ESF 12 is not an energy solution resource as it relates to fuel. Fuel will be the responsibility of specific organizations for both facility operations and for employee staff. Pre-planning fueling needs will be critical to maintain and recover daily operations during a large-scale event. Each facility and organization will need to identify solutions in advance of an event that meets their complete need.
- Carteret County fuel supplies will be coordinated through the Carteret County Board of Education. This fuel supply is specifically for County and first responder vehicles only. Each agency should have their own policies and plans for fuel usage and preparedness.
- For fueling issues that cannot be resolved by the individual organization, the needs should be addressed through a request to the EOC/Logistics Section. Fuel sources will attempt to be identified by the EOC/Logistics, and if so, supplies will be identified and provided to the requesting agency or organization for their own logistical coordination and to manage billing and payment processes on their own.

ESF # 13-PUBLIC SAFETY AND SECURITY

PRIMARY AGENCY: Sheriff's Office

SUPPORTING AGENCIES:
Emergency Communications
Emergency Services
NC Alcohol Law Enforcement
NC Highway Patrol
NC Marine Patrol
NC National Guard
NC State Bureau of Investigations
NC State Park Rangers
NC State Port Police
NC Wildlife Enforcement
Municipal Police Departments
US Customs and Border Patrol
US Coast Guard

I. PURPOSE

This section provides for facility and resource security; security planning and technical resource assistance; coordination of law enforcement activities; and security of vital facilities during emergency and disaster situations. Coordination activities may include:

- Implementation of county law enforcement mutual aid plans
- Integration of state law enforcement and NC National Guard resources with local law enforcement resources
- Maintain a system to collect and disseminate information, data and directives pertaining to activities among law enforcement agencies
- Collection and dissemination of information and intelligence related to an incident and potential security issues in the county

II. SITUATION AND ASSUMPTIONS

A. Situation

- Law enforcement agencies operate continuously throughout the county and municipal jurisdictions providing emergency call response, security, and patrol.
- Telecommunicators in the Communications Center receive and dispatch law enforcement requests for service in accordance with their Standard Operating Procedures.
- Law enforcement agencies may be often called upon to assist in the protection of other emergency responders.
- Prior to known impending hazards, during, and following all types of major emergencies, law enforcements agencies may be called upon to provide traffic control (ESF #1), evacuation assistance (ESF #6), and security for mass shelters (ESF #6)

B. Assumptions

- During disasters, evacuations, and other major incidents, local law enforcement resources will quickly become overwhelmed by having to provide continuing emergency response, patrols, security operations and traffic control services.
- Following a disastrous event, there will be an immediate and continuous demand for law enforcement services.
- Depending upon the threat or hazard, some municipal police departments may be forced to temporarily relocate their base of operations (especially those located in the beach communities).
- Law enforcement agencies will provide mutual aid to one another on an as requested basis.

III. CONCEPT OF OPERATIONS

A. General

- All municipal law enforcement operations will remain under the jurisdiction of the senior law enforcement officer of that jurisdiction. The Carteret County Sheriff will only serve as an overall coordination of law enforcement operations as requested by that senior jurisdictional law enforcement officer.
- All law enforcement agencies maintain Standard Operating Procedures which guide daily operations as well as those to address all hazard incidents.
- Notification of governmental officials and/or emergency personnel by the Carteret Emergency Communications (911) will follow their established Standard Operating Procedures.
- The Sheriff's Office will be the lead coordination for all situational awareness pertaining to law enforcement and security activities.
- Relocation of prisoners from the Carteret County Detention Facility, if required, is the responsibility of the Sheriff's Office.
- If enacted, curfews will be enforced within the disaster area by law enforcement units.

B. Specific

- Security for the EOC, staging areas, shelters, vital facilities and essential equipment locations will be provided by the Sheriff's Office or supporting law enforcement units.
- If required, the Sheriff's Office will request additional law enforcement personnel through the county's EOC.

CHECKLIST
ESF # 13 PUBLIC SAFETY AND SECURITY

PREPAREDNESS GUIDELINES	*COMMENTS/NOTES*
Review, update and revise mutual aid agreements, memorandum of understanding, standard operating guidelines, etc. annually.	
When requested, respond to the EOC and provide for 24-hour staffing of EOC position.	
Maintain a list of municipal officials and key state agencies contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.	
Identify and notify the supporting agencies their resources and personnel may be required to respond.	
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, 800mhz radios, etc.	
Develop situation reports to provide status of law enforcement operations at EOC briefings.	
Develop action plan to overcome law enforcement shortfalls.	
Plan for alternate means of communicating with field units if normal communications channels are disrupted.	
Identify secondary hazards that may affect responders.	
Develop a plan with circumstances under which law enforcement units will not respond in particular situations.	
Determine what specialized equipment will be required to support coordinated law enforcement operations.	
Disseminate information, data and directives among law enforcement operational units.	
Assign law enforcement units on a shift basis.	
Determine what assistance the impacted municipalities will require, best routes in and out of the disaster area and staging areas for potential law enforcement support personnel arriving from out of the County.	
Provide security for the EOC and shelters.	
RESPONSE GUIDELINES	*COMMENTS/NOTES*

Ensure that positions in the EOC are staffed on a 24-hour basis. Post a shift schedule for this position and advise the EOC staff leader.	
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.	
Ensure communications have been established with field units, command posts, etc.	
Refer questions concerning the disaster or emergency situation to the PIO handling the situation.	
Identify location for incoming support, if necessary.	
Determine when conditions are unsafe for law enforcement units to respond. Advise units to seek safe shelter and remain inside.	
Assist with dissemination of evacuation notice.	
Respond to requests for evacuation assistance from citizens as long as it does not pose a hazard to responders.	
When conditions allow the resumption of safe patrols, deploy law enforcement units on a priority basis to secure damaged buildings, deter looting, direct and control traffic movements, enforce curfews, enforce no liquor sales, maintain general order, respond to calls for assistance, etc.	
Coordinate actions with other EOC representatives to ensure adequate supplies of food, fuel, medical support, etc.	
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.	
Work with the county PIO to issue advisories as to curfews, areas closed to spectators, re-entry times, etc.	
Provide security in shelters, reception areas, disaster recovery centers, disaster application centers, etc. as requested.	
Enforce security in disaster area. Limit exit and re-entry into disaster area.	
Advise incoming law enforcement units of the need to be self-sufficient.	
Respond to requests for search assistance for missing persons.	
Track daily costs and develop expense reports.	

Advise the EOC of needed state or federal resources at least 12 hours prior to their need.	
RECOVERY GUIDELINES	*COMMENTS/NOTES*
Work with county and municipal agencies to support requests for law enforcement services. Coordinate activities with state agencies, as necessary.	
Request state law enforcement agencies to support the county and municipality operations.	
Control re-entry into impacted areas.	
Continue to respond to normal law enforcement requests.	
Enforce curfews and restrictions on sale of goods.	
Continue to operate county jail and provide security of prisoners.	
Respond to calls regarding crimes committed in area.	
Account for all law enforcement resources utilized in the disaster area.	
Compile reports of injuries, damages to facilities, and equipment, and report them to the EOC.	
Instruct agencies to track their expenses.	
Plan for the coordinated use of law enforcement resources.	
Integrate state and federal law enforcement resources into county forces.	
Develop an after action report for presentation to the EOC staff.	
Participate in the review of operations during county-led critique. Develop plan of actions to improve response during future events.	

ESF 14-TBD

ESF #15 EXTERNAL AFFAIRS

PRIMARY AGENCY: Carteret County Human Resources Department
Carteret County Manager's Office

SUPPORTING AGENCIES: Carteret County Emergency Services
Carteret County Shore Protection Office
Carteret County Information Technology Department
Carteret County Sheriff's Office
Carteret County Fire & EMS Departments
Carteret County Public School System
Municipal Public Affairs Offices
Municipal Police Departments
Municipal Fire & EMS Departments

EOC STAFF: Public Information Officer (PIO)

I. PURPOSE

ESF #15 is responsible for the dissemination of public information and guidance for protective actions, as well as maintaining media and community relations. When multiple jurisdictions within the county are involved in an incident or event, the county PIO is responsible for implementing and coordinating a Joint Information Center (JIC) for the county-wide information services, to include any state and federal agencies which may be represented in the response and recovery.

II. SITUATION AND ASSUMPTIONS

A. Situation

- Communication plays a critical role in emergency operations. The most emergent public affairs typically involve citizen requests and the relaying of emergency information to the countywide emergency communications center. The center is also responsible for the routine monitoring of national and local TV, as well as weather radar for maintaining the county's situational awareness posture.
- For routine and day to day operation of county government, the County Manager's Office is the lead agency responsible for coordinating how governmental information is communicated both to and from the public.
- Each municipality has a responsibility to maintain staff and operational policies for conducting public affairs, as does the county's federal, state, and other response and recovery partners.
- Public media outlets and news organizations maintain interest in the operations of governmental agencies, particularly in times of emergency or disaster.
- The public is highly engaged in the sharing of information through the use of social media, which includes the capability for visual, written, and verbal communications.
- The National Weather Service is responsible for the timely dissemination of weather related information to the public, and the county has the responsibility to further warn emergency responders of urgent warnings. The county also has a role in further distributing official weather

information to the public in regards to weather hazards, particularly in regards to predictable events or periods of high probability.

- The National Weather Service and the N. C. Division of Emergency Management have the responsibility and ability to activate the Emergency Alert System (EAS), which may include the interruption of television and radio broadcasts, activation of weather radios, mass text messaging for wireless phones, activation of highway message boards, and other evolving technologies. The county may request activation of these systems for relaying emergency information and other approved uses (such as AMBER or Silver alerts) in accordance with applicable policy or the county may use their mass notification system known as CodeRED to relay this information.

B. Assumptions

- Incidents of significance and/or high visibility will occur, some of which may involve governmental operations or governmental response to emergency incidents.
- Most emergencies are reported to the county and municipalities through the use of the county's emergency communications center and 9-1-1 telephone service.
- Acute, high visibility incidents will regularly overload the emergency communications center for short periods of time and must be accounted for in staffing and technological capacity.
- During periods of high activity, the emergency communications center will be unable to monitor local TV or weather in maintaining situational awareness information.
- The Emergency Services Department and the Sheriff's Office may need to release emergency broadcasts and messages, without an opportunity to coordinate efforts with the Public Affairs Office.
- Natural and manmade incidents and events have the potential to create an overload of commercial telephone, wireless, and data networks, effectively shutting down 9-1-1 operations and the capability of government to conduct public affairs.
- Media outlets will seek to report information from any available source, to include the Public Information Officer, the Emergency Services Department, the Emergency Communications Center, other governmental officials, and the public at-large.
- The public will seek information from any available source, to include the Public Information Officer, the Emergency Services Department, the Emergency Communications Center, other governmental officials, and the public at-large.
- The media may inadvertently report incorrect information to the public.
- The public will utilize social media outlets to share a wide range of information regardless of confirmation, creating confusion and potentially chaos.
- Other governmental and quasi-government agencies may release uncoordinated information, contributing to public confusion and perhaps apathy due to mixed messages being transmitted.
- The National Weather Service and the State of NC will activate the Emergency Alert System as required.
- The Emergency Services Department will activate their mass notification system (CodeRED) to disseminate emergency information if needed.
- The Emergency Services Department and the Public Information Officer will generally be able to monitor severe weather warnings on a continual basis.

III. CONCEPT OF OPERATIONS

- Under the authority of the County Manager, the PIO will be authorized to operate independently in the performance of their duties, but will include consultation with all county officials as appropriate.
- All county departments and non-elected officials will coordinate the release of public information, advisories, and publications through the PIO. This shall not apply to the Emergency Services Department and the Sheriff's Office in regards to releasing emergent information.
- County personnel receiving requests for information will generally refer these inquiries to the PIO, except that the Emergency Services Department and Sheriff's Office may respond as appropriate for in-progress events. When the EOC is activated, the JIC or EOC will coordinate the release of all information.
- When information requests are determined as routine and standard, county departments may receive delegation from the PIO to regularly provide information in a PIO approved format.
- Although not required, it is preferred that elected officials coordinate public releases of information with the PIO.
- Public information will be released in accordance with applicable law and regulations, consistent with county policy.
- The PIO will be trained for performing the duties of a Public Information Officer. This training shall include the Federal Emergency Management Agency (FEMA) basic and advanced Public Information Officer courses.
- Senior officials of the Emergency Services and Sheriff's Office will be trained at least to the level of completing the FEMA Basic Public Information Officer.
- The emergency communications center will not serve as a means of releasing information. All incoming requests will be directed to the on-duty supervisor and the requesting party will be referred to the Joint Information Center, EOC, PIO, or the municipality as applicable. The PIO will work to ensure that media outlets are educated as not to tie up emergency communications personnel.
- The PIO will maintain contact information for local media outlets and key officials.
- The PIO will participate in various public meetings and workshops conducted, in order to maintain maximum visibility and effectiveness. The PIO will assist county departments in setting up public information displays or presentations.
- The PIO will maintain contact information for all senior county officials, as well as their municipal PIO counterparts.
- The PIO may assist local municipalities as requested.
- The occurrence of significant events within and/or potentially affecting the county will be transmitted to the PIO by the emergency communications center via normally available, automatic electronic means.
- When practical during business hours, the PIO should monitor public safety radio communications, specifically those that target county jurisdictions (Law 3 and Fire 1).
- The PIO and the Emergency Services Department will develop operational guidance on when the PIO may be requested to assist, on-scene at an extended incident.
- The PIO is not an on-call position, but should make reasonable effort to assist and report after hours as needed. During EOC activations, the PIO will ensure coverage for the Public Information Officer function during peak operational periods.

- The PIO will coordinate with the Emergency Services and IT Departments as appropriate in the use of mass warning and notification systems. These systems are generally designed to share information via email, telephone, text messaging and other means.
- The PIO will establish a Joint Information Center, coordinating efforts of all applicable authorities during incidents involving multiple jurisdictions, such as occurs when the EOC is activated.
- During EOC operations, the PIO will issue informational releases at least twice daily when the situation requires, and then at least once daily thereafter.
- The PIO will coordinate media requests for the interview of county officials, except at emergency incident locations when this is not practical.
- The PIO will coordinate the sharing of information with municipal governments, state, and federal partners as appropriate.
- The PIO will maintain and update social media sites on a daily basis, to include receiving and relaying feedback received. During periods of disaster, these sites should be monitored on a continual basis to the extent possible, but are not designed for serving as the public's medium for requesting emergency assistance.
- The PIO will be responsible for the oversight of the county's rumor control and information lines at the EOC when activated. Adequate policies will be initiated for the PIO to remain situational awareness and to relay appropriate information to other officials. During other periods, the PIO will attempt to monitor public media to the extent possible.
- The County Manager may direct any county staff to assist the PIO and EOC with operation of the county's information dissemination lines, monitoring of social media, or other external affair issues as appropriate.

CHECKLIST
ESF # 15 EXTERNAL AFFAIRS

PREPAREDNESS GUIDELINES	***COMMENTS/NOTES***
Review, update and revise standard operating procedures annually and prior to anticipated events.	
Test and exercise all communication equipment and ensure proper operation on a regular basis.	
Maintain a list of county and municipal officials and key state agencies contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.	
Establish liaison with other PIOs who agencies regularly operate within the county. Establish liaison with applicable media outlets.	
Attend high visibility public meetings and other meetings and events when possible to maintain situational awareness.	
Monitor local media, weather radio, public safety communications, and social media.	
Ensure adequate supplies are maintained for extended EOC operations.	
Ensure preparedness activities by citizens and visitors to minimize the loss of life and protection of property during a disaster. This includes pet arrangements.	
RESPONSE GUIDELINES	***COMMENTS/NOTES***
Disseminate information and data regularly and as appropriate.	
Assist with operations of WebEOC and mass alerting system (CodeRED).	
Track daily costs and develop expense reports.	
Provide regular informational bulletins.	
Coordinate all public affairs effort.	
RECOVERY GUIDELINES	***COMMENTS/NOTES***
Maintain all functions necessary carried over from the Response phase.	
Participate in review of response operations during county led critique. Develop Plan of Actions to improve response during future events.	

ACRONYMS & ABBREVIATIONS

ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
CRDP	County Receiving and Distribution Point
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CISM	Critical Incident Stress Management
COG	Continuity of Government; also Council of Governments
DAC	Disaster Application Center
DCI	Division of Criminal Information
DENR	Department of Environment and Natural Resources
DFCO	Deputy Federal Coordinating Officer
DHR	Department of Human Resources
DHS	U.S. Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DOD	Department of Defense
DOE	Department of Energy
DOH	Department of Health
DOJ	Department of Justice
DOT	Department of Transportation
DPS	Department of Public Safety
DROC	Disaster Recovery Operations Center
DSS	Department of Social Services
DWQ	North Carolina Division of Water Quality
EBS	Emergency Broadcast System
EHNR	Environment, Health, & Natural Resources
EM	Emergency Management
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPI	Emergency Public Information
ERT	Emergency Response Team
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GAR	Governors Authorized Representative
GIS	Geographical Information Systems
GS	General Statute
HAZMAT	Hazardous Materials
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post

ICS	Incident Command System
IFG	Individual and Family Grant
IMT	Incident Management Team
IS	Information Systems
JFO	Joint Field Office
JIC	Joint Information Center
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCDA	North Carolina Department of Agriculture
NCEM	North Carolina Division of Emergency Management
NCEOP	North Carolina Emergency Operations Plan
NCGS	North Carolina General Statutes
NCNG	North Carolina National Guard
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NRT	National Response Team
NWS	National Weather Service
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PSA	Public Service Announcement
RACES	Radio Amateur Civil Emergency Services
RRT	Regional Response Team
SA	Staging Area
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SART	State Agricultural Response Team
SCO	State Coordinating Officer
SHP	State Highway Patrol (North Carolina)
SITREP	Situation Report (Also SitRep)
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
SWP	State Warning Point
USCG	United States Coast Guard
USDA	U.S. Department of Agriculture

GLOSSARY OF KEY TERMS

Amateur Radio Emergency Services
A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

American Red Cross
A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

Command Section
One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post
That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

Comprehensive Resource Management
Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

Coordination
The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Emergency
Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

Decontamination
The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT

Emergency/Disaster/Incident
An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System
A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

Emergency Operations Center
A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan
A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Management
The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Support Function
A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

Exercise
An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation
Assisting people to move from the path or threat of a disaster to an area of relative safety.

Federal Disaster Assistance
Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

Geographic Information System
A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

Hazardous Materials
Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid,

liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan
The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and Recovery Actions. This plan is separate from the county's Emergency Operations Plan.

Incident Command System
A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander
The individual responsible for the management of all incident operations.

Initial Damage Assessment Report
A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

Integrated Communications Plan
This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

Local Emergency
The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

Local Emergency Planning Committee
Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

Mitigation
Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances,

State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

Mobile Crisis Unit
A field response tram staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

Mutual Aid Agreement
A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

National Response Framework
Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

National Weather Service
The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Preparedness
The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

Presidential Declaration
A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

Primary Agency
While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the County Executive during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Executive or his/her designee.

Regional Information Coordination Center
The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

Situation Report
A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through WebEOC.

Span of Control
As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

State of Emergency
The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986
Established Federal regulations for the handling of hazardous materials.

Unified Command
Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

Weapons of Mass Destruction
Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

SAMPLE STATE OF EMERGENCY TEMPLATE

PROCLAMATION OF A STATE OF EMERGENCY

Section 1. Pursuant to the Carteret County State of Emergency Ordinance, Chapter 166A and Article 36A Chapter 14 of the North Carolina General Statutes, I have determined that a State of Emergency as defined in Section 1 of the Carteret County State of Emergency Ordinance exists in the County of Carteret.

Section 2. I, therefore, proclaim the existence of a State of Emergency in the County of Carteret.

Section 3. I hereby order all county law enforcement officers and employees and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the provisions of the county emergency ordinances which are set forth below.

Section 4. Evacuation. I have determined that, in the best interest of public safety and protection, it is necessary to have a voluntary evacuation of the civilian population from the below listed areas.

1. Mobile home dwellers
2. Low lying, flood prone areas

Citizens are free to use any type of transportation, but they are to use only designated routes in leaving the area. Further, proclamations concerning evacuation will be issued as needed.

Section 5. Restrictions on access to areas. The Sheriff and his subordinates and other law enforcement officers are authorized to deny or restrict access to the listed areas to include the streets, highways and roads leading into those areas as required.

Section 6. Other prohibitions and restrictions. Further proclamations concerning movement of people in public places, the operation of offices, business establishments and other areas at which people may congregate will be issued as needed.

Section 7. Execution of Emergency Plan. All persons in the listed areas are ordered to comply with this proclamation.

Section 8. This proclamation shall become effective immediately and remain in effect for a period of five (5) days unless sooner terminated.

Proclaimed this the _____day of _____, 2013 at _____ (a.m./p.m.)

_____

CHAIRMAN, BOARD OF COMMISSIONERS