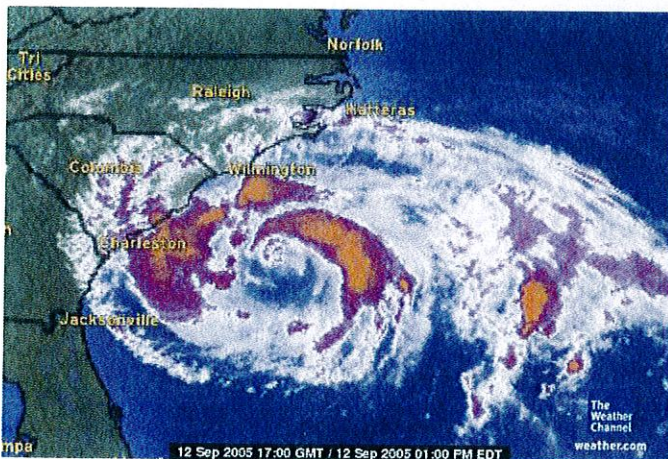


CITY OF GREENVILLE, NC

EMERGENCY OPERATIONS PLAN



Greenville
NORTH CAROLINA



JULY 2008
REVISED 2014

2014 EMERGENCY OPERATIONS PLAN UPDATES

Cover

- **Pictures resized.**
- **Font size increased.**
- **Margins changed and realigned.**
- **City seal replaced with City branding logo.**

Table of Contents

- **Updated to reflect changes.**
- **City seal replaced with City branding logo**

Foreword

- **National Incident Management System link reestablished and updated.**
- **HSPD #5 link reestablished and updated.**
- **Incident Command System link reestablished and updated.**
- **NIMS Awareness Course link reestablished and updated.**
- **NIMS Requirements link created.**
- **Removed references to CPG 1-8, CPG 1-8A & NRT-1 and replaced it with a link to the FEMA's Guide to All-Hazards Operation Planning.**
- **North Carolina General Statutes Chapter 166-A link created.**
- **City seal changed to City brand logo.**

Purpose

- **Hazard Mitigation Plan document number updated and the link was reestablished.**
- **City seal replaced with City brand logo.**

Authorizations and Authorities

- **North Carolina Statewide Mutual Aid Agreement link created.**
- **General Statutes 166A-19.1 & 19.15 link updated.**
- **Document # 185826 changed to 905922 and the form was updated.**
- **Document # 185819 changed to 905914 and the form was updated.**
- **Document # 185817 changed to 905933 and the form was updated.**

- **NC Mutual Aid Agreement was updated. The document # 643119 was changed to 978216 and the link was reestablished.**
- **NC Mutual Aid Agreement Signatory Page was updated. The document # 642612 was changed to 978573 and the link was reestablished.**
- **Greenville Police Department Mutual Aid Agreement updated. The document # 88690 was changed to 824410 and the link was reestablished.**
- **Greenville City Code – Title 5 document # 37266 was changed to 978749 and the link was reestablished.**
- **Reference to NC Governor’s Executive Order 18 was removed.**
- **City seal replaced with City branding logo.**

Plan Development and Maintenance

- **City seal changed to City brand logo.**

Lead Agency Chart

- **Spacing modifications for item #10.**
- **City seal changed to City brand logo.**

Basic Plan

- **COG acronym removed from Purpose paragraph.**
- **Average temperatures updated for COG.**
- **Pitt County Memorial Hospital changed to Vidant Medical Center.**
- **Population count updated to 84554 based on 2011 census.**
- **Link established and document # provided for COOP.**
- **City seal replaced with City branding logo.**

Direction and Control

- **EOC address updated to 3375 E. Tenth St.**
- **City seal replaced with City branding logo.**

Emergency Operations Center

- **EOC address updated to 3375 E. Tenth St.**
- **Document # 185826 changed to 905922 and the form was updated.**
- **Document # 185819 changed to 905914 and the form was updated.**
- **Document # 185817 changed to 905933 and the form was updated.**

- **Document # 730935 changed to 978847 and link reestablished.**
- **Document # 730936 changed to 978849 and link reestablished.**
- **Document #730937 removed**
- **Greenville Police Department Mutual Aid Agreement updated. The document # 88690 was changed to 824410 and the link was reestablished.**
- **NC Mutual Aid Agreement was updated. The document # 643119 was changed to 978216 and the link was reestablished.**
- **NC Mutual Aid Agreement Signatory Page was updated. The document # 642612 was changed to 978573 and the link was reestablished.**
- **Greenville City Code – Title 5 document # 37266 was changed to 978749 and the link was reestablished.**
- **N C Governor's Executive Order 18 removed.**
- **EOC Org Chart Updated.**
- **Document # 642536 updated and link reestablished.**
- **ICS forms number added beside each document name.**
- **City seal replaced with City branding logo.**

Assignment of General Responsibilities

- **Minor typos and spacing errors corrected.**
- **Added general roles and responsibilities to Public Works Director.**
- **City seal replaced with City branding logo.**

Communications, Notifications and Warnings

- **LECP acronym defined.**
- **Document # 730935 changed to 978847 and link reestablished.**
- **Document # 730936 changed to 978849 and link reestablished.**
- **Spacing corrected on Page 1.**
- **“Embarq” company named updated to “ CenturyLink” in all references.**
- **Document number for Cable TV EAS Protocol changed to 981718 and a hyperlink created to the document.**
- **City seal replaced with City branding logo.**

Public Information

- **Spacing typos corrected.**
- **“and/or email” added to how information can be issued.**

- **Disaster Information Center location updated to an office or conference room located at the City of Greenville EOC.**
- **City seal replaced with City branding logo.**
- **The following addition was inserted into the EOP:**

CABLE TELEVISION EMERGENCY ALERT POLICY AND PROCEDURES

Policy Statement

Cable television operators in Greenville are required to provide an emergency override mechanism for their cable systems. The emergency override, or Emergency Alert System (EAS), is a drastic method, to be used judiciously in situations where immediate action is necessary to preserve life, property or the public welfare.

Testing

The EAS will be tested annually by the Public Information Officer.

Tests of the EAS will be conducted in cooperation with the cable operator and with other municipal officers as are deemed appropriate by the Emergency Management Coordinator.

Tests of the EAS will be conducted between midnight and 6:00 a.m. to ensure the lowest impact on cable subscribers.

Activation

The following will have access to the telephone number and privacy codes:

- County Emergency Services Director
- County Emergency Services Deputy Director
- County Manager
- Assistant County Manager
- County Public Information Officer
- Greenville Fire Rescue Chief
- Greenville Police Chief
- Greenville PIO

If the system is activated, the City EOC Manager/IC will see that the City Manager or Assistant City Manager is notified, in addition to the Pitt County Emergency Management Director, or his designee.

The City Public Information Officer will activate the system only upon request by the Fire Rescue Chief, or Police Chief. In their absence, an Incident Commander in the field or the EOC may request such.

Records

A record will be kept of all EAS tests and activation. The record will indicate the date and time of activation, the name of the person activating the system and the nature of the message.

Transportation, Evacuation, and Reentry

- **Typos and spacing errors corrected.**
- **“A hazard analysis and vulnerability assessment has been completed which identifies the types of threats and the areas most vulnerable to specific threats.” added to Situation.**
- **“The responsibility for ordering a countywide evacuation or reentry rests with the Chairman of the County Commissioners or his designee.” Added to Concept of Operations: General.**
- **“or his/her designee” added to Concept of Operations: General**
- **“There are 4 evacuation scenarios; partial evacuation, citywide evacuation, citywide evacuation with evacuees from other counties coming through Pitt County, and evacuees from other counties coming through Pitt County,” was removed from Concept of Operations: Specific – Evacuation.**
- **“Populations lacking transportation to a shelter will be assisted by the most appropriate means of transportation available, including law enforcement vehicles, school buses, emergency vehicles, church buses and privately-owned vehicles.” added to Concept of Operations: Specific – Evacuation.**
- **“Designated special needs shelters will be opened to accommodate that population; specialized means of transportation will be needed to accomplish movement of people to shelter. Due to the limited numbers of specialized vehicles available for transport, evacuation of the special needs population by Pitt County will be initiated in advance of a general evacuation.” added to Concept of Operations: Specific – Evacuation.**
- **“Staging areas for unassigned incoming resources will be established. Unless otherwise previously assigned a particular mission, all incoming relief resources and personnel reporting to Pitt County will be routed to one of the following staging areas:**
 - Pitt County School Bus Garage
 - Pitt County Office Park
 - Pitt County Office Building” added to Concept of Operations: Specifics – Reentry.
- **“Privately owned sites for forward staging throughout the County will be negotiated and utilized, as needs dictate.” added to Concept of Operations: Specifics – Reentry.**
- **“Certain regional staging areas will be utilized as mobilization points to receive and organize emergency relief personnel and equipment.” added to Concept of Operations: Specifics – Reentry.**
- **“Sections of the County may remain isolated or closed to the public even after reentry begins.” added to Concept of Operations: Specifics – Reentry.**
- **City seal replaced with City branding logo.**

Firefighting / Hazardous Materials

- **42nd Civil Support Team changed to 43rd Civil Support Team.**
- **Following information added to Hazardous Materials Regional Response Team:**

“The line of authority for Team requested will be as follows:

- 1st authority - Pitt County Emergency Services
- 2nd authority - Any Pitt County Fire Chief
- 3rd authority - On scene Incident Commander
- Requests for an RRT response will be made through the Pitt County Emergency Services Director or his designee.”

- **Incident Command System changed to Incident Management System.**
- **NC Division of Emergency Management changed to NCDPS-Emergency Management.**
- **City seal replaced with City branding logo.**

LAW ENFORCEMENT / TRAFFIC CONTROL

- **“through Pitt County Emergency Manager” added to situations and Assumptions: Situation**

- **City seal replaced with City branding logo.**

- **“Within the City of Greenville, there is no predicted need for traffic contra-flow.**

In the event that portable generators are used to augment certain critical traffic signals, provisions to safeguard the generator will be required.

Well meaning groups who free lance and set up unapproved distribution sites will place inordinate demands upon law enforcement.

It is unknown if law enforcement officers from another state under an EMAC deployment have powers.” **was removed from section Situations and Assumptions:**

Assumptions.

EMERGENCY RESPONSE PERSONNEL SHELTERING

- **Number of police department facilities changed from one to two.**
- **“Pitt County” added to Sheriff Department’s name.**
- **City seal changed to City brand logo.**

- “The City of Greenville Emergency Operations Center was constructed to withstand 150 MPH winds and severe weather conditions, including emergency generators.” **added to Situation and Assumptions: Situation.**
- “Family members of emergency personnel may seek immediate shelter at the fire-rescue station, or any other emergency stations. However, families of emergency personnel may not remain at the emergency stations for the duration of the event if a means of safe and secure transport to the designated family shelter.” **added to Concept of Operations: General.**
- “Designated shelter” **added to Organization and Assignment of Responsibilities.**

PUBLIC HEALTH, EMS, MASS CARE & SHELTERING is broken into two separate categories:

- 1. PUBLIC HEALTH SERVICES**
- 2. EMS & MASS CARE AND SHELTERING**

PUBLIC HEALTH AND EMS

- **City seal changed to City brand logo.**
- “The Pitt County Public Health Center main office is located at 201 Government Circle, Greenville, NC 27834.” **added to Situations and Assumptions: Situation.**
- **Pitt County Memorial Hospital changed to Vidant Medical Center throughout document.**
- **Pitt County communications changed to Pitt County 911 Communications.**
- **Number of Greenville Fire / Rescue ALS transport units updated to “7” from 4.**
- “Unorthodox procedures may be employed based upon the situation. These may include the transportation of multiple patients from multiple incidents, rapid “load and go” procedures, and transportation of “walking wounded” through non-traditional resources. Persons other than trained medical personnel, using some unconventional means, will transport many of the injured to medical facilities.” **removed.**
- “Local industry, including farmers, may be called upon to provide specialized equipment such as refrigerated trucks, backhoes and heavy equipment for extrication of victims, storage of the deceased, etc.” **removed.**
- “In the event that more emergency medical services are needed, the NC state medical director may issue a directive to allow certified EMTs of all levels to operate in such capacities as he sees fit to fulfill response and recovery operations.” **removed.**

SHELTERING AND MASS CARE

- “The purpose of this section is to provide for the care of the population through the identification of shelters and provision of mass care.” **added to the Purpose section.**
- **Number of Shelters changed to “23” in Situation section.**
- **Number of shelters in Greenville removed.**
- “There are 23 identified hurricane shelters for pre-landfall use in Pitt County. (See Appendix A for this section)
 - (5) Primary Shelters – These facilities will be the first to open during a storm related event such as a hurricane, tornado, etc.
 - (7) Secondary Shelters – If primary shelters have or are expected to reach capacity, secondary shelters will be the next to open
 - (8) Temporary Shelters – These facilities will be used only, if needed, for staging of local residents due to sudden evacuation.
 - (3) Host Shelters – Host sheltering will be requested by the State for potential coastal evacuees.

The City of Greenville has the following shelters located in the City limits:

- (2) Primary Shelters: EB Aycock Middle School and Wellcome Middle School
- (3) Secondary Shelters: CM Epps Middle School, JH Rose High School and South Central High School
- (1) Temporary Shelter: Boys & Girls Club on Fire Tower Road
- (1) Host Shelter: JH Rose High School Auxiliary Gym” **was added to the Situation section.**
- **City seal changed to City brand logo.**
- **Appendix 11A and Appendix 11B added to annex.**
- “However, it is reasonable to plan for overflow from private facilities whose resource are exhausted and/or those that are unprepared. These situations may manifest themselves as rescue operations given the lack of mobility of a large number of these residents. This will in all likelihood, divert Fire/Rescue resources.” **deleted from Concept of Operations.**

SEARCH OPERATIONS

- **City seal changed to City brand logo.**
- **“or his designee” added to Organization and Assignment of Responsibilities.**

STAGING AREAS

- **City seal changed to City brand logo.**
- **The city staging area (CSA) was changed from Fire Station 6 at E. 10th Street to the Public Works facility at 1500 Beatty Street.**
- **“Additional staging areas may be designated by the EOC.” added to Situation section.**
- **Opening sentence in Concept of Operations changed to “City Staging Areas are initiated during disaster operations, search operations and planned events to provide a central point to:”**
- **CSA changed to “CSAs”.**
- **Assistant Managers added to City Staging Area Personnel.**
- **Communications section changed to “Primary communications should be land line or cellular. If neither is available and cannot be installed for the incident, radio communications will be the backup source.”**

RESOURCE MANAGEMENT

- **City seal changed to City brand logo.**
- **“The Pitt County Emergency Services Director will be the point of contact for all state resources requested by the EOC.” updated in Concept of Operations.**

RECOVERY OPERATIONS

- **Components regarding recovery phases and their descriptions have been rearranged.**
- **City seal changed to City brand logo.**
- **“City’s Financial Office” removed from Concept of Operations.**
- **“The President may authorize the utilization of Federal equipment, personnel or other resources.” added to Concept of Operations.**
- **“The Governor may request a Presidential Declaration or specific Federal Agency Declarations, (i.e., Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local / private disaster relief efforts.” added to the Concept of Operations.**
- **“The Farm Services Agency will be the lead agency for agricultural disasters under an agency declaration. For natural disasters where loss is confined to agriculture, the following actions will occur:**
 - Damage assessment
 - USDA County Emergency Board meeting
 - Submission of a USDA Flash Situation Report to ASCS Area Office
 - USDA State Emergency Board meeting

- Exchange of information on available programs/actions and other counties affected
 - State Review of damage assessments reports
 - Decision made by State Board on "concurring" and "not concurring" with information in the damage assessment reports
 - Forwarding of reports to Farmers Home national headquarters to support a request for designation of a county for FHA Emergency Loans" **was added to Concept of Operations.**
- "A Presidential Declaration of Disaster will initiate the following series of events:
 - A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
 - A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
 - A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
 - Disaster Application Centers (DACs) will be established in the affected areas to accommodate persons needing Individual Assistance.
 - An Applicants' Briefing will be held to explain Public Assistance eligibility criteria for officials of the county, cities and private nonprofit organizations. The Emergency Services Director will assist with identification and notification of potential applicants.
 - Each eligible entity will submit a Notice of Interest (NOI) within thirty days of the Declaration." **added to Concept of Operations.**
 - "A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:
 - Individual Assistance (IA) - supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.
 - Individual Assistance can consist of any or all of the following:
 - Temporary housing (100% federal dollars)
 - Individual and family grants (75% federal, 25% state / local funds)
 - Disaster unemployment assistance
 - Disaster loans to individuals, businesses and farmers
 - Agricultural assistance
 - Legal services to low-income families and individuals
 - Consumer counseling and assistance in obtaining insurance benefits.

- The Cera Brown Fund
 - Veterans' assistance
 - Casualty loss tax assistance
- Public Assistance (PA) - supplemental Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.
- Categories of Public Assistance available include:
 - Debris removal
 - Emergency protective measures
 - Permanent work to repair, restore, or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.” **added to Concept of Operations.**
- “The Emergency Services Director will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.” **added to Specific.**

HEALTH, SAFETY AND DAMAGE ASSESSMENT

- **Purpose statement changed to include health and safety assessments.**
- **City seal changed to City brand logo.**
- **Initial situation statement changed to include “and creating health safety concerns,” and the word “damage” was removed from assessment program to be more inclusive of all types of assessments.**
- **“Impact” will be used in place of “Damage” to prevent language from limiting the type of assessment being utilized.**

DONATED GOODS MANAGEMENT

- **City seal changed to City brand logo.**
- **“Receipt of Donated Goods for Pitt County” added to Concept of Operations.**
- **“Ideally, a central reception and sorting center for donated goods should be established and separate locations convenient to the affected areas of the County should be utilized as distribution centers.” added to Concept of Operations.**
- **“Collection and Shipment of Donated Goods to Other Counties/States / Localities” added to Concept of Operations.**

VITAL FACILITIES

- **Section was made one unit by removing Essential Services**

- **City seal changed to City brand logo.**
- **“Historic sites” added to Situation section.**
- **Section was reorganized and adjusted for modifications.**

RESTORATION OF ESSENTIAL SERVICES

- **City seal changed to City brand logo.**
- **Section was created by removing Vital Facilities information.**
- **“Embarq” was changed to “Centurylink”.**

ANIMAL CONTROL

- **City seal changed to City brand logo.**
- **“The primary agency responsible for animal welfare in the City of Greenville is the Animal Control Division of the Police Department. The primary agency responsible for animal welfare in the county is the Pitt County Animal Control assisted by volunteers of the County Animal Response Team (CART).” added to Situation section.**
- **“Current animal shelter facilities include Pitt County Animal Control office on County Home Road, The Humane Society on Tupper Drive and various private kennels.” added to Situation section.**
- **“An ever increasing percentage of evacuees will either not evacuate due to their animals, farm or domestic; or refuse shelter because their pets are not permitted.” added to Assumptions section.**
- **“Once all resources have been exhausted, a co-located general population and pet shelter may be established by Pitt County Emergency Management at Wintergreen Primary School and Pitt County Farmers Market on County Home Road.” added to Concept of Operations section.**

EMERGENCY PERSONNEL FAMILY PREPAREDNESS

- **City seal changed to City brand logo.**
- **Web links corrected and activated.**

EOC ACCESS CARDS LIST

- **City seal changed to City brand logo.**
- **Footer added and adjusted.**

NCSHP COASTAL EVACUATION PLAN

- **Plan replaced with most current plan available from the NC State Highway Patrol website.**

GREENVILLE TRAFFIC CONTROL PLAN

- City seal changed to City brand logo.
- HWY 33 changed to US 64 based on NCSHP plan.

GLOSSARY OF TERMS

- City seal changed to City brand logo.
- Typos and spacing corrected.

CITY OF GREENVILLE ICS FORMS

- City seal changed to City brand logo.
- Formatting of all forms changed.
- Typos corrected.
- ICS Cover updated with new City Brand Logo and updated city hall image.

AIRCRAFT CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

CHEMICAL SPILL – TRANSPORTATION CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

CHEMICAL SPILL – FIXED FACILITY CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

CIVIL DISORDER CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

EXPLOSIVE HAZARD CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

FLOOD HAZARD CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

HURRICANE CHECKLIST

- Section removed from Flood Checklist and made independent checklist.
- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

MAJOR POWER FAILURE CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

TORNADO CHECKLIST

- City seal changed to City brand logo.
- Format changed from text document to a formal checklist.
- Typos and formatting errors corrected.

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Appendix A

Glossary/Acronyms and Abbreviations
Vital Facilities with GPS Coordinates
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Appendix B- Hazard Specific Operations

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Chemical Spill-Transportation
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Appendix C (forms)

ICS-201	Incident Briefing
ICS-202	Incident Objectives
ICS-203	Organizational Assignment List
ICS-204	Divisional Assignment List
ICS-205	Incident Radio Communications Plan
ICS-206	Medical Plan
ICS-207	Organizational Chart
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ICS-211	Incident Check-In
ICS-213	General Message Form
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ICS-215A	Incident Safety Plan
ICS-216	Radio Requirements Worksheet
ICS-218	Support Vehicle Inventory
ICS-220	Air Operations Summary
ICS-221	Demobilizations Check-Out
ICS-308	Resource Order Form (old ICS 259)



FOREWORD

The City of Greenville has adopted the National Incident Management System (NIMS) approach as well, to incorporate the elements of NIMS essential to efficient management of emergencies and disasters that will involve local, state and federal response agencies. The purpose of the NIMS is best summed up in Homeland Security Presidential Directive #5 (HSPD-5). This directive states that *"to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions".*

Under NIMS criteria the City of Greenville has:

- Adopted the Incident Command System (ICS 200)
- Provided NIMS training through the NIMS Awareness Course
- Determined which NIMS requirements already have been met.
- Developed a strategy and timeframe for full NIMS implementation by FY 2007

This plan does not attempt to define for each agency how to perform the tasks, only the framework. The manner in which the tasks are to be performed is contained within each department's Standard Operating Guidelines. This document contains Standard Operating Guidelines, memorandums of understandings, organizational charts, and other checklists.

This plan meets the requirements of Guide for All-Hazards Operations Planning and the legal responsibilities identified in North Carolina General Statutes Chapter 166-A. It is intended that this plan, in conjunction with the implementing document, be used by the response organizations to obtain maximum use of existing resources, organizations and systems in their response to emergencies and disasters that could and/or have occurred in the City. The plan is a realistic reflection of the way emergency response will be carried out when an event occurs, and all agencies tasked under this plan contributed to its development.

This plan, upon approval and adoption by the Greenville City Council, supersedes all previous documents. All previous plans are rescinded by this document.



PURPOSE

Lead Agency

Emergency Management Coordinator

The City of Greenville, like any other municipality, is vulnerable to a number of natural and man-made hazards, which could give rise to potentially disastrous events threatening personal injury/death, and substantial property damage. Such events can happen with little or no warning.

This Emergency Operations Plan is intended for advance planning to prepare for and/or respond to natural or man-made, non-routine, emergency situations with potential for disastrous consequences.

The purpose of this plan is to:

- Focus attention on the ever-present potential for non-routine emergency or disaster events.
- Provide a framework for an organized coordinated response to non-routine emergency or disaster situations.
- Assure that all affected organizational subdivisions of the City are aware of their responsibilities to: prepare for unforeseen disasters, provide response to disaster situations, and provide post-disaster support for recovery/redevelopment.
- Establish uniform policies and procedures consistent with disaster plans of Pitt County and the State of North Carolina.
- Provide for organized post-disaster relief operations, with short and long-range recovery assistance from County, State, and Federal jurisdictions, if required.

Scope

For purposes of this Plan, "Disaster" is defined as: ... any natural or man-made event which causes a significant disruption of customary routine life and meets the following criteria:

- Threatens or causes injury or death to a large number of persons.
- Threatens or causes substantial property damage.
- Exceeds, threatens to exceed, or places extraordinary demand on the total emergency response capability of the City.
- Causes recovery and redevelopment to be a long-term process.
- Requires an emergency response beyond that considered "routine".
- Requires extraordinary use of resources to bring conditions back to normal.

In 2004, the City of Greenville's Department of Planning and Community Development developed a Hazard Mitigation Plan. This plan was adopted by the City Council under Resolution No. 04-51 on November 8, 2004. That plan addressed a background and



capability assessment, hazard identification and vulnerability, vulnerability assessment, and mitigation strategies. The plan can be accessed in Hummingbird at document [#857167](#).

The Basic Plan highlights those potentially significant hazard events that could affect the City of Greenville as follows:

- Flooding (rainfall)
- Hazardous Materials (fixed facility/transportation)
- Major Transportation Incident
- Tornado
- Hurricane/Tropical Storm

With the exception of the Hurricane/Tropical Storm hazard, potential disaster situations are most likely to be local in nature and effect - that is, limited in geographic area and severity of impact on the general population. Nonetheless, local disasters may require a significant commitment of City resources to neutralize the situation and restore normalcy to the affected areas.

Hurricanes/tropical storms present the potential for widespread disaster impact on the City, County, and adjacent areas. Because of their widespread impact, emergency response to hurricanes/tropical storms must be planned, coordinated, and executed on a wide-area basis. In this regard, the provisions of this Plan are in concert with the Pitt County Comprehensive Emergency Management Plan.

The concept of emergency operations is predicated on the principle of "graduated response" that is, commitment of personnel and material resources consistent with the magnitude, severity, and progression of the event which precipitates an emergency response. The City emergency operations organizational structure is designed to provide for continuity of City government/government services, as well as effective deployment and employment of city resources committed to disaster response and recovery.

The City emergency operations organization is a derivative of the National Incident Management System (NIMS). It is an organizational structure designed to be established at the time an incident occurs and expanded to meet the changing conditions and management needs of the disaster incident. The emergency operations organization, per se, has five (5) major functional areas; they are: Control Group, Operations Section, Logistics Section, Planning Section, and the Administration/Finance Section. The incorporation of a Legislative Group provides an essential element for continuity of government in emergency situations.

The operational entity of the emergency management organization is established in the City Emergency Operations Center (EOC). The EOC is the culmination point for direction, control, and coordination of disaster response activities that involve multi-department support and/or municipal interface with other governmental jurisdictions.

Operational sub-centers may be established within designated departments to serve as extensions of their representatives in the EOC. Sub-centers dispatch personnel and material resources to perform fieldwork as requested or directed from the EOC, or perform staff work required to support policy/strategy objectives.

Since it is unlikely that all disaster situations will require a total response of all the agencies/personnel in the emergency organization structure, the EOC may be selectively and progressively staffed as deemed appropriate to deal with specific events.



City officials at all levels share responsibility for the planning necessary to provide for the safety, and protection of life and property. This shared responsibility includes disaster preparedness and the response capabilities of all City departments. Full, cooperative, and unified participation of all elements of City government, as well as a host of private and volunteer organizations, is essential for effective disaster response and recovery.

The Direction and Control and Assignment of General Responsibilities sections outline the duties and responsibilities of City officials, staff agencies and departments. In this regard, it is incumbent on all concerned to be acquainted with the contents of this plan and to be prepared to carry out required actions.

The City and all its employees must be prepared to deal with emergency and disaster situations to try to maintain essential services and reduce the impact on citizens and businesses. City employees face additional burdens during disasters in that they must provide emergency service to the community, while also meeting their personal needs and responsibilities.

Departmental Emergency Operating Plans and EOC sub-center support plans are essential ingredients in the overall disaster planning effort. Department and sub-center plans will incorporate general descriptions of department responsibilities, required actions, and procedures to be followed to mobilize resources to respond to disaster situations.

The supporting annexes incorporated in this Plan address, in greater detail, more specific disaster preparedness, response, and recovery functions.



AUTHORIZATIONS AND AUTHORITIES

Lead Agency

City Attorney's Office

This section provides legal references to support actions in the event of an emergency/disaster.

Situation

Actions taken during emergencies / disasters require that legal guidelines are followed to assure protection of the general public and to maintain law and order in the city.

Decisions implemented during times of disaster or impending disaster will sometimes have a negative economic impact on the City.

Mutual aid agreements exist between many agencies within Pitt County and its municipalities.

The City of Greenville has signed the North Carolina Statewide Mutual Aid Agreement.

Assumptions

Some actions taken during emergency events will be unpopular with the general public.

Actions implemented will be based on the safety and welfare of the overall population but may be unpopular with specific groups.

Concept of Operations

The General Statutes 166A-2&7 states the County/Municipal government has the responsibility of developing a plan for protecting life and property from the effects of potential hazards/emergencies/disasters.

Selected references are on file in the City Clerk's Office. These include:

City of Greenville

Proclamation of a State of Emergency

Prior to a hurricane is document # [185813](#).

After a hurricane passes is document # [185815](#)

The above documents address the declaration of the state of emergency, establishment of curfews, the sale of alcohol, the possession of weapons, the restricted access, and the effective time periods.



Proclamation of the Termination of a State of Emergency

Document # [905922](#)

Proclamation Amending Restrictions Imposed During a State of Emergency by Ordering the Evacuation of Certain Areas

Document # [905914](#)

Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Period of Effectiveness of the State of Emergency

Document # [185824](#)

Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Hours of Curfew

Document # [905933](#)

NC Statewide Mutual Aid Agreement

Agreement - Document # [978216](#)

Signatories - Document # [978573](#)

Pitt County Mutual Aid for Fire Rescue

Document Pitt County Mutual Aid

Greenville Police Department Mutual Aid Agreement

Document # [824410](#)

Greenville City Code, Title 5 Public Safety

Document # [978749](#)

285 - An Ordinance Authorizing the Mayor of the City of Greenville, North Carolina to proclaim the Existence of a State of Emergency and Impose a Curfew During the Same.

Document # [9763](#)

1454 - An Ordinance To Adopt The Emergency Management Plan Of The City Of Greenville

Document # [3844](#)

1455 - An Ordinance Authorizing The Mayor To Proclaim Restrictions In Response To The Needs Of An Emergency

Document # [3845](#)

99-146, An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

Document # [65627](#)



#02-05 - An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

Document # [117097](#)

#05-82 A Resolution Adopting The National Incident Management System

Document # [599424](#)

Pitt County

Pitt County Emergency Ordinance

Document # [642544](#)

State of North Carolina

North Carolina General Statute 166-A entitled the North Carolina Emergency Management Act

Document # [644067](#)

N C Governor's Executive Order 43, 48, 49, 50, 73

Document # [642543](#)

North Carolina Oil Spill Act - Document # [719006](#)

The United States of America

Civil Defense Act of 1950, Public Law 81-920

Document # [642540](#)

Robert T. Stafford Disaster Relief and Emergency Assistance Act

Document # [642539](#)

Emergency Planning and Community Right-to-Know Act (SARA Title III)

Document # [642541](#)

OSHA 1910.120

Document # [642537](#)

FAA Authority (FAR) to close airspace over disaster areas

Document # [642536](#)

HSPD - Homeland Security Presidential Directive #5

Document # [642536](#)

HSPD - Homeland Security Presidential Directive #8

Document # [644078](#)



Organization and Assignment of Responsibilities

It shall be the responsibility of the city attorney to provide legal counsel to the Control Group, to ensure that those decisions made are in accordance with all laws and regulations.

Administration and Logistics

Complete information pertaining to Authorizations and Authorities will be maintained in a reference book and electronic media device accessible for reference during times of emergency. This reference will include:

- All documents noted above.
- Electronic backup copies of all above on two different media types
- Both hard copies and electronic copies of all departmental Emergency Operations Plans

Departments tasked with responsibilities under the Emergency Operations Plan will be responsible for providing current copies of any Mutual Aid Agreements to the Emergency Management Coordinator.



Promulgation

The undersigned approves the City of Greenville Emergency Operations Plan and agrees to the responsibilities assigned to their department/agency.

Mayor

Date

City Attorney

Date

City Manager

Date

City Clerk

Date

Director of Community Development

Date

Director of Financial Services

Date

Chief of Fire-Rescue

Date

Director of Human Resources

Date

Director of Information Technology

Date

Chief of Police

Date

Director of Public Works

Date

Director of Recreation & Parks

Date



PLAN DEVELOPMENT AND MAINTENANCE

Lead Agency

Emergency Management Coordinator

This section describes how the plan was developed and how it will be maintained.

Publication

The office of the Emergency Management Coordinator, Greenville Fire Rescue Department, by authority from the City Manager, publishes this EMERGENCY OPERATIONS PLAN.

The Emergency Management Coordinator will from time to time issue updates, revisions or additions to this Plan as the need arises. The Plan will be reviewed for needed changes at least annually. Departmental requests for changes to the plan may be submitted to the Emergency Management Coordinator, by inter-office memo. The Emergency Management Coordinator will publish and distribute all changes to this plan. Pursuant to City of Greenville Ordinance No. 1454, the City Manager may amend the EOP as he or she sees fit and such amendments are effective upon filing the amendments with the City Clerk.

Distribution

Distribution of this Plan in its printed format will be very limited in numbers due to the challenges in keeping the plan current.

<u>Department</u>	<u>Copies</u>
City Manager's Office	2
City Clerk	2
Fire Rescue	2
Police	2
Public Works	2
Information Technologies	2
EOC	4

Distribution of this Plan in an electronic format will be much more far reaching with every department head and division head receiving a CD copy on a biannual basis, and following each significant rewrite. The plan will be stored on the city's intranet and several copies within the EOC.



Maintenance

- Agency and department heads will be responsible for the development of standard operating procedures in the support of this plan.
- The City Manager mandates the development and annual review of this plan by all officials involved, including coordinating necessary revisions through the Emergency Management Coordinator. A critique of the actions taken in support of the plan will follow any event necessitating implementation of the plan.
- The plan will be implemented with all affected parties having a direct role.
- This plan shall be exercised annually in lieu of actual response to real emergency events.
- The Emergency Management Coordinator will evaluate the need for input whenever the plan is revised or updated.



LEAD AGENCY CHART FOR FUNCTIONAL ANNEXES

1. Direction and Control	Emergency Management Coordinator
2. Emergency Operations Center	Emergency Management Coordinator
3. Assignment of Responsibilities	City Council
4. Communications, Notifications, & Warnings	Emergency Management Coordinator
5. Public Information	City Manager's Office
6. Transportation, Evacuation, and Reentry	Police Department
7. Firefighting/Hazardous Materials	Fire-Rescue Department
8. Law Enforcement	Police Department
9. Emergency Personnel Sheltering	Emergency Management Coordinator
10. Public Health/EMS/Mass Care and Sheltering	Pitt County Health Department, DSS, and COG EMS Manager
11. Search Operations	Police Department
12. Staging Areas	Public Works Department
13. Resource Management	City Manager's Office
14. Recovery Operations	City Manager's Office
15. Health, Safety, and Damage Assessment	Public Works Department
16. Donated Goods Management	Convention & Visitor's Bureau
17. Restoration of Essential Services/Vital Facilities	Public Works Department
18. Animal Control	Police Department
19. Emergency Personnel Family Preparedness	City Manager's Office



BASIC PLAN

Lead Agency

Emergency Management Coordinator

Purpose

This plan predetermines actions to be taken by governmental agencies and private organizations of The City of Greenville to reduce the vulnerabilities of people and property to all hazards and disasters and to establish capabilities to respond effectively to the actual occurrence of a disaster.

Situation

Geography and Economics

- The City of Greenville (COG) is located in Pitt County. The county is in the Coastal Plain region of Eastern North Carolina, contiguous to Greene, Wilson, Beaufort, Edgecombe, Martin, Craven and Lenoir Counties. The area's average temperature in January is 44° F and the average July temperature is 84° F. The average rainfall is 49 inches. The elevation of Greenville, NC is 64 feet above sea level. (Source - NCDOC-EDIS-2003)
- The City of Greenville is home to East Carolina University and its School of Medicine, along with Vidant Medical Center, a regional trauma center. The Medical School is affiliated with the hospital.
- The local economy is largely dependent on agriculture, industry and East Carolina University along with its Medical School. Specialized industry includes a pharmaceutical plant, material handling equipment plant, paper product plant, computer assembly plant, textile plant, tobacco processing plant and wood products plant.
- There are nine other municipalities within the County: Ayden, Bethel, Falkland, Farmville, Fountain, Grifton, Grimesland, Simpson and Winterville. The largest municipality is Greenville with a population of around 84,554. It is also the County seat.



Transportation

- There is one local airport, Pitt-Greenville Airport, with commercial airline service. The County has several small air strips serviceable for light aircraft which are regularly used by private aircraft.
- No interstate highways pass through Pitt County; however, I-95 in neighboring Wilson County is approximately thirty miles west of the County. Highways US 264, 13, 258, 64, and NC 903, 121, 43, 30, 102, 222, 33, and 11 are the major highway routes through the County.
- Highways US 64, 264 and NC 43 through Pitt County are used by hurricane evacuees from coastal counties. Public roadways within Pitt County are almost exclusively owned and maintained by the NC DOT, Division of Highways. While most secondary roads are paved, there are still a number of unpaved public roads throughout the county.
- Several bridges provide key access through the County; these are the US 264 bypass over the Tar River, Memorial Drive, North Greene Street and Greenville Boulevard over the Tar River.
- The County is served by CSX and Norfolk Southern Railroads. Ayden, Bethel, Greenville, Grifton and Winterville are located on CSX tracks. Farmville, Greenville, Grimesland and Simpson are located on Norfolk Southern tracks. CSX runs north and south and uses Norfolk Southern tracks from Greenville east to the County line. Norfolk Southern runs east and west.

Emergency/Disaster

- The City of Greenville is exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. Potential hazards (natural, technological and national security) for Pitt County include:
 - Hurricanes
 - Drought
 - Severe thunderstorms
 - Tornadoes
 - Severe winter storm
 - Severe cold weather
 - Extreme heat
 - Hazardous materials
 - Transportation incidents
 - Fixed facility incidents
 - Spills of unidentified substances or dumping activity
 - Large structure fire
 - Forest or wildland fire
 - Landfill fire
 - Flooding (limited)
 - Aircraft crashes (civilian & military)
 - Epidemic disease
 - Civil disorder/Riot/Vandalism



- Sabotage/Terrorism
- National security emergency
- Train derailments

Assumptions

The occurrence of any one or more of the emergency/disaster events listed could impact the City of Greenville severely and have the following consequences:

- Loss of electric power.
- Loss of water distribution and storage systems.
- Loss of part or all of waste treatment systems.
- Severance of the road/highway network, including bridges.
- Necessity for mass care and feeding operations.
- Need for debris clearance.
- Mass casualties.
- Long-term sheltering of victims.
- Damage to the public service communications network.
- Damage to the telephone network.
- Severe economic impact.
- Increased number of vectors.
- Need for official public information and rumor control.
- Need for State or Federal assistance.
- Need for managed reentry of the public into damaged/evacuated areas.
- Damage to vital records.
- Need for damage assessment.
- Immediate need for auxiliary power.
- Influx of unsolicited/donated goods.
- Contamination of private wells in areas outside the city.
- Exhaustion of local resources.
- Need for increased depth-of-staffing.
- Loss of facilities vital to essential services.
- Environmental impact/wildlife, natural resources destruction.
- Need for management of reconstruction.
- Need for coordination of staged resources.
- Isolation of populations.
- Intense media scrutiny.
- A Presidential Declaration of Disaster.



The occurrence of one or more of the previously listed emergencies/disasters could result in a catastrophic disaster, which could overwhelm local and state resources.

It is necessary for the City of Greenville and other local jurisdictions to plan for and to carry out disaster response and recovery operations utilizing local resources. However, it is likely that outside assistance will be necessary in most situations involving widespread or severe disasters that impact the City and its citizens.

Emergency and disaster occurrences could result in disruption of government functions, necessitating that all levels of local government and departments develop and maintain standard operating procedures to ensure continuity of government. The city's Continuity of Operations Plan outlines procedures that address depth of staffing, line of succession and modes of operation.

Most natural disasters will leave at least some part of the county isolated for a period of time.

Routine government agency operations such as delivery of social programs, legal processes, conduct of elections and cultural events may be postponed due to an emergency/disaster.

All disasters will require some degree of recovery to get back to normal.

Concept of Operations

A Four-Phase Approach for the management of emergencies/disasters will be utilized.

Four Phases of Emergency/Disaster Management:

- Mitigation
- Preparedness
- Response
- Recovery

Mitigation Phase

- Fire inspections will be conducted and fire codes will be enforced.
- Participation in the National Flood Insurance Program will assist in identification of flood prone areas and minimize life and property loss to flood.
- Local ordinances will be enacted and enforced which result in reduced risk to the public; examples include regulations on sub-division planning, sanitation, animal control and burning.
- Vital records will be protected to reduce or eliminate loss.
- Public education programs regarding emergencies/disasters will be developed and conducted.

Preparedness Phase

- Potential hazards and risks will be identified.



- Vulnerabilities and capabilities will be assessed.
- An Emergency Operations Plan will be developed and maintained.
- Standard operating procedures will be developed by all responsible parties identified in the Emergency Operations Plan.
- Vital facilities and available resources will be identified and inventoried.
- Mutual aid agreements, memorandums of understanding, etc. will be developed.
- Planning will be coordinated with other jurisdictions.
- Training will be made available to emergency responders.
- Exercises will be conducted and critiques will follow.
- Public education and current public information will be offered.
- Potential threats will be monitored and evaluated.

Response Phase

- The Emergency Operations Plan will be implemented on an appropriate scale.
- Affected parties, groups and agencies will be alerted and notified.
- Response forces will be deployed.
- Direction and Control of the recovery will be established.
- Lifesaving activities will occur, including rescue, fire suppression, emergency medical measures and isolation of hazardous areas.
- Law enforcement and emergency security will be implemented.
- Evacuation, sheltering and mass feeding operations will take place.
- The initial impact of the emergency/disaster will be assessed by field forces, including but not limited to welfare and safety checks, windshield surveys, FEMA or USAR searches, evacuations of low lying areas, etc
- A state of emergency will be proclaimed, if applicable.
- Emergency ordinances will be implemented and enforced.
- Resource allocation will occur.
- Mutual aid will be activated.
- Coordination with adjoining jurisdictions will take place.
- Pertinent public information will be released through media outlets.

Recovery Phase

- Debris removal operations will be conducted.
- Reentry will be allowed, as practical.
- Damage assessment will occur.



- Essential services will be restored.
- Restoration of vital facilities such as water and electric will take place.
- Public information will be released pertinent to recovery assistance.
- Emergency housing will be secured for victims.
- Resources arriving from other areas will be staged and deployed.
- The management and distribution of donated goods will be implemented.
- Reconstruction of damaged property will be undertaken.
- Unmet needs will be addressed.
- Temporary shelters will be closed.
- The State of Emergency will be terminated.

State Role and Support

- Requests for State resources will be made through the City EOC, then to the Pitt County Emergency Service Director to the Division of Emergency Management, which will forward requests to the State EOC.
- The NC Division of Emergency Management will provide the following support:
 - On scene response by the Area Coordinator or his designee.
 - Assistance with dissemination of emergency public information.
 - Relay of information from State and Federal agencies.
 - Coordination of State agencies during events.
 - Transmittal and tracking of resource requests.
 - Assistance with planning, training and recovery operations.

Organization Assignment of Responsibilities

As the lead agency/person for this plan, the Emergency Management Coordinator has the responsibility to ensure this plan is effectively implemented. They also have the responsibility to assist each person having a role in the plan to understand his or her assignment and duties.

Administration and Logistics

The Emergency Management Coordinator is the subject matter expert within the city. It is his or her responsibility to administer this plan and provide the necessary resources whether they are from the city or through mutual aid.



DIRECTION AND CONTROL

Lead Agency

Emergency Management Coordinator

Purpose

This annex outlines the direction and control procedures for emergency operations and identifies the personnel, facilities and resources that will be utilized in the coordinated response activities.

Situation

Many hazards exist that have the potential to cause disasters of great magnitude, necessitating the centralization of direction and control in order to conduct effective and efficient emergency operations.

The Emergency Operations Center serves as the central direction and control point for emergency response activities.

The City Emergency Operations Center (EOC) is located at 3375 East Tenth Street, behind Greenville Fire Station # 6. An alternate location for the EOC is at the Public Works Department headquarters, 1500 Beatty Street.

The EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to the EOC in a timely fashion.

Greenville Fire Rescue's Urban Search and Rescue Task Force # 10 has portable, self sustainable structures that could be deployed post-event to operate as an EOC.

Assumptions

Depending upon the magnitude on the event, the City may be asked to send a representative to the Pitt County EOC.

The City of Greenville will act in unison with Pitt County on such issues as proclamations, public information and evacuations.

Concept of Operations

Direction and control of normal day-to-day emergencies of single agency response is performed by the on-scene incident commander (i.e. law enforcement, fire, rescue, EMS). All response and recovery forces will utilize the Incident Command System (ICS) and operate under the principles of the National Incident Management System.

Prior to and after activation of the Emergency Operations Center, requests for regional, state, or federal assistance will be directed to the Pitt County Emergency Services Director.



City-wide direction and control (EOC activation) is desirable in one or more of the following situations:

- The existence of an imminent threat to the safety or health of the public.
- When extensive multi-agency or jurisdiction response and coordination is necessary to resolve or recover from an emergency / disaster.
- When local resources are inadequate or depleted and significant mutual aid resources must be utilized to resolve the emergency / disaster.
- A disaster affects multiple political jurisdictions within the county, which are relying on the same resources to resolve the emergency / disaster.
- Local emergency ordinances are implemented to control the emergency / disaster.

Emergency operations and coordination at all levels of government will be carried out according to existing standard operations procedures.

Organization and Assignment of Responsibilities

Operational readiness of the City EOC is the responsibility of the Emergency Management Coordinator. (see the EOC organizational chart under the EOC annex)

Administrative decisions regarding food, supplies and other incidental needs for the EOC during activation are the responsibility of the EOC Manager/Incident Commander or his designee.

Upon activation of the EOC, the EOC staff will establish communications with the County EOC and / or Communications Center, who will in turn notify the Pitt County Emergency Services Director.

Whenever an EOC is activated, or activation of an EOC appears to be imminent, the Pitt County Emergency Services Director will in turn notify the NC Division of Emergency Management.

Frequent staff reviews / briefings will be conducted.

Administration and Logistics

Personnel reporting to an EOC will operate in their default assignment in the absence of a specific assignment, or in a recognized position within the NIMS structure as assigned by the EOC Manager/Incident Commander.

Control Group

The Control Group will be made up from the command staff and general staff positions within the EOC, with authorized decision-makers of the appropriate department, and/or others as decided by the EOC Manager/Incident Commander. The Mayor may be a part of this group at his/her discretion. This group is responsible for:

- The approval of policies and strategies pertinent to the emergency/disaster operation.



- Leadership and decision making for implementation by Operations, Logistics, Planning, and Finance/Administrative Sections.
- Preparation and release of statements to the general public through the Public Information Officer.
- Maintaining a line of communication with their respective administrators and elected officials utilizing available communications equipment.
- Upon activation, maintaining a presence in the EOC to carry out the direction and control function.
- Maintaining an awareness of actions being taken in response to the emergency situation in cooperation with the Operations Section Chief and the Control Group.
- The EOC Manager/ Emergency Management Coordinator in consultation with the rest of the Control Group will determine the need for additional staffing along the organizational chart and contact those persons and instruct them to report to the EOC.



EMERGENCY OPERATIONS CENTER

Lead Agency

Emergency Management Coordinator

The City of Greenville must have the capability to organize and direct the operations of all available resources in the event of a disaster affecting Greenville. The City of Greenville Emergency Operations Center (EOC) will act as the directing and control facility during major disasters for the assignment of all resources and the coordination and approval of all requests for assistance from other jurisdictions.

Purpose

The purpose is to establish standard techniques for the activation and operation of the City of Greenville Emergency Operations Center.

Concept of Operations

The EOC will be the direction and control center for the City of Greenville. The City Emergency Operations Center (EOC) is located at 3375 East Tenth Street, behind Greenville Fire Station #6. An alternate location for the EOC is at the Public Works Department headquarters, 1500 Beatty Street. If needed, any person with the authority to activate the EOC may designate another location.

This SOG includes organizational and functional procedures necessary to activate and operate the EOC quickly and efficiently, and is applicable to all COG employees who have designated responsibilities during emergency operations of the EOC. This SOG will apply, except when modified, to meet specific conditions and situations as defined by the Emergency Management Coordinator or his authorized representative.

The Emergency Operation Center (EOC) provides necessary space and facilities for the operation of the following functions:

- Command/control and the direction of all emergency operations. An organization chart is found in Annexes section (COG - # [773846](#)).
- Communications and warning.
- Consolidation, analysis and dissemination of damage assessment data for further actions as deemed appropriate, and forwarding of requests for disaster assistance to area, state and national headquarters.
- Issuance of emergency information and instructions to the public during times of emergency, such as opening shelters and providing for other assistance for disaster situations.
- Evacuation / Reentry Orders and Information.
- Allocation of resources.
- Other.



All operations in the EOC will be in accordance with the City of Greenville Emergency Operations Plan. Personnel delegated responsibilities in the plan will be furnished with copies that include the assignment of responsibilities.

Each section or branch will determine its own staffing requirements. However, each agency representative must have the authority to commit their agency's resources. When a staffing assignment is made, consideration should be given to those with personal obligations, such as single parent families, persons with custodial care of elderly parents, homes in evacuation areas, etc.

In order to standardize, two 12 hour shifts have been defined for the EOC teams; DAY shift 0700-1900 (7 A.M. - 7 P.M.), NIGHT shift 1900-0700 (7 P.M. - 7 A.M.). Relief shifts should arrive 30 minutes early so that briefings can be conducted on what has occurred, what decisions have been reached and what problems remain.

Activation

In order to facilitate use of the EOC for a variety of disasters, graded levels of response to varying levels of events have been identified. An event may escalate through the different activation levels sequentially.

LEVEL III - Monitoring Activation

A Monitoring Activation Level III will be implemented whenever the Emergency Management Coordinator receives notice of an incident that may escalate to threaten public safety. During a Level III Activation, the Emergency Management Coordinator will disseminate information to those EOC team members directly affected by the incident.

LEVEL II - Hazard Specific Activation

The Emergency Management Coordinator, Police Chief, Fire Rescue Chief, City Manager, or any of their respective designees such as an Incident Commander may implement a Hazard Specific Activation Level II. Only those impacted by the hazard or involved in the response will be represented at the EOC.

LEVEL I - Full Activation

A Full Activation Level I may be implemented for a major event. All members will be notified. The EOC will be staffed 24 hours a day or "on call" as needed depending on the incident and the phase of the incident. This activation level, in and of itself, does not require that all parties who have predefined roles or duties within the EOC must report to the EOC.

- The EOC will be considered activated when sufficient personnel for operations are present and communication systems are operating.
- Consistent with the National Incident Management System, positions staffed other than the EOC Manager/Incident Commander will be at the discretion of the EOC Manager/Incident Commander.
- The EOC Manager/IC will provide a briefing as soon as possible. Additional briefings will be provided, as necessary.



Warning

Warnings may be received from any source or means. All warnings and alert messages will be verified. Most probable sources are:

- On-the-scene personnel through an Incident Commander
- National Weather Service
- State Warning Point
- NC Division of Emergency Management
- Pitt County Communications Center

Notification

Warning / Alert messages may be relayed to:

- Emergency Management Coordinator
- City Manager
- Police Chief and Fire Rescue Chief

Organization and Assignment of Responsibilities

In the event of a manmade disaster, a natural disaster, or a technological emergency affecting the City of Greenville, the City Manager, the Emergency Management Coordinator, the Fire Rescue Chief, the Police Chief, or any of their designees may activate the EOC.

Alerting Procedures

Upon receipt of a valid warning message, the Emergency Management Coordinator or his designee, will:

- Open the EOC if needed.
- Notify the required agencies of the emergency / disaster and request their attendance at the EOC.
- Notify Pitt County Emergency Management of the initial evaluation of the situation and the activation of the EOC.

Staffing

Departments are responsible for providing trained, adequate staffing, in a timely manner.

Composition of the EOC Staff

Level III and / or Level II Activation

EOC staff composition as directed by the EOC Manager/IC.



Level I Activation

The following representatives will report to the EOC unless otherwise assigned:

- Law Enforcement
- Fire Rescue
- Public Information
- Community Development
- City Manager's Office
- Financial Services
- Public Works
- Information Technologies

Personal Needs

Each EOC Team Member should bring the following personal items with them:

- Identification/EOC Access Card.
- Change(s) of clothing
- Personal hygiene supplies (toothbrush, toothpaste, soap, washcloth, towel and other personal needs)
- Prescription medications
- Food for special diets
- Snacks
- Sleeping bag / blanket, pillow
- Other personal supplies

Although shifts will be scheduled and most team members will go home for their off duty time, it is possible that team members may be stranded at the EOC for an extended period of time due to weather or road conditions. The EOC does not have dormitories for team members. However, a quiet place will be provided where EOC team members can sleep if they are on extended shifts or stranded. Cots will be provided, if possible.

Where possible, meals will be provided, as needed for those who can't break away from their worksite, in the EOC. However, team members are encouraged to bring snack foods from home.

The EOC is a non-smoking area.



There are no plans for adjacent shelter space for families of members working in the EOC. Please refer to the Emergency Personnel Family Preparedness section for further information.

Communications

There will be many events, situations and communication links occurring simultaneously during EOC activation. As a general guide, any communication, event, action or decision that may impact life, safety, or incur an expense, should be documented.

The EOC will operate under the Incident Command System (ICS), utilizing the principals of the National Incident Management System. This will include at a minimum the following staff positions:

- EOC Manager/Incident Command
- Operations Section
- Logistics Section
- Planning Section
- Finance Section

ICS forms will be utilized in the EOC:

- ICS forms must be filled out properly before resource requests are approved. ICS forms will be used to monitor operations, track resources, brief relief shifts, and to maintain a record for the Incident Log.

Special Briefings

If an agency has information that needs to be distributed to the entire EOC team immediately, an agency member should contact the Incident Commander and make him aware of the information. It will be the Incident Commander's decision to have the information announced immediately or at the next briefing. All incoming information must be documented on a General Message Form by the Support Agency getting the information and included in the Incident Log.

Status Boards – Displays – Logs – Books – Maps

Incident Log

- An Incident Log will be maintained. As each page of the Incident Log is completed, it will be printed.

Key Events / Message Board

- The EOC's major purpose is accumulating and sharing information to ensure coordination. A bulletin board will be used to list major events/problems that need to be shared immediately or may need to be referenced later.

Maps of Greenville and surrounding jurisdictions will be available for use in the EOC. Street directories will be available.



Situation Reports

Briefings will be held during EOC activation as needed. The purpose of the briefing is for all members of the EOC team to be updated on the current situation. The EOC manager/IC will begin the briefings and then each section will provide an update of their activities. Notes will be taken during the briefing and coordinated for preparation of a Situation Report; the Planning Section representative in the EOC will do this. The Situation Report will be typed and then initialed by the Incident Commander. The Situation Report will then be disseminated to all sections plus county, state, and federal liaisons.

The Public Information Officer will be supplied with these Situation Reports for possible use in briefing the media.

Public Information

Any agency that needs to issue a press release directing actions by the public or describing their agency's actions must work through the Public Information Office (PIO). They may either write the message internally or work with the PIO to write the message. Unless authority is delegated, the EOC Manager/IC or his designee must approve all news releases before release. Please refer to the Public Information functional annex for more on this subject.

Communications

Telephone

- Telephone numbers used by each agency in the EOC are attached.

Support Agency Radio

- Each agency will communicate with their personnel through their normal radio systems. Each agency should ensure they have extra batteries, chargers, etc. with them at the EOC.

Amateur Radio

- The Amateur Radio provides amateur radio communications between the EOC, public shelter, NC Division of Emergency Management, neighboring counties and other key locations as needed. The Pitt County Emergency Services Office has a list of amateur radio operators who have signed up to perform this duty when requested to do so.

Facsimile

- The EOC has access to two facsimile (FAX) machines. Other facsimile machines may be brought in from various agencies as needed.

Computers

- The EOC has access to two computers with e-mail capabilities and other computers can be made available if needed. Staff



members assigned to the EOC are encouraged to bring any laptop computers they may have access to with them.

Transportation

The individual is responsible for his / her own transportation to the EOC. However, should extreme conditions prevent utilization of normal mode of transportation; the individual will notify the EOC and request assistance.

Security

The EOC is located in a secured area and individuals will not be allowed entrance except by authorization from the IC, or his designee. All traffic will be kept to a minimum and all individuals entering the EOC area are expected to sign in and out.

News Media

The news media will **not** be allowed in the EOC, except when authorized by the IC, and then only when accompanied by the PIO. There will be a room designated for news conferences and this will be coordinated by the PIO.

Deactivation

The EOC will be deactivated by the IC when there is no longer need for centralized control of an incident. The demobilization process and checklists will guide this process.

Forms Used in the EOC

Check-In EOC - ICS 211

This form is used to keep up with the people coming in and out of the EOC. You will sign in when coming in the EOC and sign out when leaving.

General Message Form - ICS 213

This form will be used to record incoming information.

Incident Log - ICS 214

This log is used to record all the incidents that are reported while the EOC is in operation.

Incident Objectives - ICS 202

This form is used as a guideline for each shift to write the objectives of the disaster each shift.



Medical Plan – ICS 206

This form will be used if a medical plan is needed for the emergency.

Organization Assignment List – ICS 203

This form is used to show how the anchorage of the different agencies is involved in the emergency.

Resource Request Log – ICS 215

This log will be used to record all resource requests and the task number assigned to each request.

Administration and Logistics

It is the responsibility of the Emergency Management Coordinator or his designee to provide security, organization, and resources for the Emergency Operations Center.



Emergency Operations Center

Access Card Holders

Pitt County-	Emergency Management Director Fire Marshall EMS Coordinator
City of Greenville-	Mayor Mayor Pro-Tem
City Attorney's Office-	City Attorney Assistant City Attorney
City Clerk's Office-	City Clerk Deputy City Clerk
City Manager's Office-	City Manager Assistant City Manager Public Information Officer
Financial Services-	Director Financial Services Manager Purchasing Manager
Fire/Rescue-	Chief Deputy Chief Battalion Chiefs (5) EMS Manager Administrative Assistant
Information Technology-	Director Infrastructure Manager Applications Development Manager
Human Resources-	Director Manager Risk Administrator
Community Development-	Director Chief Building Inspector Chief Planner
Police-	Chief



Major
Captains (4)

Public Works-

Director
City Engineer
Operations Manager
Public Works Coordinator
Chief Building Inspector

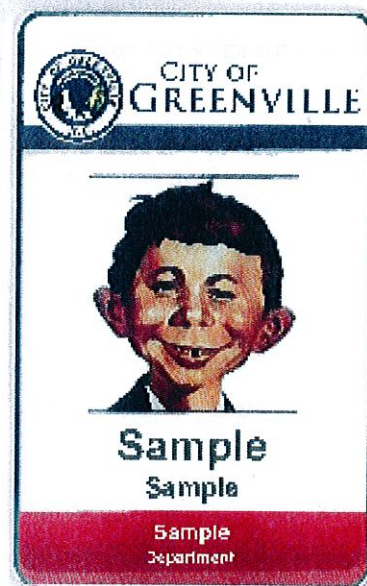
Recreation & Parks-

Director
Superintendent of Recreation
Superintendent of Parks

East Carolina University-

Environmental Health and Safety Director
Environment Health and Safety Assistant Director
Environmental Manager

Effective August 1, 2008, the City of Greenville staff will use their regular city ID card to indicate access rights to the EOC. Those with pre-defined EOC access will have a 3/8 inch red stripe across the bottom of the card to indicate EOC access.



Documents for inclusion on portable storage for EOC:

Proclamation of a State of Emergency

- Prior to a hurricane is document # [185813](#), Form Needs to be Updated
- After a hurricane passes is document # [185815](#), Form Needs to be Updated
- Proclamation of the Termination of a State of Emergency
- Document # [905922](#)
Proclamation Amending Restrictions Imposed During a State of Emergency by Ordering the Evacuation of Certain Areas
- Document # [905914](#)
Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Period of Effectiveness of the State of Emergency
- Document # [185824](#) Form Needs to be Updated
Proclamation Amending Restrictions Imposed During a State of Emergency by Extending the Hours of Curfew
- Document # [905933](#)
Protocol for activating The Pitt County Automatic List Enabled Reactive Telephone (ALERT) System (Reverse 911)
- Document # [978847](#)
Activation Form for The Pitt County Automatic List Enabled Reactive Telephone (ALERT) System (Reverse 911)
- Document # [978849](#)

Model Ordinance for Price Gouging (Pitt County Ordinance as an example)

NC Statewide Mutual Aid Agreement

- Agreement – Document # [978216](#)
- Signatories – Document # [978573](#)

Pitt County Mutual Aid for Fire Rescue

- Document Pitt County Mutual Aid ([Pitt County Unable To Provide Document](#))

Greenville Police Department Mutual Aid Agreement

- Document # [824410](#)

Greenville City Code, Title 5 Public Safety

- Document # [978749](#)

Ordinances and Resolutions

#285 – An Ordinance Authorizing the Mayor of the City of Greenville, North Carolina to proclaim the Existence of a State of Emergency and Impose a Curfew During the Same.

- Document # [9763](#)



#1454 - An Ordinance To Adopt The Emergency Management Plan Of The City Of Greenville

- Document # [3844](#)

#1455 - An Ordinance Authorizing The Mayor To Proclaim Restrictions In Response To The Needs Of An Emergency

- Document # [3845](#)

#99-146, An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

- Document # [65627](#)

#02-05 - An Ordinance Amending Article B Of Chapter 3 Of Title 5 Of The Greenville City Code By Rewriting The Provisions Relating To States Of Emergency

- Document # [117097](#)

#05-82 A Resolution Adopting The National Incident Management System

- Document # [599424](#)

County

Pitt County Emergency Ordinance

- Document # [642544](#)

State

North Carolina General Statute 166-A entitled the North Carolina Emergency Management Act

- Document # [644067](#)

N C Governor's Executive Order 43, 48, 49, 50, 73

- Document # [642543](#)

Federal

Civil Defense Act of 1950, Public Law 81-920

- Document # [642540](#)

Robert T. Stafford Disaster Relief and Emergency Assistance Act

- Document # [642539](#)

Emergency Planning and Community Right-to-Know Act (SARA Title III)

- Document # [642541](#)

OSHA 1910.120

- Document # [642537](#)

FAA Authority (FAR) to close airspace over disaster areas

- Document # [642536](#)



HSPD – Homeland Security Presidential Directive #5

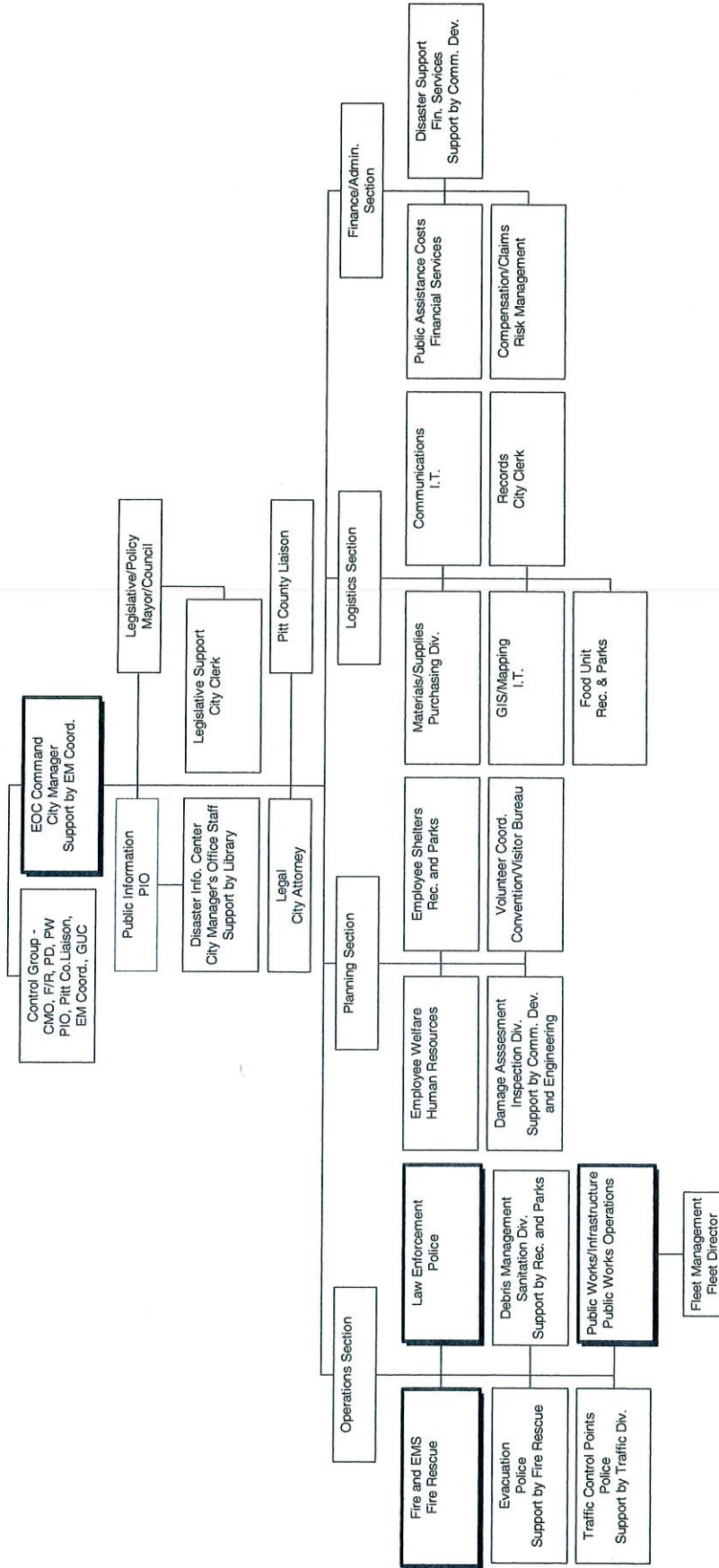
- Document # [642536](#)

HSPD – Homeland Security Presidential Directive #8

- Document # [644078](#)



Greenville EOC Organization



#978862 V1

1. Boxes in bold lines are primary EOC positions and would be staffed in ANY level of EOC activation
2. Boxes in other than bold lines would be staffed based upon the significance and type of incident
3. Department/Division showed immediately under the function would be the lead department with staff support provided by the department shown as the Support Department/Division



ASSIGNMENT OF RESPONSIBILITIES

Lead Agency
City Council

Purpose

This section tasks departments within the City of Greenville with emergency functions in addition to their routine duties. Each department is responsible for developing and maintaining their own emergency Standard Operating Procedures (SOPs). Specific responsibilities are outlined below under the section entitled "Assignment of Individual Responsibilities". Responsibilities for certain organizations, which are not a part of local government, may be included at a later date.

Concept of Operations

Day-to-day organization of city government differs from the functional organization of the EOC. While normal lines of authority within the city or within an agency do not change, it is necessary to organize activities within the EOC in a way that maximizes operational expediency, decision-making, and information sharing. This is necessary due to the time critical tasks required for emergency response.

When the City declares a State of Emergency, lines of control related to emergency operations are organized along task-oriented lines, rather than the normal departmental structure governments use to accomplish long-term goals or to support everyday services.

When agencies send representatives to lead the functional branches or to support EOC operations, it is critical that those representatives have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delayed decisions can lead to serious consequences within the increased tempo of the EOC environment.

Organization and Assignment of Responsibilities

Control Group

The City of Greenville Emergency Control Group consists of the following members, or their designees, as identified in the line of succession:

- City Manager
- Fire-Rescue Chief
- Police Chief



- Public Works Director
- Liaison to Pitt County (where practical)
- Liaison to Greenville Utilities (where practical)
- Liaison to East Carolina University (where practical)

Assignment of Individual Responsibilities

Mayor or Designee

Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.

Declare and / or rescind a State of Emergency for the City of Greenville.

Implement other measures, as necessary, to provide for the protection of life and property, including orders for evacuation and reentry.

Coordinate emergency response actions with the elected representatives of adjoining jurisdictions and Pitt County.

Inform other members of the City Council of the Control Group activities and of any emergency activities, as appropriate.

City Council

Implement necessary legislative measures to provide for the protection of life and property.

Coordinate emergency response actions with elected officials of adjoining jurisdictions.

Support the emergency management initiatives in the development of periodic exercises and tests of the emergency systems.

City Manager

Implement the Emergency Operations Plan under the authority of the Mayor and City Council and adhere to the City personnel policy.

Serve as a member of the EOC Control Group.

Direct city agencies to develop and continually maintain and update emergency plans and Standard Operating Procedures (SOPs) to mitigate, prepare for and respond to emergencies. (e.g. Departmental SOP's; Continuity of Operations Plans, etc.). Conduct periodic departmental emergency preparedness reviews. Manage corrective action plans to deal with identified gaps or deficiencies.

Support the Emergency Management Coordinator in the development of periodic exercises and test of the emergency systems.

Authorize the release of emergency public information statements.



Coordinate emergency response actions with Managers and / or Administrators from adjoining jurisdictions.

Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.

See that records of damage, shelter openings, census of shelters and number of injured or dead are maintained.

Public Works Director

Develop and maintain the checklist for the Public Works function.

Assist in the development, review and maintenance of the EOP.

Respond to the EOC or the field, as needed.

Maintain a listing of Public Works assets and resources.

Serve as a liaison between municipal public works and the City.

Coordinate the assignment of Public Works resources.

Provide information on water, sewerage, road construction and repair, engineering, building inspection and maintenance.

Advise elected officials and the EMC about Public Works and Engineering activities.

Fire-Rescue Chief

Execute the City of Greenville Emergency Operations Plan.

Develop and maintain Standard Operating Procedures for emergency service operations during emergency and disaster situations.

Perform assigned duties according to state statutes and local ordinances.

Develop plans in accordance with Federal and State guidelines.

Coordinate emergency operations within the jurisdiction.

Seek Hazard Mitigation Grants.

Provide for delivery of programs to properly train the emergency services organization.

Maintain a current list of available local resources.

Coordinate the procurement of resources requested by departments and direct aid to areas where needed.

Coordinate with private industry for use of privately-owned resources.



Request additional resources through the Pitt County Division of Emergency Management in those cases where municipal resources cannot meet resource or recovery requirements.

Coordinate exercises and tests of the emergency systems within the jurisdiction.

Serve as a member of the EOC Control Group.

Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.

Assume the role of the Emergency Operations Center Operations Officer or EOC Manager.

Maintain contact with Pitt County Division of Emergency Management during emergency situations.

Coordinate emergency response actions with the Emergency Management Coordinators in adjoining jurisdictions.

Serve as principal liaison and advisor for emergency operations during an emergency / disaster.

Maintain operational readiness of the City Emergency Operations Center.

Conduct a hazard analysis to determine potential evacuation routes.

Identify and arrange alternate shelter locations.

Police Chief

Develop and maintain Standard Operating Procedures for departmental disaster operations in support of the City Emergency Operations Plan.

Be aware of local traffic control points for regional evacuations affecting the municipality.

Serve as a member of the EOC Control Group.

Identify local emergency evacuation routes from high hazard areas.

Anticipate resources needed to support local law enforcement activity during emergencies and plan for timely resource requests.

Assist in notification and warning of the general public, primarily in their respective jurisdiction.

Provide security of homes, businesses and property in damaged areas.

Assist with initial impact assessment.

Inform families on the status of individuals injured or missing due to an emergency / disaster.



Assist with reentry of evacuees into damaged areas primarily in their respective jurisdiction.

Public Information Officer (PIO)

Develop and maintain Standard Operating Procedures for public information operations during emergency and disaster operations, including a directory of media outlets.

Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.

Coordinate all media releases during an emergency situation.

Correct inaccurate information when encountered through regular media updates.

Provide emergency instructions and direct information for the public at the time of the disaster or emergency.

Develop media advisories for the public.

Function as a designated spokesperson for the City of Greenville and the Control Group during emergencies.

Serve in the City EOC during time of emergency activation.

Clear information with the Incident Commander, Chief Executive or EOC Manager before releasing any information to the media, unless otherwise directed.

Ensure that all sources of information being received are authenticated and verified for accuracy.

Coordinate with the Pitt County Public Information Officer.

Emergency Medical Services Manager

Develop and maintain Standard Operating Procedures for emergency medical services activities during emergency and disaster situations.

Plan for coordination of emergency medical services activities during disasters.

Identify equipment and manpower limitations and maintain mutual aid agreements for the procurement of needed resources during emergency and disaster events.

Coordinate with area hospitals concerning receipt of mass casualties during emergency and disaster events.

Fire Rescue Department

Assist law enforcement with warning and notifying the affected population of an existing or impending emergency.

Support rescue operations.



Direct and control hazardous materials incidents.

Survey facilities in the appropriate district for hazards.

Support N. C. Forestry Service in the control and extinguishment of wild land and forest fires.

Provide fire protection for shelters (not in a stand-by mode).

Conduct fire inspections during recovery operations.

Assist in search and rescue operations during emergency / disaster situations.

Identify equipment and manpower limitations and maintain mutual aid agreements for the procurement of needed resources during emergency and disaster events.

Assist with debris removal.

Assist with initial impact assessment.

Finance Officer/Director

Develop and maintain Standard Operating Procedures for emergency financial record keeping during emergencies / disasters.

Assist with the documentation of disaster damage.

Provide budget information in support of the Governor's request for a Presidential Declaration of Disaster.

Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses.

Assist in the management of post-disaster donated funds (may include generation of receipts/acknowledgements of donations to private citizens and businesses).

Assist the City Manager in documentation of disaster activities and costs.

Assist the PIO with staffing the phone banks for rumor control and information to the public.

Chief Information Officer (Information Technologies)

Develop and maintain Standard Operating Procedures for the management of city data processing during emergencies / disasters.

Provide support personnel for technical assistance with computer equipment, telephone and Information Systems during emergency / disaster activations. Provide personnel to assist the PIO officer with phone banks.

Provide for the protection of computerized vital records during emergencies / disasters.



Coordinate with the Emergency Services Director in the collection, review and update of information needed for emergency response.

Plan for auxiliary power and system redundancy.

Amateur Radio Coordinator

Develop and maintain a list of amateur radio resources that may be used during an emergency / disaster and provide a list to the City of Greenville Emergency Management Coordinator and the Pitt County Emergency Services Director.

Transmit and receive emergency traffic, as necessary, during emergencies / disasters.

Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.

Maintain a message log for all emergency traffic.

Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.

Report communications transmissions to the Operations Officer.

Human Resources Director

Establish a point of contact for city employees and their families. Coordinate with the City Public Information Officer.

Provide assistance to city employees and their families with needs they might have as a result of the emergency. Assist them with reentering any area they might have evacuated from.

Coordinate with the Pitt County Mental Health Department, and others, regarding the need to establish a Family Assistance Center following an emergency / disaster resulting in a mass fatality affecting city employees.

City Attorney

Prepares proclamations, emergency ordinances and other legal documents.

Advises the EOC Manager and Policy/Administration Group on legality and/or legal implications of contemplated emergency actions and/or policies.

Develops rules, regulations and laws required for acquisition and/or control of critical resources.

Functions as a liaison with state and municipal legal officials.



Administration and Logistics

It is the responsibility of each individual to stay up to date on his or her duties. Individuals may be tasked with additional duties as the need arises. Those additional duties may come from the Emergency Operations Center Manager or the Control Group. Questions regarding an individual's responsibilities may be directed to the Emergency Management Coordinator.



COMMUNICATIONS, NOTIFICATIONS AND WARNINGS

Lead Agency

Emergency Management Coordinator

Purpose

This section describes the City of Greenville and Pitt County's emergency communication / notification and warning system.

Situation

Pitt County operates a 911 Central Communications Center located in the Pitt County Office Building at 1717 West 5th Street, Greenville. The center operates 24 hours a day and serves as the County Warning Point, 911 Public Safety Answering Point (PSAP), and the dispatching entity for all fire rescue assets within the county.

The City of Greenville operates the Police Department Dispatching Center within the Police/Fire-Rescue facility located at 500 South Greene Street.

Notification of an emergency to the dispatcher can come from a variety of sources.

The County 911 Communications Center is often the first point of contact for the general public, with a significant number also calling the City of Greenville main number, along with the Greenville Police Department's non-emergency number and City of Greenville general numbers.

County emergency communications are heavily dependent on the commercial telephone network.

Remote radio units from each of the emergency services can be located in the primary EOC.

Special needs groups and people in group quarters or schools may require special warning and / or notification.

Pitt County Emergency Services has the capability to use the Emergency Alert System to deliver warnings to the public through radio and television. Both the City and the county can use the cable television Emergency Alert System.

Current laws require a facility coordinator to report the release of an extremely hazardous substance to the Local Emergency Planning Committee (LEPC) through the 911 Communications Center.

Assumptions

Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

The occurrences of emergencies/disasters could disrupt both the City's and the County's Communications systems. Damage to communications towers could hamper communications or the ability to page emergency personnel.



The commercial telephone system serving all of Pitt County is vulnerable to the effects of emergencies/disasters and to possible system overload due to increased usage.

Commercial electric power may be shut off or lost during significant emergencies, necessitating the use of auxiliary power.

The National Weather Service will issue weather watches and/or warnings directly to the public and the 911 Communications Center.

It is possible to lose normal communications for extended periods of time.

The ability to repair damage to both the City and County Communications system is contingent upon the availability of private commercial repair technicians.

Interoperability -

Interoperable communications capabilities are not in place between all agencies. State assistance may be needed to procure supplemental communications equipment or to locate available repair technicians following a major disaster. The lack of interoperable communications between jurisdictions will be problematic.

Both Pitt County and Greenville Fire Rescue possess an ACU1000 unit that allows radios of very different frequency bands to become interoperable. There are some delays in the implementation of the ACU1000 for events of sudden onset.

Both Greenville Fire/Rescue and Greenville Police have communication capabilities with the Pitt Sheriff's Office, Pitt County Emergency Management, and the NC Highway Patrol through the use of the State's VIPER system. With very minor exception, Greenville Fire/Rescue does not have direct communications capabilities with other fire/rescue providers within the county or with most law enforcement agencies with the exception of the City of Greenville Police.

Concept of Operations

General

The County Warning Point / 911 Communications Center will initiate notification and warning of appropriate personnel. Telephone, cellular telephones, radio communications, or pagers may be utilized to notify public officials, EOC staff, emergency personnel and others as required. Notifications will follow established procedures as outlined in this plan.

Emergency service vehicles equipped with public address systems will be used to warn the general public.

Emergency communications Standard Operating Procedures will be implemented.

Backup capabilities will be activated as necessary and as available.

Emergency warning may originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:

- Local Commercial Radio and TV Stations
- NOAA Weather Radio (National Weather Service)



- Sirens, Horns, Mobile PA Systems
- Telephone
- General broadcast over the Emergency Alerting System
- Newspapers
- Cable television Emergency Alert System

Field emergency service personnel will utilize the city's communications networks to communicate with the EOC.

Amateur Radio volunteers will augment primary communications.

Specific

Telephone Service

- Commercial telephone repair and restoration will be provided by CenturyLink Telephone Company.
- Mobile phones will be used to supplement the Communications systems in the County.
- CenturyLink will be furnished with a restoration priority list of telephone service prior to and / or following a major disaster. The Emergency Management Coordinator is responsible for maintenance of this list.
- During emergencies, personnel will staff information telephones in the EOC to respond to questions from the general public.

Two-Way Radio Systems

- The City's Communications System is designated as the principal system to be used for direction and control activities. Principal users are as follows:
- Law Enforcement – Greenville Police
- Fire / Rescue – Greenville Fire Rescue
- Emergency Medical Service – Greenville Fire / Rescue
- Public Works – Greenville Public Works

Emergency Alert System (EAS)

In the event of a natural disaster or technological emergency affecting the City of Greenville, the City Manager, the Emergency Management Coordinator, the Fire Rescue Chief, the Police Chief, or any of their designees may authorize use of the EAS system.

The Pitt County Automatic List Enabled Reactive Telephone (ALERT) System, often referred to as Reverse 911, is an option that can be utilized. The protocols and details for its use can be found as document [#978847](#) and the activation form can be found as document [#978849](#).



Radio Emergency Alert System

Pitt County will utilize radio station WDLX-FM 93.3 as the Common Program Control Station (CPCS).

Cable Television Emergency Alert System

Cable television operators in Greenville are required to provide an emergency override mechanism for their cable systems. The emergency override, or Emergency Alert System (EAS), is a drastic method, to be used judiciously in situations where immediate action is necessary to preserve life, property or the public welfare.

The EAS will be tested annually. Tests of the EAS will be conducted in cooperation with the cable operator and with other municipal officers as are deemed appropriate by the Emergency Management Coordinator.

Tests of the EAS will be conducted between midnight and 6:00 a.m. to ensure the lowest impact on cable subscribers.

The protocols and activation details for this can be found as document #981718.

Organization and Assignment of Responsibilities

It is the responsibility of all parties whom receive notifications and warnings to report them to the Emergency Operations Center. That information will then be disseminated to the appropriate person(s) or the public.

It is also the responsibility of the Emergency Management Coordinator or his designee to ensure that warnings are relayed to the public and emergency response personnel in a timely manner.

Administration and Logistics

The Emergency Management Coordinator or his designee will administer proper communications, notifications, and warnings.



PUBLIC INFORMATION

Lead Agency

City Manager's Office

Purpose

This section describes the process for staffing, operating and maintaining a public information system for emergency/disaster use.

Situation

The broadcast and print media will be relied upon to assist in the dissemination of public information to the general public.

Greenville may receive extensive media coverage during emergencies/disasters.

There is a group of non-English speaking people in the region, primarily Spanish-speaking.

East Carolina University, its School of Medicine and local industries attract people to the City from many areas. Public information is necessary to inform people in the event of a disaster.

The National Weather Service office in Newport, NC is responsible for the issuance of official weather-related advisories, bulletins, special weather statements and warnings.

In the event of a natural disaster, manmade disaster, or technological emergency affecting the City of Greenville, the City Manager, the Emergency Management Coordinator, the Fire Rescue Chief, the Police Chief, or any of their designees may authorize use of the EAS system.

Both the City of Greenville and Pitt County employ a full-time Public Information Officer.

Assumptions

Demands for information may be very heavy; therefore, sufficient numbers of trained staff will be provided to respond to questions from the public.

Special interest groups may disagree with official public information.

The public may accept rumors, hearsay and half-truths as valid information that may cause fear and confusion.

Local print and broadcast media will cooperate in printing and broadcasting detailed disaster-related instructions to the public.

Emergencies and disasters that impact the region may be of interest to media sources beyond the region.

Inquiries will be received regarding the status of family members and missing or injured persons.



The 911 system will be extensively misused as citizens attempt to obtain information. This will result in longer hold times than normal.

Citizens will not be deterred in their efforts to seek information and will continue to call someone until they get answers.

The dependence upon electronic media and web-based information will be an ever growing challenge. Unless the entire infrastructure is out, both local folks and concerned families will be looking to the city web-site for answers.

Concept of Operations

General

Information being released to the general public and media will go through the Public Information Officer.

Ongoing public education programs will be conducted to increase public awareness in the following:

- Potential hazards
- Family preparedness
- Shelter locations
- Flood prone areas
- Evacuation routes
- Necessary action to be taken by the public
- Emergency Services function
- How/where to get official information in a disaster

The National Weather Service will issue weather watches or warnings directly to Pitt County Communications, Greenville Police Department Communications, and to the media for public release. Pitt County will confirm warnings with school officials. Communications will broadcast all weather information on two-way radio channels.

During emergencies/disasters, EOC decisions and general information advisories are prepared on a timely basis and released to the media and the general public.

Action will be taken to correct identified errors in information released by the media or rumors about the emergency situation.

Hard copy news releases will be disseminated by facsimile and/or email whenever possible to the media and appropriate government or agency officials.

The magnitude of the disaster may require innovative means of communications to inform the public, for example: aircraft banners, balloons and billboards.

All news releases will be cleared through the EOC Manager / IC and Public Information Officer before being released to the media and the public.



Specific Actions

There may be a special phone number established for questions concerning the status of individuals missing due to an emergency/disaster. No detailed information concerning the loss of life will be released until the next of kin is notified.

Schedule and location for news conferences will be announced.

Public Information contact numbers will be provided as soon as practical.

A Disaster Information Center (DIC) may be established by the City of Greenville. When activated, the DIC will be established near the EOC by the PIO to receive inquiries from the public and provide timely public information. The default location for this activity will be an office or conference room at the City of Greenville EOC. The DIC will be provided with the best available current information concerning the event. The DIC will be staffed by the City Manager's Office with support by Library Staff.

CABLE TELEVISION EMERGENCY ALERT POLICY AND PROCEDURES

Policy Statement

Cable television operators in Greenville are required to provide an emergency override mechanism for their cable systems. The emergency override, or Emergency Alert System (EAS), is a drastic method, to be used judiciously in situations where immediate action is necessary to preserve life, property or the public welfare.

Testing

The EAS will be tested annually by the Public Information Officer.

Tests of the EAS will be conducted in cooperation with the cable operator and with other municipal officers as are deemed appropriate by the Emergency Management Coordinator.

Tests of the EAS will be conducted between midnight and 6:00 a.m. to ensure the lowest impact on cable subscribers.

Activation

The following will have access to the telephone number and privacy codes:

- County Emergency Services Director
- County Emergency Services Deputy Director
- County Manager
- Assistant County Manager
- County Public Information Officer
- Greenville Fire Rescue Chief
- Greenville Police Chief
- Greenville PIO

If the system is activated, the City EOC Manager/IC will see that the City Manager or Assistant City Manager is notified, in addition to the Pitt County Emergency Management Director, or his designee.



The City Public Information Officer will activate the system only upon request by the Fire Rescue Chief, or Police Chief. In their absence, an Incident Commander in the field or the EOC may request such.

Records

A record will be kept of all EAS tests and activation. The record will indicate the date and time of activation, the name of the person activating the system and the nature of the message.

Organization and Assignment of Responsibilities

The Public Information Officer is the leader of this section but always acts in consultation with the Control Group before releasing any information to the public.

Administration and Logistics

The Public Information Officer will administer this portion of the plan.

The telephone forwarding plan used for the establishment of the Disaster Information Center is in Appendix A.



TRANSPORTATION, EVACUATION, AND REENTRY

Lead Agency

Police Department

Purpose

This section provides for coordinated transportation, evacuation and reentry of the population, when necessary, during emergencies.

Situation

A hazard analysis and vulnerability assessment has been completed which identifies the types of threats and the areas most vulnerable to specific threats.

Efforts are made by Pitt County to identify special evacuation problems, such as non-English speaking populations and potential areas of population isolation.

An attempt has been made by the Pitt County Department of Social Services and the Health Department to identify special needs populations, which may have special evacuation requirements.

Greenville emergency personnel have not experienced a general evacuation; thus experience in evacuation and reentry procedures is limited.

Evacuation from coastal counties often results in travel into or through Pitt County and Greenville by evacuees.

There is limited commercial public transportation serving the area.

Neither the City of Greenville, nor Pitt County issues or utilizes formal reentry permits since the need for reentry is so infrequent.

Decisions on reentry into damaged or isolated areas will be made by the City of Greenville Control Group.

Students attending ECU will not always possess a driver's license to show residency.

Assumptions

Emergency situations may require evacuation of all or part of the County. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, bomb threat or other incident.

Sufficient warning time will normally be available to evacuate the threatened population.

Traffic control resources will be in place prior to the public release of an evacuation order.

Evacuation and reentry information will be made available to the public by all available means.

If there is a significant threat, some residents will evacuate prior to being advised to do so by public officials.



Many evacuees will seek shelter with relatives or friends rather than accept public shelter.

Some residents may refuse to evacuate regardless of warnings.

Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

Evacuations should be completed during daylight hours, wherever possible.

Large-scale evacuations from oceanfront counties or contiguous counties could impact Pitt County.

Effective traffic control points will facilitate orderly evacuation and reentry into isolated or evacuated areas.

Debris or damage to the roadway could hamper reentry.

The availability of bus support from East Carolina University may be variable depending upon the time of day, day of the week, time of year.

Concept of Operations

General

The responsibility for ordering a countywide evacuation or reentry rests with the Chairman of the County Commissioners or his designee.

If a single municipality is to be evacuated, the Mayor or designee will issue the order, but in all events, it will be coordinated with the Pitt County Emergency Services. If the evacuation or reentry involves multiple jurisdictions, or an area outside of a municipality, the order will be issued at the County level by the Chairman of the County Commissioners or his/her designee.

Public information concerning decisions on evacuation or reentry orders will be released by the PIO through all available media.

The incident commander at the scene of an emergency has the designated authority to order an evacuation of the area specific to the incident.

Regional coordination of traffic control, shelter / mass care and public information will enhance the total evacuation and reentry process. The NC Division of Emergency Management will monitor regional evacuation activities, and coordinate these activities.

Law enforcement, with support from Public Works, will implement traffic control for evacuation and reentry.

Specific

Evacuation

- Traffic control points to support evacuation have been pre-determined.



- The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
- Access to defined evacuation areas will be denied to non-essential personnel once an evacuation order has been issued.
- Vehicles experiencing mechanical problems during the evacuation will be moved off the roads by necessary means as authorized by law enforcement officials.
- Law enforcement officers and other city resources will assist stranded motorists in reaching a location for best available shelter.
- Schools will develop evacuation procedures. Designated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop and file with Pitt County Emergency Services procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
- Designated special needs shelters will be opened to accommodate that population; specialized means of transportation will be needed to accomplish movement of people to shelter. Due to the limited numbers of specialized vehicles available for transport, evacuation of the special needs population by Pitt County will be initiated in advance of a general evacuation.
- Populations lacking transportation to a shelter will be assisted by the most appropriate means of transportation available, including law enforcement vehicles, school buses, emergency vehicles, church buses and privately-owned vehicles.
- Designated special needs shelters will be opened to accommodate that population; specialized means of transportation will be needed to accomplish movement of people to shelter. Due to the limited numbers of specialized vehicles available for transport, evacuation of the special needs population by Pitt County will be initiated in advance of a general evacuation.

Reentry

- The decision to allow reentry to any evacuated/restricted areas will be with the consent of the Incident Commander and the Mayor or his designee, based on considerations of public safety and security.
- Evacuated emergency service equipment and personnel will reenter prior to the reentry of the public.
- The Control Group will establish the order for the reentry of the public.
- Sections of Pitt County and Greenville may remain isolated or closed to the public even after reentry begins.



- Staging areas for unassigned incoming resources will be established. Unless otherwise previously assigned a particular mission, all incoming relief resources and personnel reporting to Pitt County will be routed to one of the following staging areas:
 - Pitt County School Bus Garage
 - Pitt County Office Park
 - Pitt County Office Building
- Privately owned sites for forward staging throughout the County will be negotiated and utilized, as needs dictate.
- Certain regional staging areas will be utilized as mobilization points to receive and organize emergency relief personnel and equipment.
- Disputes may exist during reentry due to the lack of documentation, outside resources that are unfamiliar with the local area and boundaries, and the unreliable data on driver's licenses that use mailing addresses.

Transportation

- Populations lacking transportation to a shelter will be assisted by the most appropriate means of transportation available, including law enforcement vehicles, school buses, emergency vehicles, church buses and privately-owned vehicles.

Organization and Assignment of Responsibilities

The responsibility for ordering a countywide evacuation and ensuring the proper transportation of citizens or reentry rests with the Chairman of the County Commissioners or his designee.

The Mayor can order a citywide evacuation.

Once the decision for evacuation or reentry has been made, the order shall flow from the Control Group in the EOC to the on-scene personnel and through the Public Information Officer to disseminate to the media and general public.

It shall be the responsibility of the Police, Fire-Rescue, and Public Works departments to assist and coordinate all evacuations and reentries.

Administration and Logistics

The Police Department has the responsibility to implement decisions regarding transportation, evacuation, and reentry.



FIREFIGHTING / HAZARDOUS MATERIALS

Lead Agency

Fire/Rescue Department

Purpose

This section provides for the coordination of fire, rescue, and hazardous materials activities to ensure the safety of life and property during emergency situations.

Situation

The City of Greenville is the only career department in the County, and serves only the City of Greenville with six stations, but will assist in the County when requested.

The N.C. Division of Forest Resources is the lead agency for forest and wildland fire control in Pitt County. Pitt County is in the D-4 District, which maintains an office in New Bern.

Residential development in wooded areas, known as urban interface, has increased the hazard posed by forest fires.

All fire departments rely on the Pitt County 911 communications system for primary dispatching and communications.

Mutual aid agreements exist among fire departments within Pitt County; some agreements exist with departments in neighboring counties, and many, including Greenville Fire Rescue are part of a statewide mutual aid agreement.

Hazardous material emergencies may occur from any of the following sources:

- Fixed facility releases
- Transportation accidents
- Vandalism / Intentional releases
- Agricultural incidents
- The potential for wide spread hazardous materials incidents is high with significant localized flooding

There is no formal hazardous materials response team in the City of Greenville or Pitt County; firefighters are the primary responders to any hazardous materials emergencies, although capabilities are generally limited to defensive actions.

Emergency responders are represented on the Local Emergency Planning Committee (LEPC); the LEPC has been established at the County level by the State Emergency Response Commission to identify the magnitude of the local chemical hazard, assess the vulnerability of the community to the hazard and provide planning guidance for emergency response to hazardous materials events.

A Facility Emergency Coordinator has been identified as a point of contact for each facility in the County that possesses threshold quantities of various chemicals defined as Extremely Hazardous Substances under SARA Title III, Section 302 of EPCRA.



The Pitt County Emergency Services Director serves as the Community Emergency Coordinator for the LEPC.

SARA Facilities can report releases of Extremely Hazardous Substances to the LEPC / Community Emergency Coordinator via notification to the Pitt County 911 Communications Center.

Federal law requires that all first responders to hazardous materials incidents be trained to minimum specified levels.

Current SARA facility information is maintained in the Pitt County Emergency Services Office and in the Pitt County computer system. This information is accessible to emergency responders through the 911 Communications Center.

The NCDPS - Emergency Management is the lead state agency for the utilization and coordination of state resources.

The NC National Guard operates the 42nd Civil Support Team out of Pitt Greenville Airport and possesses expertise on chemical, biological, and nuclear events. Requests for deployment or assistance must be placed through the Pitt County Emergency Management at which the request will be relayed to the NCDPS - Emergency Management.

Assumptions

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

Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements, but are likely to be inundated with the sheer volume of persons requesting assistance.

When additional or specialized support is required, assistance can be obtained from state and federal agencies and private sources.

Hazardous Materials incidents may require response from multiple local, state, federal agencies and private sources.

Fire departments may be requested to perform tasks not associated with routine duties, such as search, emergency debris removal, alert and notification, evacuation.

Efforts should be made to discourage fire stations from becoming a community focal point where people seeking basic necessities and information may congregate following an emergency / disaster.

Hazardous materials incidents may require emergency evacuation or sheltering-in-place of the threatened population.

Hazardous materials incidents, for which a responsible party cannot be identified, will be resolved at the expense of the jurisdiction in which the incidents occur.

Concept of Operations

General

The Incident Management System will be implemented on an appropriate scale at the scene of every fire / rescue / hazardous material emergency.



When two or more state agencies respond to an event, the NCDPS - Emergency Management's Area Coordinator or his designee will serve as the state lead for coordination of all state resources at the scene of the local emergency.

Firefighting

The Fire-Rescue Department and assisting departments will be operating under their Standard Operating Procedures unless directed otherwise by the Incident Commander.

The North Carolina Division of Forest Resources is the lead agency for wildland and forest fire control. During forest fire events, the local fire departments' role will be protection of structures threatened by the forest fire and assisting the Forest Service.

Resources required by fire departments beyond those available through mutual aid will be requested through the County Emergency Operations Center to the Emergency Services Director.

Hazardous Materials

As prescribed by Federal and State Right-to-Know laws, the Fire Chief will survey facilities within his district to identify types and volume of hazardous materials located within the district. The Chief will consider this information when developing response procedures for hazardous materials incidents within his district.

Facility emergency plans and procedures will coordinate with the overall community plan utilized by the LEPC.

The Pitt County Emergency Operations Plan will serve as the official LEPC plan for hazardous materials incidents.

When a release of a hazardous substance occurs, timely notification by the Facility Coordinator to the Communications Center will result in the following:

- alerting of appropriate response agencies
- alerting the Emergency Services Director
- implementation of the Emergency Operations Plan as needed
- coordination with other potentially affected jurisdictions

The County Emergency Services Director will warn the public of the threat through established systems and procedures, as described in EOP Section Notification and Warning, and will alert the appropriate emergency management officials in that community

Emergency responders have been furnished hazardous materials information form, and can access hazardous materials facility information through the 911 Communications Center.

The current US-DOT Guidebook will be utilized by first responders to a hazardous materials incident.



Hazardous Materials Regional Response Team

The North Carolina Hazardous Materials Regional Response Team (RRT) is located in Williamston, NC. The RRT will be requested to respond to Pitt County when a hazardous materials incident requires Technician Level expertise and certification. The Incident Commander will notify the Pitt County Emergency Services Director and the Emergency Services Director, or his designee, will request the Team through the NCDPS - Emergency Management, State Emergency Operations Center.

All RRT responses will be regarded as assistance by a State resource. The Division of Emergency Management or their representative will coordinate State agency response, including response by the RRT.

A Command Post will be established by the local Incident Commander and the RRT leader will report to the local Incident Commander.

The line of authority for Team requested will be as follows:

- 1st authority - Pitt County Emergency Services
- 2nd authority - Any Pitt County Fire Chief
- 3rd authority - On scene Incident Commander
- Requests for an RRT response will be made through the Pitt County Emergency Services Director or his designee.

Marine Emergencies

In the event of a major oil spill, the county will respond in accordance with the appropriate state and federal authorities.

The Incident Command System will be utilized for recovery operations.

Organization and Assignment of Responsibilities

The Fire-Rescue Department will follow its Standard Operating Procedures and its Chain of Command.

Administration and Logistics

It is the responsibility of the Fire-Rescue Chief to administer this section of the plan.



LAW ENFORCEMENT

Lead Agency

Police Department

Purpose

This section provides for security, maintenance of law and order and traffic control.

Situation

Law enforcement in Greenville is provided by the Greenville Police Department.

State law enforcement agencies that operate in cooperation with City of Greenville Police Department are: the Pitt County Sheriff's Department, the NC Highway Patrol, NC Wildlife Commission, State Bureau of Investigation, Division of Motor Vehicles, East Carolina University Police and Alcohol Law Enforcement. The NC Highway Patrol Troop A Office is located in Greenville.

Federal law enforcement agencies that operate cooperatively with the City of Greenville Police Department include the U. S. Fish and Wildlife Service, U. S. Marshal and the Federal Bureau of Investigation.

A spirit of cooperation exists among the City, County, State and Federal law enforcement agencies that operate within the City of Greenville.

When N. C. Highway Patrol is requested to support traffic control in the City of Greenville, a ranking officer from the Patrol will be requested through Pitt County Emergency Manager to be present in the City EOC to coordinate the Highway Patrol operations.

Traffic control points will be coordinate by the NC Highway Patrol, Pitt County Sheriff's Department and Greenville Police Department to facilitate management of traffic flow during evacuations.

Assumptions

Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are overwhelmed, support may be obtained from state and federal law enforcement agencies.

An evacuation from the Outer Banks will impact City of Greenville law enforcement / traffic control operations since Pitt County is a designated County for hurricane shelters.

During evacuations, traffic accidents or mechanical failure could significantly impede the evacuating traffic flow; procedures must anticipate and address these situations.

The number of law enforcement personnel normally available may not be adequate to provide for security during an emergency.

During or following an emergency, it may be necessary to supplement local law enforcement personnel with officers from other jurisdictions to provide security and traffic control.



Concept of Operations

The City of Greenville Police Department will be the coordinating agency for law enforcement operations in the City of Greenville during multi-jurisdictional emergencies until that power or authority is superseded by declaration, ordinance or other measures.

Emergency law enforcement operations will interrupt routine functions and responsibilities. Expanded emergency responsibilities will include:

- enforcement of the provisions outlined in the Proclamation of a State of Emergency
- maintenance of law and order
- traffic control
- crowd control
- security of damaged areas and shelters

Law enforcement activities will remain under the control of the Chief Law Enforcement Officer for the jurisdiction in which the emergency is taking place.

Law enforcement officers will assist with the dissemination of emergency information to isolated populations and to motorists.

Law enforcement agencies will have primary responsibility for traffic control and security in and near an evacuated area and in other areas of emergency operations. They may be called upon to assist with warning the public.

When evacuation is required, traffic control points will be in place prior to the order to evacuate.

Law enforcement officers in the field will help with an initial assessment of the situation and report to the Emergency Operations Center.

The chief law enforcement officer of the jurisdiction will coordinate handling of inquiries and informing families on the status of individuals missing due to a disaster. They will coordinate dissemination of information with the PIO Officer.

Organization and Assignment of Responsibilities

It is the responsibility of the Chief of Police to organize the law enforcement response and coordinate with other law enforcement agencies who may assist in this service.

Administration and Logistics

The Chief of Police will administer and provide resources for this section of the plan.



EMERGENCY RESPONSE PERSONNEL SHELTERING

Lead Agency

Fire/Rescue Department

Purpose

This section provides for the coordination of fire, rescue and law enforcement activities to ensure their safety during hurricanes and high winds.

Situation

The City of Greenville is served by six fire rescue stations.

The City of Greenville has two Police facilities.

The Pitt County Sheriff's department is responsible for law enforcement in the County.

With the exception of emergency generators, none of the six fire rescue stations, or the police department, is designed to withstand any extraordinary weather events.

The City of Greenville Emergency Operations Center was constructed to withstand 150 MPH winds and severe weather conditions, including emergency generators.

Assumptions

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

Both police and fire rescue staff will likely have to be ordered to discontinue response duties when conditions begin to endanger their safety.

If public safety resources must be sheltered, it is predictable that a significant back load of calls will develop.

Concept of Operations

General

The Incident Management System will be implemented on all incidents with the Emergency Operation Center opening on all major emergencies.

In the absence of other more viable alternatives or assignments, all response personnel, without regard to what department they may be from, are free to seek shelter at the nearest fire rescue station.

Family members of emergency personnel may seek immediate shelter at the fire-rescue station, or any other emergency stations. However, families of emergency personnel may not remain at the emergency stations for the duration of the event if a means of safe and secure transport to the designated family shelter. Instructions on where families



of emergency personnel may seek shelter and how to prepare to weather an emergency without that member of the family while they are on duty is located in the Emergency Personnel Family Preparation Section.

When law enforcement stops answering calls, they will go to the nearest shelter and stand by in the shelter, unless otherwise assigned.

Organization and Assignment of Responsibilities

It is the responsibility of all personnel to seek shelter. The Chief of Police, Director of Public Works, and the Fire-Rescue Chief will ensure there is proper designated shelter for all emergency personnel

Administration and Logistics

The Chief of Police, Director of Public Works, and the Fire-Rescue Chief are concurrently responsible for providing this resource.



PUBLIC HEALTH SERVICES AND EMS

Lead Agencies

Pitt County Health Department and the Emergency Medical Services Manager

Purpose

The purpose of this section is to provide for the public health and welfare during emergencies / disasters.

Situation

The Pitt County Public Health Center main office is located at 201 Government Circle, Greenville, NC 27834.

The City of Greenville is served by a potable water distribution system and sewage system.

A portion of Pitt County's population is dependent upon private wells, private sewage treatment systems and private septic systems. These systems are susceptible to flooding problems when flooding occurs.

Vidant Medical Center is the only medical facility within Pitt County that can accept emergency medical patients. Vidant Medical Center is a Level 1 trauma center.

Unless the State of NC establishes a State Medical Assistance Team (SMAT) within Greenville or Pitt County, there is no viable local divert option should PCMH be overwhelmed with patients that does not necessitate excessive travel times.

Pitt County is primarily served by East Care medical helicopter from Vidant Medical Center in Greenville. Other helicopter services include: Nightingale Helicopter from Sentara Hospital in Norfolk, Virginia; Life Flight Helicopter from Duke Hospital in Durham; Carolina Air Care from Chapel Hill, Air Link from Wilmington, and Wake Med, and military helicopters.

A large mass casualty event has the potential to quickly overwhelm the existing emergency medical resources within both Greenville and in Pitt County.

All EMS units within Pitt County are typically dispatched by Pitt County 911 Communications.

Greenville Fire-Rescue operates with 7 paramedic level transport units, along with 6 paramedic level fire engines. Depending on the number of units that may be down for repair, there are generally 2 reserve transport units that could be made available for deployment.

Assumptions

A large-scale emergency / disaster will result in increased demands on Public Health and medical personnel.



Emergency operations for Public Health personnel will primarily be an extension of normal agency duties.

Following an emergency / disaster, the Pitt County Health Department will take action to prevent the spread of communicable disease resulting from contaminated water supplies, malfunctioning septic systems, increased numbers of vectors, spoiled or contaminated food supplies and lack of functional sanitary facilities.

A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures, including establishing a temporary morgue.

When local resources can no longer meet the demand of the situation, additional resource requirements will be requested through the local Emergency Services Director who will in turn contact the Division of Emergency Management.

Disruption of the County's communications system will severely impede delivery of emergency medical service.

Catastrophic disasters may affect large areas of the City and surrounding counties, and medical facilities may be damaged, destroyed or unavailable.

Following a disaster, field emergency medical facilities may be established. These may include a temporary morgue, first aid station, and a triage holding area along with a transportation area.

Victims of a hazardous material incident may require unique or special medical care not typically available in Pitt County.

Mutual aid emergency medical service assets from outside Pitt County and will be working under their own medical protocols and medical control.

Concept of Operations

The primary concern of Public Health is disease control. The Pitt County Health Department will implement environmental health, nursing, and health education practices to minimize the incidence of disease.

The Pitt County Health Director will coordinate with the Pitt County Public Information Officer concerning distribution of information to the general public on disaster related health matters.

EMS units may provide field medical care, as practical, during emergency situations and coordinate necessary medical transportation to available facilities.

During mass casualty incidents, EMS will establish patient triage and treatment/transport areas.

An EMS official may be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the County Communications Center or EOC.

When additional EMS resources are needed, the Pitt County Emergency Services Director will request those resources through the NC Division of Emergency Management or the State EOC.



Organization and Assignment of Responsibilities

The welfare of the citizenry is the ultimately the responsibility of Pitt County. The Greenville Fire-Rescue Department will provide EMS and Mass Care. Pitt County is responsible for the Public Health, Mass Care, and Sheltering.

Administration and Logistics

Administration of this plan is the joint responsibility of the Fire-Rescue EMS Manager, Pitt County Health Department, and Pitt County Department of Social Services.



MASS CARE AND SHELTERING

Lead Agencies

Pitt County Emergency Services, American Red Cross and the Emergency Medical Services Manager

Purpose

The purpose of this section is to provide for the care of the population through the identification of shelters and provision of mass care.

Situation

Based upon the hazard analysis, there are several emergencies for which shelters may be required, including severe storms, tornadoes, floods, hazardous material accidents, fires and hurricanes.

There are 23 identified hurricane shelters for pre-landfall use in Pitt County. (See Attachment A for this section)

- (5) Primary Shelters – These facilities will be the first to open during a storm related event such as a hurricane, tornado, etc.
- (7) Secondary Shelters – If primary shelters have or are expected to reach capacity, secondary shelters will be the next to open
- (8) Temporary Shelters – These facilities will be used only, if needed, for staging of local residents due to sudden evacuation.
- (3) Host Shelters – Host sheltering will be requested by the State for potential coastal evacuees.

The City of Greenville has the following shelters located in the City limits:

- (2) Primary Shelters: EB Aycock Middle School and Wellcome Middle School
- (3) Secondary Shelters: CM Epps Middle School, JH Rose High School and South Central High School
- (1) Temporary Shelter: Boys & Girls Club on Fire Tower Road
- (1) Host Shelter: JH Rose High School Auxiliary Gym

The City of Greenville is not prepared to deliver limited auxiliary power to sections of designated schools for shelter and mass care.

Sheltering for Pitt County evacuees in other counties will be coordinated through the NC Division of Emergency Management.

Written agreements exist between the Pitt County Department of Social Services, Pitt County Emergency Management, American Red Cross and the Pitt County Board of Education for the coordination of shelter and mass care.



Special needs shelters will be opened to accommodate the homebound. (See Attachment B for this section).

Assumptions

Local grocery stores, restaurants and other businesses may support initial shelter / mass care operations with donations of emergency supplies. These should not be relied on as an initial or sustainable source of supplies.

For out-of-county evacuation, sufficient shelter capacity may exist in surrounding counties. Shelter locations can be arranged and made available.

A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

A regional special needs shelter may be opened and the County will share in the operational expense. The NC Division of Emergency Management will coordinate activation of this shelter.

Concept of Operations

The Pitt County Health Department will inspect shelters to insure the safety of food preparation, drinking water supplies and proper disposal of waste.

The Pitt County Health Department will provide nursing assistance to shelters under the direction of the Red Cross.

The Pitt County Health Department will assist in the coordination of medical services provided at shelters and other facilities.

EMS units may provide field medical care, as practical, during emergency situations and coordinate necessary medical transportation to available facilities.

The Pitt County Control Group will make decisions on when and where to open shelters in a county-wide emergency. However, in a small, isolated emergency, the Incident Commander may request the opening of a shelter through the Pitt County Emergency Services Director.

The Pitt County DSS, serving as the lead agency for Shelter / Mass Care, will coordinate shelter location and operation with the American Red Cross (ARC), and will mutually support shelter operations with shared personnel and support services whenever possible. (Reference Assignment of Responsibilities Annex of the plan)

Public and private providers of institutional care (medical and residential) remain responsible for shelter plans for their residents.

At each Red Cross supported shelter location, the Red Cross will provide food, water, medical support, and security.

Churches and community centers can be used as pick-up points for persons or groups requiring transportation to shelters. Critical infrastructure facilities such as Police stations, Fire-Rescue facilities, and medical aid stations should not be used for this purpose.

Crisis intervention and mental health counseling may be provided at shelters.



Organization and Assignment of Responsibilities

The welfare of the citizenry is the ultimately the responsibility of Pitt County. The Fire-Rescue Department will provide EMS and Mass Care. Pitt County is responsible for the Public Health, Mass Care, and Sheltering.

Administration and Logistics

Administration of this plan is the joint responsibility of the Fire-Rescue EMS Manager, Pitt County Health Department, and Pitt County Department of Social Services.



SEARCH OPERATIONS

Lead Agency

Police Department

Purpose

This functional section addresses the need for organized, well-managed search operations and briefly describes the preferred organizational structure for search, the available resources and the circumstances when a search is necessary.

Situation

"Search" is an emergency. A missing/lost person may be injured or incapacitated, may be a victim of foul play, or may otherwise be in danger; therefore, a rapid response is essential.

The most common search missions involve lost persons, missing aircraft and missing watercraft. The incidence of search may include:

- Overdue hunters or boaters
- Elderly walk-a-way from homes or nursing facilities
- Investigation of overdue aircraft or citizen reports of a possible crash
- Children who wander away from home while playing
- Unexplained disappearance of persons involved in routine travel or other normal activity

Use of the Incident Command System will result in a well-organized, managed search effort, thus maximizing the chance for a successful outcome.

This section is NOT intended to address Search and Rescue (SAR) Operations that may be a component of a collapse, natural disaster, etc.

Assumptions

Utilization of this procedure of action will result in an improved search, management awareness, accurate expenditure of resources, and coordination between agencies, good communication, and accurate planning techniques.

Prompt execution of this procedure will be accomplished by individual(s), specially trained in directing, coordinating and executing search operations.

Search capabilities will be improved by the rapid identification of essential resources and the prompt provision of the resources by municipalities, counties, State, Federal government, or the private sector.

Concept of Operations

The Police Chief, or his/her designee, will be the designated Search Coordinator for all search events including felony searches and manhunts; the Search Coordinator will



serve as Incident Commander for most events, particularly during the initial phase of operations. Other functions will include resource management and technical advice.

The following sequence of events will normally occur:

- Notification - Requests for search assistance will be received by 911 Telecommunications or Greenville Police Communications and relayed to the Search Coordinator.
- Investigation - Upon notification, the Search Coordinator will conduct an investigation to determine the credibility of the search request and alert local resources.
- Organization - Resources will arrive. Personnel will assemble and be briefed on information from the investigation. Operations will be organized in accordance with Incident Command. Overall goal and tactical objectives will be established. Resource needs will be reviewed and additional resources requested consistent with objectives.
- Deployment - Resources will be deployed based on tactical objectives for the event.
- Conclusion - Operations will be concluded when the victim is located and removed. Following an inconclusive search, operations will be suspended pending new information.

Organization and Assignment of Responsibilities

The Police Chief or his designee serves as the Search Coordinator in the City of Greenville.

Administration and Logistics

Resources not available locally will be requested and coordinated through the use of existing mutual aid agreements, the Pitt County Emergency Services Director, and the North Carolina Division of Emergency Management. The Division of Emergency Management will coordinate all State agency response.



STAGING AREAS

Lead Agency

Public Works Department

Purpose

This standard operating procedure (SOP) establishes procedures and assigns responsibilities for establishing and operating a City Staging Area (CSA). The responsibility for implementation of this SOP is with the City Emergency Management Coordinator.

Situation

Staging areas may be initiated for the following:

- Any major incident that requires the use of resources from other counties, the state of NC or federal resources.
- A major incident that requires activation of the Emergency Operations Center and the majority of both city assets.
- Within the City of Greenville, the Public Works facility at 1500 Beatty Street will serve as the pre-designated staging area.
- Additional staging areas may be designated by the EOC.

Assumptions

- Some resources will not report to designated staging areas but will instead proceed to the scene.
- An existing building may NOT be available for use within the Staging Area.

Concept of Operations

City Staging Areas are initiated during disaster operations, search operations and planned events to provide a central point to:

- Stage personnel and equipment that are in a "ready status" and may be immediately dispatched on a support mission or demobilized.
- Provide a check-in point for personnel and equipment that are either reporting in to the city or are returning from a mission.
- Start the process of maintaining accountability of mission support personnel and equipment being utilized during disaster operations.
- Provides limited logistics support to staged personnel and equipment.



- Depending upon the nature and extent of the emergency, initial staging areas may initially be established along functional lines, such as a staging area for fire rescue assets. As the extent of the event escalates, it may transition to a multifunctional area that will come under the direction of the EOC and then operated by Public Works.
- The EOC will determine the location of the Staging areas.
- Public Works will provide the staffing needed to staff the specific positions for extended 24 hour operational periods, but may be reinforced by other departments.
- The EOC will keep the staging area manager updated on resources that are expected to arrive at the staging area.

Organization and Assignment of Responsibilities

The Staging Area Manager (assigned by and reports to the Operations Section Chief in the City of Greenville EOC) and Assistant Managers are responsible for the following:

- Physical set up, management, environmental concerns and closing the CSAs on direction from the Operations Chief.
- Ensuring the safety of all operations in the CSAs.
- Maintaining accurate records of all personnel and equipment moving in and out of the CSAs.
- Ensure that personnel and equipment in the CSAs are available for mission dispatch within 10 minutes of mission assignment.
- Provide a "break area" where drivers and crews may wait prior to dispatch.
- Ensure that at least limited maintenance support is available.
- Ensure security of the staging area.

City Staging Area Personnel

- Manager
- Assistant Manager(s)
- Dispatcher(s)
- Mechanic/Generator Operator(s)
- Support Personnel (2 or more)

The primary task of the CSAs is accountability of resources, both personnel and equipment that are either checking into the city for the first time, being dispatched, or returning from an assigned mission. The following guidelines are established to maintain accountability:

Newly arrived (to the incident) personnel and equipment:

- Sign in on ICS form 211. (sections 1-13).



- Determine if mission ready (fueled, require food, rest, etc). Refuel and refit immediately, if not otherwise mission ready.
- Notify Operations Section Chief of the resource's arrival and mission capability.
- Resource will either be sent to Operations for a briefing, dispatched on a mission, held in the CSA for a mission, or sent to a base camp for rest.

Dispatch based on mission tasking from Operations Chief:

- Sign in / out on ICS form 211.
- Conduct quick equipment safety check.
- Check for adequate life support supplies (if required for mission).
- Provide general safety briefing with known and general hazards, and arrange for assignment specific safety briefing where specific hazards may exist based upon the assignment.
- Determine Estimated Time of Arrival (ETA) at mission site and communicate same to Operations Section Chief.
- Dispatch mission.

Returning from assigned mission:

- Sign in on ICS Form 211.
- Notify the Operations and Logistics Section Chiefs the resources have returned from their mission, and their status.
- Send to base camp for refuel, feeding, and rest as directed.

Demobilization:

Resources that are being demobilized remain under the control of the city and continue to be the responsibility of the city until the asset is safely returned to their home station. As such, ensure the following procedures are briefed during the exit briefing, as well as the final dispatch briefing at the CSAs.

- Teams: Steps are the same as mission dispatch, but also ensure that Team Leader understands that arrival at Home Station must be reported back to either the Staging Area or Operations Section.
- Single Resource (Individual): Ensure it is understood by that person that they are to report back to either the CSAs or Operations Section that they have arrived at home station.
- Single Resource (Equipment): Ensure that whoever is taking the equipment back to home station understands that they have to notify the CSAs or Operations Section that the equipment is back at home station.

Communications back to the Forward SERT:

The Forward State Emergency Response TEAM (SERT) has to be kept in the loop of resource management. During a disaster, Pitt County will likely,



and the City of Greenville may be assigned a Liaison from the Forward SERT. If so, utilize the Liaison for communicating the following back to the Forward SERT. Otherwise it will be the responsibility of the Operations Section Chief.

Regardless, the following information has to be immediately communicated to the Forward SERT:

- The arrival at the CSAs of any asset requested by this city.
- Completion of the overall mission that the resource was dispatched to the city to execute.
- Completion of demobilization (safe return to home station).
- ICS Form 221.

Communications

Primary communications should be land line or cellular. If neither is available and cannot be installed for the incident, radio communications will be the backup source.

Administration and Logistics

The Public Works Director is responsible to administer this portion of the plan.

The CSAs may be required to be fully operational 24 hours a day. Unless the CSAs is co-located with a Base Camp, personnel and crews awaiting dispatch will not require a sleeping area. The Staging Area Manager will make the decision to either sleep CSAs support personnel in the CSAs or in a base camp. Personnel requirements are based on an Operational Period or "per shift" basis:

The following list is minimum recommended equipment based on the following assumptions: (1) a fixed facility is not available and (2) crews awaiting dispatch will not be in the CSAs for more than two hours:

- Good road network supporting the CSAs
- Area will support "check-in and check-out" procedures
- Area will support one way traffic (preferred) inside the CSAs
- Tents (shelter) for CSAs administrative requirements, check-in/out and break area
- Tables and chairs
- Port-a-johns
- Generator(s)
- Light Sets (for both CSAs and interior lighting)
- Potable water source
- Gravel
- Coolers (to ice down drinks, water, etc)
- Assigned vehicle for administrative and internal support use
- Internal and external communications



RESOURCE MANAGEMENT

Lead Agency

City Manager's Office

Purpose

This section provides for the identification and management of resources that may be utilized during emergencies / disasters.

Situation

Several categories of resources have been identified, including:

- Personnel
- Equipment
- Facilities
- Information

Many of these resources are critical to the immediate emergency response following a major emergency / disaster event and others may be critical for the long recovery operation.

Both the City of Greenville and Pitt County Emergency Services maintains a list of public and private sector resources that may be utilized during an emergency / disaster response.

Resource inventories are updated on a regular basis.

Assumptions

During or following an emergency/disaster, the initial response to a disaster will be solely dependent upon local public and private resources.

Adequate local resources do not exist to cope with a catastrophic emergency / disaster response.

Identified public and private sector resources will be available when needed for emergency / disaster response.

Concept of Operations

Municipal departments and agencies will use their own resources and equipment during emergencies / disasters and will have control over the management of these resources needed to respond to the situation.

The commitment of resources from outside city government will be initiated by the City Manager or the Emergency Management Coordinator through the Pitt County Emergency Services Director, with operational control being exercised by the on-site commander or the service requiring that resource.

Resources will be allocated based on availability and priority of need.



Resource management will be coordinated through the Pitt County Emergency Operation Center during countywide emergency/disaster and for Municipal Emergency Operation Centers during municipal emergencies/disasters.

Staging areas for resources coming from outside the affected area will be established per the Emergency Operations Plan section regarding resource management.

Personnel and equipment reporting from outside the County will be routed to a staging area. Personnel and equipment reporting from inside the County will report to a location assigned by either the EOC or the Incident Commander. Please refer to the Staging Areas section of this plan for more information.

The Pitt County/Greenville Convention and Visitor's Bureau will serve as the Greenville Coordination point for volunteers.

Privately-owned sites for forward staging throughout the County will be negotiated and utilized as needed.

The Pitt County Emergency Services Director will be the point of contact for all state resources requested by the EOC.

Organization and Assignment of Responsibilities

It is the responsibility of the City Manager to be the lead individual in ensuring efficient and effective management of city resources.

Administration and Logistics

The City Manager will administer this section of the plan.



RECOVERY OPERATIONS

Lead Agency

City Manager's Office

Purpose

This section presents a system for the provision of disaster recovery operations.

Situation

Recovery refers to those measures undertaken by a community following a disaster to return all systems to normal or improved levels. Recovery does not "just happen" despite the fact that citizens generally take the initiative in "picking up the pieces" and trying to resume the activities that make up community life. Effective recovery consists of a complex array of interdependent and coordinated actions. These actions are undertaken at several levels (individual, organizational, community, state, national) and over a long period of time.

A properly managed recovery program will allow the prompt restoration of essential services, the reconstruction of damaged.

Recovery from a significant disaster will be managed in two identifiable phases:

Short Term Recovery Phase

This is the emergency reaction phase, which begins with the implementation of emergency plans. Actions under this phase will include:

- Initial emergency response (i.e., firefighting, law enforcement, EMS operations, mass care)
- Initial impact assessment
- Emergency debris removal
- Restoration of vital services
- Security of damaged / evacuated areas
- Management / distribution of donated goods
- Preliminary damage assessment

Long Term Recovery Phase

Actions under this phase will include:

- Completion of damage assessment
- Completion of debris removal
- Request for Disaster Declaration / assistance
- Restoration of essential facilities



- Repair/rebuilding of damaged public and private buildings and facilities
- Repair/rebuilding of roadways and bridges
- Repair/rebuilding of private homes and businesses
- Hazard mitigation project

A request from the Governor to the President of the United States for a Presidential Declaration will be based on the magnitude and severity of the situation and the inability of the City to recover without assistance.

The President's Disaster Relief Program is designed to supplement the efforts and available resources of state and local governments, voluntary relief organizations, and other forms of assistance such as insurance. The President's declaration of a major disaster or an emergency authorizes federal assistance under the Stafford Act and triggers other Federal Disaster Relief Programs as well.

A full Presidential Declaration of disaster includes all of the following emergency assistance programs:

- Public Assistance Programs
- Individual Assistance Programs
- Small Business Administration assistance
- Hazard Mitigation Programs

In lieu of a full Presidential Declaration, federal assistance can also be delivered through a partial Declaration and any combination of the following:

- Search and Rescue Assistance
- Fire Suppression Assistance
- Health and Welfare measures
- Emergency Conservation Program
- Emergency Loans for Agriculture
- Disaster Loans for Homeowners and Businesses
- Repairs to Federal Aid System Roads
- Tax Refunds / IRS Assistance to victims
- Voluntary Agency Assistance via Red Cross
- Department of Defense Pre-declaration Emergency Assistance (via the Stafford Act)

There exists in Pitt County a United States Department of Agriculture County Emergency Board responsible for providing leadership and coordination for all USDA emergency programs at the county level. Guidance, direction and assistance on emergency programs are provided by the USDA State Emergency Board.

The President may declare an emergency in the absence of a Governor's request when the emergency involves a subject area for which the Federal Government exercises exclusive or preeminent responsibility and authority.



Close cooperation among the agents of Local, State and Federal government will be essential in expediting assistance to the County after any Presidential Declaration.

Hazard Mitigation Grants will be available through FEMA after a Presidential Declaration; the grant total will be based on the amount of Public Assistance (PA) funds provided to Pitt County PA applicants.

As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset of an emergency / disaster.

Businesses which intend to apply for Small Business Administration Disaster Loans, etc. will need thorough documentation of the history of the business and the effect of the disaster on the business.

Pitt County will automatically become eligible for Federal assistance if a county contiguous to Pitt receives a declaration for emergency Federal assistance.

Assumptions

A major disaster will have a significant long-term economic impact on the City of Greenville and Pitt County.

Unsolicited resources and donated goods can be expected from outside the impacted area. The City of Greenville must be prepared to manage this influx of resources and goods as part of the recovery effort. See the section regarding Donated Goods Management in this EOP for more information.

Pitt County will provide available space for the operation of one or more Disaster Application Centers in the County following a Presidential Declaration of Disaster.

A Disaster Field Office (DFO) will be set up in North Carolina by the Federal Emergency Management Agency. The DFO will be near the disaster area. A DFO could be established in Pitt County due to suitable facilities for such an office.

The damage assessment process will identify most local individuals with unmet needs.

Concept of Operations

General

Responsibility for coordination and support of the recovery effort lies with local government.

Recovery operations will initially be coordinated from the Emergency Operations Center.

Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency / organization. Standardized forms have been developed for local government; these forms will be available through the County's Financial Office.

The President may authorize the utilization of Federal equipment, personnel or other resources.



The Governor may request a Presidential Declaration or specific Federal Agency Declarations, (i.e., Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local / private disaster relief efforts.

The Farm Services Agency will be the lead agency for agricultural disasters under an agency declaration. For natural disasters where loss is confined to agriculture, the following actions will occur:

- Damage assessment
- USDA County Emergency Board meeting
- Submission of a USDA Flash Situation Report to ASCS Area Office
- USDA State Emergency Board meeting
- Exchange of information on available programs/actions and other counties affected
- State Review of damage assessments reports
- Decision made by State Board on "concurring" and "not concurring" with information in the damage assessment reports
- Forwarding of reports to Farmers Home national headquarters to support a request for designation of a county for FHA Emergency Loans

A Presidential Declaration of Disaster will initiate the following series of events:

- A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
- A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
- A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
- Disaster Application Centers (DACs) will be established in the affected areas to accommodate persons needing Individual Assistance.
- An Applicants' Briefing will be held to explain Public Assistance eligibility criteria for officials of the county, cities and private nonprofit organizations. The Emergency Services Director will assist with identification and notification of potential applicants.
- Each eligible entity will submit a Notice of Interest (NOI) within thirty days of the Declaration.

A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:



- Individual Assistance (IA) - supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.
- Individual Assistance can consist of any or all of the following:
 - Temporary housing (100% federal dollars)
 - Individual and family grants (75% federal, 25% state / local funds)
 - Disaster unemployment assistance
 - Disaster loans to individuals, businesses and farmers
 - Agricultural assistance
 - Legal services to low-income families and individuals
 - Consumer counseling and assistance in obtaining insurance benefits
 - The Cera Brown Fund
 - Veterans' assistance
 - Casualty loss tax assistance
- Public Assistance (PA) - supplemental Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.
- Categories of Public Assistance available include:
 - Debris removal
 - Emergency protective measures
 - Permanent work to repair, restore, or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

Specific

A Public Assistance Damage Survey team will be comprised of the following:

- A Federal representative who will serve as the team leader
- A State representative
- Local applicant's representative



The Emergency Services Director will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

Following any major emergency or disaster, a critique will be held to evaluate the jurisdiction's response to the event. A critique will include the following issues related specifically to recovery:

- Mitigation of potential problems through use of Hazard Mitigation Grants
- Plan revision based on lessons learned
- Unmet needs status
- Management of donated goods
- Interagency cooperation
- Damage survey report process/documentation
- Recovery training needed
- Debriefing of emergency workers

Organization and Assignment of Responsibilities

Planning and direction of overall recovery operations is the responsibility of the City Manager and his office. He or his designee shall coordinate recovery operations as other departments will be returning to their normal duties.

Administration and Logistics

As the overall responsibility for recovery operations is the responsibility of the City Manager, he or his designee shall provide for the resources and oversight required for both short-term and long-term recovery.



HEALTH, SAFETY & DAMAGE ASSESSMENTS

Lead Agency

Public Works Department

Purpose

This section describes the process of health, safety and damage assessments occurring immediately after an emergency / disaster.

Situation

Most emergencies/disasters have the potential for causing damage and creating health safety concerns. A planned assessment program is essential for effective response and recovery operations.

If a significant emergency/disaster occurs, the following series of assessment activities will be conducted by local government:

- Initial impact assessments by personnel in the field
- Preparation of an Immediate Situation Report for the EOC Control Group
- Determination of the need for outside assistance/resources
- Notification/transmittal of Immediate Situation Report to Pitt County Emergency Management through the City EOC.
- Initiation of detailed assessment activities including the dispatch of teams to the field
- Summarization of field information gathered by assessment teams for the Control Group
- Submission of detailed assessment information to Pitt County and NC Emergency Management as may be appropriate

The magnitude of the emergency/disaster may necessitate training additional personnel in health, safety and damage assessments.

Persons trained and experienced in different assessments can be found throughout the state, in local and state government and in the business community.

Following a disaster, independent assessment activities will be conducted by a variety of organizations including, but not limited to:

- City, County, State and Federal damage assessment teams
- American Red Cross
- Insurance companies
- Utility companies

Assumptions

A catastrophic disaster will exceed the impact assessment resources of the City and County and will require additional impact assessment personnel.



County and municipal personnel not impacted by the emergency / disaster may be available to assist with impact assessment.

A catastrophic disaster will impede the ability of emergency services to provide immediate situation reports.

The demand for information by the media may interfere with the City's ability to conduct impact assessment.

Damage to the roads, bridges, utility systems and communications systems may hamper the impact assessment process.

The thoroughness and accuracy of impact assessments can affect the receipt of recovery assistance.

Concept of Operations

General

Responsibility for preliminary and detailed impact assessments lies with local government.

Impact assessment assistance will likely be requested from other counties through Pitt County.

Specific

Impact assessment activities will be coordinated from the Emergency Operations Center.

An Impact Assessment Officer will coordinate the compilation of health, safety and damage assessment information. Where practical, plotting of impacted areas on local maps will be done by the Geographic Information System (GIS). This system can print maps showing the impacted area. Impact assessment reports will be given to the EOC Control Group.

Impact Assessment Reports will include, but not be limited to, information on persons affected, victim mass care, infrastructure survival, damage to vital facilities and economic impact.

The City Control Group will forward impact assessment reports to Pitt County Emergency Management.

The City Control Group will review impact assessment reports to determine if any outside assistance will be necessary to recover from the emergency / disaster.

Organization and Assignment of Responsibilities

It is the responsibility of the Control Group of the EOC to carry out this portion of the plan. The Public Works Department has the trained personnel to determine what type of damage and safety problems remain during and after an emergency.



Administration and Logistics

It is the responsibility of the Director of Public Works to administer this plan. He or his designee may recruit assistance from other city departments who are knowledgeable in impact assessment.



DONATED GOODS MANAGEMENT

Lead Agency

Greenville Convention and Visitor's Bureau

Purpose

This section describes the management of goods donated as disaster relief to the people of Pitt County, as well as the collection and shipment of goods donated by the people of Pitt County to victims in other areas.

Situation

Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods and services.

The timely release of information to the public regarding needs and points of contact is essential to management of donated goods.

At the national level, several organizations have established telephone numbers for disaster relief inquiries; these organizations include FEMA, the American Red Cross and the Salvation Army.

Donated goods are essential to recovery in most cases.

Suitable facilities, equipment and personnel are needed for the management of donated goods.

The coordination of the collection, packaging and shipment of goods to a disaster area is best accomplished at the county level.

Historically, churches, fire stations and EMS stations in Pitt County have served as collection points for donated goods.

Monetary donations, staple goods and those items specifically requested to best serve the needs of victims can be expected.

The distribution of donated goods must be coordinated with the identification of unmet needs.

Assumptions

Suitable space and equipment will be available to receive, sort and store the influx of donated goods.

A regional reception and distribution site for donated goods will be established by the State.

Unsolicited donations of goods can be expected.

Local distribution sites will be convenient to the affected populations.

Donations of non-useful and unwanted goods can be expected; these include loose, unsorted clothing, extremely perishable items and worn-out items, at times in overwhelming quantities.



People unaffected by the disaster will nevertheless seek to receive donated goods.

Some donors will seek to bypass the distribution system established.

An aggressive public information effort will expedite the distribution of goods as well limit and influx of unwanted goods.

Citizens and businesses that elect to donate money and goods to disaster victims elsewhere will need and seek guidance on methods of participation. The state Emergency Management agency has staff to coordinate these donations.

Transportation will be available to ship donated goods from the area to other destinations.

The opportunity for unscrupulous persons to seek donations from unsuspecting persons exists.

It is inevitable that there will be a surplus of some donated goods, which will require disposal.

Concept of Operations

■ Receipt of Donated Goods for Pitt County

- Pitt County Social Services will serve as the lead agency for the receipt and distribution of donated goods.
- The magnitude of the disaster and the severity of local need will dictate the amount of space and personnel required for the reception and distribution of donated goods.
- Ideally, a central reception and sorting center for donated goods should be established and separate locations convenient to the affected areas of the County should be utilized as distribution centers.
- Social Services will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of effort.
- Public information regarding distribution sites, needed goods, volunteers and other pertinent matters will be coordinated by the Public Information Officer (both county and city).
- Requests for needed goods and re-supply of needed goods will be channeled through the regional distribution center or State EOC.
- Upon receipt, donated goods must be sorted and packaged in a manner suitable for distribution.
- When identifiable, unwanted goods should be refused.
- Surplus donated goods will be sold or otherwise disposed of in a manner consistent with the donor's apparent intent.

■ Collection and Shipment of Donated Goods to Other Counties/States / Localities

- An attempt will be made to identify the needs of the intended destination prior to collection of goods.
- A systematic method will be established for collection of the donated goods to be shipped.



- Recipient will be contacted to determine the most appropriate method of packaging. Goods will be sorted and packaged in an appropriate manner prior to shipment to accomplish the following:
 - Timely and undamaged arrival at the destination
 - Proper identification of contents
 - Minimal need for repackaging / sorting
 - Ease of loading and ease of unloading at the destination
 - Elimination of inappropriate / unwanted goods
- Shipments of donated goods will be coordinated with the receiving destination prior to departure.
- A suitable means of transportation will be arranged to allow for delivery of the shipment in a timely manner.
- When appropriate, shipments of donated goods should be coordinated with the State office of the Division of Emergency Management.

While it is not the City of Greenville's desire to circumvent Pitt County's donated goods plan, it is wise to plan for the inevitable delivery of goods into the city of Greenville from those who are either unfamiliar with the County's plan, or who choose to disregard it. Therefore, the Convention Center is a donated goods receiving site of last resort for goods that make it into the city. This site will be staffed initially by the Convention and Visitor's Bureau staff, with support staff provided by the EOC when called for.

Organization and Assignment of Responsibilities

The overall control of donated goods for Pitt County shall be the responsibility of the Pitt County Department of Social Services. The Greenville Convention and Visitor's Bureau will administer this portion of the EOP.

Administration and Logistics

Per the Pitt County Emergency Operations Plan, the county department of Social Services shall administer and provide the resources to implement this section of the plan.

Use of Emergency Facilities as Collection Points

Critical infrastructure facilities and sites including, but not limited to Fire Rescue facilities, Police Department, and the Public Works Facilities will not be used as collection sites for donated goods to avoid the congregating of donors and blocking of ingress or egress.



VITAL FACILITIES

Lead Agency

Public Works Department

Purpose

The purpose of this section is to identify vital facilities that need special hazard mitigation efforts due to being vital in the continuation of response and recovery efforts during and after an emergency.

Situation

Many of these identified facilities are vital to continuing response and recovery efforts, including continuation of essential services, during and following an emergency. Several categories of facilities have been identified in Greenville and Pitt County including:

- Electric distribution system components
- Healthcare/medical facilities
- Transportation networks
- Communication networks
- Public buildings
- Emergency services facilities
- Water distribution/ treatment facilities
- Landfill/ debris sites
- Historic sites
- Public/ private supply centers
- Aircraft/helicopter landing sites/zones
- Fuel depots

GPS coordinates for those facilities identified as vital facilities are located in Appendix A.

Assumptions

The identification of vital facilities will make it possible to predict certain consequences of disasters and to expedite the response of necessary resources from outside the area of impact.

Knowledge of vital facilities will reduce the dependence on unwritten and assumed information. It will also allow for implementation of planned mitigation approaches in an attempt to reduce vulnerabilities and allow for the prioritization of post-disaster areas and restoration.



Concept of Operations

Information pertaining to vital facilities and resources will be maintained by the Emergency Management Coordinator and accessible to the Emergency Operations Center.

These identified vital facilities will have priority for restoration of electrical services.

Action will be taken to minimize the vulnerability of losing utilities.

Organization and Assignment of Responsibilities

The Public Works Department shall be responsible for the overall restoration of essential services being that the restoration of utilities is vital to support other essential services provided by the city. Each department head is responsible to ensure that his or her department resumes normal activities as soon as possible and safe. This restoration will be coordinated through the EOC.

The Director of Public Works or his designee shall organize the way in which the city will restore essential services based upon the conditions resulting from the emergency.

Administration and Logistics

The Public Works Department serves as the lead agency for restoration of essential services. Public Works will provide for the administration and procurement of resources necessary for restoration through purchasing and mutual aid agreements.



RESTORATION OF ESSENTIAL SERVICES

Lead Agency

Public Works Department

Purpose

This section also provides for essential public works services during an emergency/disaster, including solid waste disposal, water distribution, electric distribution, water treatment and debris removal.

Situation

City of Greenville operates a Public Works Department.

A regional landfill utilized by several counties, including Pitt County, is located in Bertie County off of S.R. 1225, Republican Road. This landfill is owned and operated by a private contractor.

Greenville Utilities operates an electric utility, water department, sewer department and gas department.

The area's electric utilities have mutual aid agreements with other companies that allow augmentation of emergency repair crews during emergencies/disasters.

Land-based commercial and residential telephone service for the City of Greenville is provided by Centurylink.

The Pitt County Board of Education has a limited staff that could be utilized during time of disaster for repairs to the schools.

Pitt County is served by a NC DOT Highway Division maintenance district/facility. The maintenance yard for Pitt is located on North Greene Street in Greenville.

Some municipalities within Pitt County have mutual aid agreements among themselves for emergency public works assistance.

The amount of medium to heavy-duty equipment owned by the City of Greenville is minimal at best for day to day public works operations and inadequate for disaster operations.

Debris is a consequence of certain disasters; the emergency removal of debris by public works forces is critical to the restoration of vital/essential services.

Numerous pieces of heavy equipment suitable for debris removal can be found throughout the County at various farm, business and industry sites.

The North Carolina Division of Forest Resources maintains an equipment headquarters on County Home Road with limited equipment for debris removal operations.

Certain facilities will receive priority in the restoration of essential services. (See Vital Facilities)



State owned or supported vehicles can be refueled at the Division of Highways yard equipped with auxiliary power or field-fueled from DOT tanker trucks.

The Pitt County Board of Education has mobile refueling assets.

Assumptions

A catastrophic event affecting multiple counties and/or states may result in the following consequences related to essential services:

- loss of some or all essential services for extended periods of time
- a shortage of available outside assistance
- a shortage of materials for repair of utilities
- overall delay in restoration of essential services
- rapid exhaustion of local resources
- inability to relay resource requests / needs
- attempted price gouging for repair of essential services

Volunteers will be available and willing to assist with emergency debris removal; however, their limited abilities and training bring on additional burdens.

Following a catastrophic event, all roads and streets may be impassable due to debris.

The North Carolina Division of Highways will remove debris from the state highway and road system. The Division will not remove debris from private property except in extraordinary cases cleared through the State EOC.

The North Carolina Division of Forest Resources can perform emergency debris removal beyond State property when requested and approved through the State EOC.

Privately owned farm and industrial equipment will be heavily utilized by volunteers assisting with debris removal.

Controlled burning of debris may be allowed as a means of disposal of debris when approved by the proper authorities.

Concept of Operations

Priority for emergency debris removal will be given to the following:

- Active rescue sites
- Pitt-Greenville Airport
- Known helipads
- EOC access
- Emergency services locations
- Medical facilities
- Primary streets and roads, particularly those leading to medical care
- Vital utilities (power lines, substations, wastewater plants,



communications sites)

- Disaster Application Center sites
- Shelters
- Staging areas / refueling areas
- Regional Jail

Priority for emergency debris removal will be given to all listed vital facilities and other sites as deemed appropriate by the Control Group.

Temporary debris storage, sorting and chipping sites will be established throughout the affected area to facilitate management of debris. Sites will be located in areas where burning of debris can be done within applicable regulations.

The regional landfill will assist in the storage and disposal and sorting of large quantities of debris.

Sites will be established throughout the affected area for distribution of emergency water supplies to the public.

Available emergency generators will be deployed to vital public facilities that do not have power.

If available, portable toilets will be provided to the general public and to work sites.

Organization and Assignment of Responsibilities

The Public Works Department shall be responsible for the overall restoration of essential services being that the restoration of utilities is vital to support other essential services provided by the city. Each department head is responsible to ensure that his or her department resumes normal activities as soon as possible and safe. This restoration will be coordinated through the EOC.

The Director of Public Works or his designee shall organize the way in which the city will restore essential services based upon the conditions resulting from the emergency.

Administration and Logistics

The Public Works Department serves as the lead agency for restoration of essential services. Public Works will provide for the administration and procurement of resources necessary for restoration through purchasing and mutual aid agreements.



ANIMAL CONTROL

Lead Agency

Police Department in cooperation with Pitt County Emergency Services

Purpose

This section provides for the animal control in the event of a disaster or emergency.

Situation

- Any disaster that threatens humans, threatens animals as well, and it will be necessary to provide water, shelter, food and first aid to both.
- The primary agency responsible for animal welfare in the City of Greenville is the Animal Control Division of the Police Department. The primary agency responsible for animal welfare in the county is the Pitt County Animal Control assisted by volunteers of the County Animal Response Team (CART).
- Relocation, shelter, or relief efforts for livestock, wildlife, or domesticated animals may be required.
- Animal shelter locations may be required to provide domesticated animal control, due to sheltered persons bringing their pets with them.
- Current animal shelter facilities include Pitt County Animal Control office on County Home Road, The Humane Society on Tupper Drive and various private kennels.
- Livestock left in evacuated areas will need to be cared for and provisions will need to be made for re-entry to fulfill this need.
- Specially trained large animal rescue teams are available as a NC Emergency Management asset and may be accessed through Pitt County Emergency Services.

Assumptions

- The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- An ever increasing percentage of evacuees will either not evacuate due to their animals, farm or domestic; or refuse shelter because their pets are not permitted.
- Natural, technological, or manmade disasters could affect the well being of domesticated or non-domesticated animals.
- The City will plan both for emergency situations and to carry out response and recovery operations utilizing local resources. Outside animal care and rescue assistance would likely be available in most large-scale emergencies affecting the County.



- Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, to communicate animal welfare information to the public, and procedures for reuniting them with their owners.
- Public information statements will be issued through the various media outlets. This information will include locations where domestic and non-domestic animals (including livestock) may be accepted during emergency situations.
- A large-scale emergency in Pitt County may warrant immediate response from State and local personnel, agencies, and organizations. However, emergency situations may intensify to the point where activation of additional specialized agencies through mutual aid would be required.

Concept of Operations

- While the animal response will often occur in conjunction with the saving of human lives, the saving of human life must take precedence.
- The sheltering and protection of domestic and non-domestic animals (including livestock) are the responsibility of their owners.
- Domestic and non-domestic animals that are lost, strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of Pitt County Animal Control officials. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal services guidelines.
- Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that endanger themselves or the public will be the responsibility of the N.C. Wildlife Resource Commission personnel, in cooperation with local animal services officials, and returned to their natural habitat, if possible.
- The exception of service animals, shelters that have been established for disaster victims may not accept domestic animals. However, if an evacuee comes to the shelter with their pet(s), efforts will be made to assist in locating the domestic animal(s) away from the general populace and to provide them with proper care.
- Once all resources have been exhausted, a co-located general population and pet shelter may be established by Pitt County Emergency Management at Wintergreen Primary School and Pitt County Farmers Market on County Home Road.

Organization and Assignment of Responsibilities

The Animal Control Division of the Police Department shall be responsible for animal control on a daily basis and in the event of an emergency they will coordinate their efforts with Pitt County Emergency Services. The division, at the direction of the Chief of Police, shall organize and deploy as the need arises depending on the type and scale of the emergency.

Administration and Logistics



The city's Animal Control is a division of the Police Department. Therefore, it is the responsibility of the Police Department to administer and acquire the resources to implement this section of the plan.



EMERGENCY PERSONNEL FAMILY PREPAREDNESS

Lead Agency

City Manager's Office

Purpose

This section provides for the welfare of the families of emergency personnel in times of disaster/emergencies.

Situation

In times of emergency/disaster some families have a difficult time coping with the absence of a family member who has an emergency and/or mandatory response role.

It is necessary to direct families of responders to prepare to be without their loved one to be proactive.

Assumptions

Each individual person having an emergency response role within the City of Greenville is responsible for educating their families about their roles during an emergency.

It should be understood by spouses and children alike that the responder may not be able to be with the family at all during and after a disaster/emergency.

Families of responders will be well prepared to cope with the absence of their family member.

Some families of responders will try to shelter at emergency response stations.

Concept of Operations

While each responder may seek shelter at any police/fire/public works station, family member of responders may not utilize these locations for long term sheltering.

It is the responsibility of each responder to instruct their families on how to prepare for disasters and cope with their absence.

Families should provide for a range of options for the care for of children and pets, long ahead of an event.

Families should consider a full range of housing and sheltering options both in and out of the region. Staying with family and friends that are in a safer zone is preferred option over depending upon public shelters. In the best of conditions, public shelter life leaves a lot to be desired.

Our employees and their families should share a communications list with the names, addresses, and phone numbers of family and friends that may be used as a "communications bridge" that allows for welfare reports to be exchanged. A range of contacts both in and out of the region is provided, and the plan should not be dependant upon cellular phone carriers. Resources to assist with this effort can be found at <http://www.ready.gov/emergency-planning-checklists>



Families must understand that our employees will likely not be readily available for phone calls, and that the communications that does get through will be hurried and may be at inconvenient times. The families must also accept that they may be without their family member (city employee) for an extended period of time before a more regular schedule is resumed.

There should be a common understanding between our employees and their families as to what constitutes an emergency that may require the employee be released from his/her emergency critical or emergency essential duties.

Organization and Assignment of Responsibilities

It is the responsibility of each family to prepare for emergencies to include the absence of their loved one.

Each responder will ensure that his or her family is prepared. There are several articles of literature regarding disaster preparedness readily available through various sources that can be used by emergency responders to help their families prepare for disaster. Resources to help with this effort can be found at:

<http://www.ready.gov>

Administration and Logistics

The City Manager will bi-annually remind all emergency responders to create disaster plans for their families, and to provide resources to assist them in this effort.



LEAD AGENCY CHART FOR FUNCTIONAL ANNEXES

1. Direction and Control	Emergency Management Coordinator
2. Emergency Operations Center	Emergency Management Coordinator
3. Assignment of Responsibilities	City Council
4. Communications, Notifications, & Warnings	Emergency Management Coordinator
5. Public Information	City Manager's Office
6. Transportation, Evacuation, and Reentry	Police Department
7. Firefighting/Hazardous Materials	Fire-Rescue Department
8. Law Enforcement	Police Department
9. Emergency Personnel Sheltering	Emergency Management Coordinator
10. Public Health/EMS/Mass Care and Sheltering	Pitt County Health Department, DSS, and COG EMS Manager
11. Search Operations	Police Department
12. Staging Areas	Public Works Department
13. Resource Management	City Manager's Office
14. Recovery Operations	City Manager's Office
15. Health, Safety, and Damage Assessment	Public Works Department
16. Donated Goods Management	Convention & Visitor's Bureau
17. Restoration of Essential Services/Vital Facilities	Public Works Department
18. Animal Control	Police Department
19. Emergency Personnel Family Preparedness	City Manager's Office



GLOSSARY OF TERMS – ACRONYMS - ABBREVIATIONS

Words, phrases, abbreviations, and acronyms relevant to emergency management should be defined. Many terms in emergency management have special meanings, so it is important to establish precise definitions. Such definitions allow the users of the EOP to share an understanding of the EOP.

American Red Cross

The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people 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.

Attack

Any hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.

Checklist

Written (or computerized) enumeration of actions to be taken by an individual or organization meant to aid memory rather than provide detailed instruction.

Chief Executive Official

The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

Community

A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each State defines its own political subdivisions and forms of government.

Contamination

The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

Dam

A barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

Damage Assessment



The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster.

Decontamination

The reduction or removal of a chemical, biological, or radiological material from the surface of a structure, area, object, or person.

Disaster

An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a "large-scale disaster" is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a "major disaster" is "any natural catastrophe (...) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under (the) Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Disaster Field Office

The office established in or near the designated area of a presidentially declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.

Disaster Recovery Center

Places established in the area of a presidentially declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, State, and Federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).

Earthquake

The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

Emergency

Any occasion or instance--such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe--that warrants action to save lives and to protect property, public health, and safety.



Emergency Alert System

A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

Emergency Health Services

Services required to prevent and treat the damaging health effects of an emergency, including communicable disease control, immunization, laboratory services, dental and nutritional services; providing first aid for treatment of ambulatory patients and those with minor injuries; providing public health information on emergency treatment, prevention, and control; and providing administrative support including maintenance of vital records and providing for a conduit of emergency health funds from State and Federal governments.

Emergency Medical Services

Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

Emergency Operations Center

The protected site from which State and local civil government officials coordinate, monitor, and direct emergency response activities during an emergency.

Emergency Operations Plan

A document that: describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

Emergency Response Team

An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.

Evacuation



Organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas.

Evacuation - Spontaneous

Residents or citizens in the threatened areas observe an emergency event or receive unofficial word of an actual or perceived threat and without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised.

Evacuation - Voluntary

This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or orders are NOT required to evacuate, however it would be to their advantage to do so.

Evacuation - Mandatory or Directed

This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials.

Evacuees

All persons removed or moving from areas threatened or struck by a disaster.

Flash Flood

Follows a situation in which rainfall is so intense and severe and runoff so rapid that it precludes recording and relating it to stream stages and other information in time to forecast a flood condition.

Flood

A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

Hazard Mitigation

Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

Hazardous Material

Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and



materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

High-Hazard Areas

Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

Hurricane

A tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74 miles per hour or more and blow in a large spiral around a relatively calm center or "eye". Circulation is counter-clockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

Incident Command System

A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

Mass Care

The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been placed from their homes because of a disaster or threatened disaster.

Public Information Officer

A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

Preliminary Damage Assessment

A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.



Recovery

The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.

Resource Management

Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Standard Operating Procedure

A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.

Terrorism

The use of--or threatened use of--criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

Tornado

A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.

Warning

The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects that specific hazards may cause. A warning issued by the NWS (e.g., severe storm warning, tornado warning, tropical storm warning) for a defined area indicates that the particular type of severe weather is imminent in that area.

Watch

Indication by the NWS that, in a defined area, conditions are favorable for the specified type of severe weather (e.g., flash flood watch, severe thunderstorm watch, tornado watch, tropical storm watch).



NIMS - ACRONYMS

ALS	Advanced Life Support
DOC	Department Operations Center
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HSPD-5	Homeland Security Presidential Directive - 5
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IC or UC	Incident Command or Unified Command
IMT	Incident Management Team
JIS	Joint Information System
JIC	Joint Information Center
LNO	Liaison Officer
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRP	National Response Plan
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research & Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
UC	Unified Command
US&R	Urban Search and Rescue



GENERAL ACRONYMS AND ABBREVIATIONS

ARES:	Amateur Radio Emergency Service
ATC:	Air Traffic Central Approach
CFR:	Code of Federal Regulations
DCI:	Division of Criminal Information (Police Information Network)
DSR:	Disaster Survey Report
EAS:	Emergency Alerting System
EHS:	Extremely Hazardous Substance
ES:	Emergency Services
ESD:	Emergency Services Director
EMS:	Emergency Medical Services
EMT:	Emergency Management Technician
EOC:	Emergency Operations Center
EOP:	Emergency Operations Plan
FCC:	Federal Communications Commission
FEMA:	Federal Emergency Management Agency
FSS:	Flight Service Station
GS:	General Statute
HAZMAT:	Hazardous Materials
IA:	Individual Assistance
IC:	Incident Commander
ICS:	Incident Command System
IEMS:	Integrated Emergency Management System
LEPC:	Local Emergency Planning Committee
IFR:	Instrument Flight Rules
JIC:	Joint Information Center
JOC	Joint Operations Center
MSDS:	Material Safety Data Sheet
NCEM:	North Carolina Division of Emergency Management
NCERC:	North Carolina Emergency Response Commission
NCGS:	North Carolina General Statutes



NCNGCST North Carolina National Guard Civil Support Team

NCP: National Contingency Plan

NFPA: National Fire Protection Association

NIMS National Incident Management System

NOAA: National Oceanic and Atmospheric Administration

NRP National Response Plan

NRT: National Response Team

NWS: National Weather Service

OSHA: Occupational Safety and Health Act

PA: Public Assistance

PIO: Public Information Officer

RRT: Regional Response Team

SARA: Superfund Amendments and Reauthorization Act

SERC: State Emergency Response Commission

SERT: State Emergency Response Team

SOP: Standard Operating Procedure

SWP: State Warning Point

TPQ: Threshold Planning Quantity

TRQ: Threshold Reporting Quantity

USCG: United States Coast Guard

USDA: United States Department of Agriculture

VFR: Visual Flight Rules



SECURITY SENSITIVE DATA - NOT PUBLIC RECORD

City of Greenville Emergency Operations Plan-Vital Facilities

Greenville Utilities Facilities

	Type of Facility	Address	GPS Coordinates <i>Latitude, Longitude</i>
GUC Administrative Office Building	Office Bldg.	401 S. Greene Street Greenville	35.612434, -77.374759
GUC Operations Center		801 Mumford Road Greenville	35.629230, -77.362168
Water Treatment Plant	Water Treatment Plant	1720-1724 & 1726 Waterway Road Greenville	
Wastewater Treatment Plant	Wastewater Treatment Plant	200, 201, 203, 210, 211, 220, 221, 230, 231, 240	
LNG Facility	Natural Gas	241, 250, 251, 260, 261 & 310 Aqua Lane Greenville 490 Aqua Lane Greenville	
400' PiRod Radio Communications Tower	Communications Tower	350 Aqua Lane Greenville	35.624384, -77.364991
230 Station & 115 KV Switching Station	Electrical Distribution	1101 N. Holly Street Greenville	35.575019, -77.385493
Southside Substation	Electrical Distribution	130 SW Greenville Blvd. Greenville	35.590443, -77.346718
Eastside Substation	Electrical Distribution	1595 SE Greenville Blvd. Greenville	35.654406, -77.370788
Northside Substation	Electrical Distribution	300 Staton House Road Greenville	35.608070, -77.376623
ECU Substation	Electrical Distribution	150 Ficklin Drive Greenville	35.616374, -77.377816
Power Plant Substation	Electrical Distribution	190 Plant Street Greenville	35.530144, -77.317958
Hollywood Substation	Electrical Distribution	2032 Mills Road Greenville	35.622822, -77.331382
Eastern Bypass Substation	Electrical Distribution	2350 Old Pactolus Road Greenville	35.548568, -77.393772
Winterville Substation	Electrical Distribution	490 W. Firetower Road Greenville	35.443435, -77.308241
Stokestown Substation	Electrical Distribution	3850 NC 102E Greenville	35.617555, -77.422427
Westside Substation	Electrical Distribution	1101 B's Barbeque Road Greenville	35.578532, -77.301784
Simpson Substation	Electrical Distribution	1200 L. T. Hardee Road Greenville	35.569183, -77.444882
Frog Level Substation	Electrical Distribution	4559 US 13 or 3308 Frog Level Rd. Greenville	35.656243, -77.351286
Wellcome Substation	Electrical Distribution	5595 NE Greenville Blvd. Greenville	35.599326, -77.379164
Evans Street Substation	Electrical Distribution	190 E Howell Street Greenville	35.560765, -77.350816
Bells Fork Substation	Electrical Distribution	4000 Bells Chapel Road Greenville	35.645142, -77.358583
Procter & Gamble Substation	Electrical Distribution	500 Industrial Blvd. Greenville	

SECURITY SENSITIVE DATA - NOT PUBLIC RECORD

Northside Elevated Water Tank & Blending Station	Water Tank	200 Staton Rd. Greenville	35.651850, -77.362647
Southside Elevated Water Tank	Water Tank	210 SW Greenville Blvd. Greenville	35.574520, -77.387732
Eastside Elevated Water Tank	Water Tank	1516 Greenville Blvd. Greenville	
Northside Wastewater	Pump Station	1890 PS Pactolus Hwy. Greenville	
Westside Wastewater	Pump Station	1810 W. Conley Street Greenville	35.617550, -77.395098
Southside Wastewater # 1	Pump Station	2901 E. 4th Street Greenville	
Southside Wastewater # 2	Pump Station	2901 E. 4th Street Greenville	
ECU Med School # 1300		1300 Emergency Drive Greenville	
ECU Med School # 2300		2300 Emergency Drive Greenville	
Vermont American	Generator	310 Staton Blvd Greenville	35.651363, -77.360829
NACCO	Generator	5200 Greenville Blvd NE Greenville	35.651004, -77.344887
Procter & Gamble	Generator	1029 Old Creek Road Greenville	35.638158, -77.357487
Simpson Industries	Generator	220 Industrial Blvd. Greenville	35.644864, -77.362246
Karastan Bigelow	Generator	2007 Dickinson Ave. Greenville	35.601465, -77.390389
Karastan Bigelow	Generator	311 Staton Road Greenville	35.651370, -77.359798
D. H. Conley High School	Generator	2006 Worthington Rd Greenville	35.531604, -77.322961
Rose High School	Generator	600 W. Arlington Blvd Greenville	35.591923, -77.388251
ECU # 1	Generator	150 Ficklin Drive Greenville	35.608070, -77.376623
ECU # 2	Generator	150 Ficklin Drive Greenville	35.608070, -77.376623
Industrial Park Wastewater	Pump Station	986 Staton Blvd Greenville	35.652613, -77.349412
Greenville West 230 kV Substation	Electrical Distribution	3280 MacGregor Downs Road Greenville	35.611808, -77.431361
MacGregor Downs Substation	Electrical Distribution	3280 MacGregor Downs Road Greenville	35.611808, -77.431361
Green Mill Run Pump Station	Pump Station	430 W Arlington Blvd Greenville	35.592130, -77.383192
Fork Swamp Regional	Pump Station	4698 Corey Road Greenville	35.543096, -77.363628
Washington Street Well	Well	Corner of Washington St and 13th St Greenville	35.60306, -77.375946
Eastside Well	Well	1595 SE Greenville Blvd. Greenville	35.590443, -77.346718
Northside Well	Well	300 Staton House Road Greenville	35.654406, -77.370788
North Greene Street Well	Well	Corner of North Greene & Airport Rd. Greenville	35.631310, -77.372450
Southside Well	Well	130 SW Greenville Blvd. Greenville	35.575019, -77.385493
Evans Park Well	Well	Arlington Blvd. Across from Rose High School Greenville	35.591789, -77.385101

SECURITY SENSITIVE DATA - NOT PUBLIC RECORD

Burroughs Wellcome Well	Well	264 Bypass just East of intersection of Hwy 11 Greenville	
Industrial Blvd. Well	Well	Industrial Blvd. near the intersection of Old Creek Rd Greenville	
Mt. Pleasant Substation	Electrical Distribution	1039 Belvoir School Rd Greenville	35.666353, -77.406881
Medical Facilities			
Pitt County Memorial Hospital	Level 1 Trauma Center	2100 Stantonsburg Rd Greenville	35.605910, -77.401238
Physicians East		1850 West Arlington Boulevard Greenville	35.597409, -77.405811
Physicians East Urgent Care		1913-E East Firetower Road Greenville	35.566027, -77.355442
Physicians East		3681 N. Main Street Farmville	35.598382, -77.583890
Physicians East		4796 Old Tar Rd Winterville	35.532279, -77.384583
Physicians East		416 McCrae St Grifton	35.373771, -77.435146
Communications Networks			
911 Communications	911 Center	1717 W 5th St Greenville	35.612879, -77.393698
Suddenlink	Cable Television	2120 W. Arlington Blvd. Greenville	35.602322, -77.411300
WNCT-TV Channel 9	CBS affiliate	3221 S. Evans St Greenville	35.572942, -77.382370
Embarq # 1	Telephone/Internet	401 W. 5th St Greenville	35.611629, -77.376545
Embarq # 2	Telephone/Internet	1530 Hooker Rd. Greenville	35.577872, -77.390327
WITN-TV Channel 7	NBC affiliate	317 E. Arlington Blvd. Greenville	35.587271, -77.372510
WNCT-FM	107.9 FM Radio	Radio Rd. Greenville	35.606567, -77.426602
City Buildings			
City Hall		200 W. 5th St Greenville	35.611442, -77.374168
GFR/GPD Headquarters		509 S. Greene St Greenville	35.611225, -77.375051
Municipal Building		201 W. 5th St Greenville	35.611291, -77.374201
Public Works Headquarters		1500 Beatty St. Greenville	35.600917, -77.381274
Convention Center		303 SW. Greenville Blvd. Greenville	35.574293, -77.390716
GFR St. 2		2490 Hemby Ln. Greenville	35.601711, -77.410400
GFR St. 3		2400 Charles St. Greenville	35.583298, -77.361133
GFR St. 4		200 Staton Rd. Greenville	35.651850, -77.362647
GFR St. 5		255 Rollins Dr. Greenville	35.573643, -77.407885

SECURITY SENSITIVE DATA - NOT PUBLIC RECORD

GFR St. 6

3375 E. 10th St. Greenville

35.597609, -77.325864

County Buildings

Emergency Operations Center

1717 W. 5th Street Greenville

35.612879, -77.393698

Schools within the City

Belvoir Elementary School
Chicod Elementary School
C.M. Eppes Middle School
Creekside Elementary School
D.H. Conely High School
Eastern Elementary School
E.B. Aycock Middle School
Elmhurst Elementary School
Hope Middle School
J.H. Rose High School
Northwest Elementary School
Pactolus Elementary School
Sadie Saulter Elementary School
South Greenville Elementary School
3rd St. Pre-Kindergarten School
Wahl-Coates Elementary School
Wellcome Middle School
Wintergreen Intermediate School
Wintergreen Primary School

2568 NC 33 W. Greenville
7557 NC 43 S. Greenville
1100 Elm St. Greenville
431 Forlines Rd. Greenville
2006 Worthington Rd. Greenville
1700 Cedar Ln. Greenville
1325 Red Banks Rd. Greenville
1815 W. Berkley Rd. Greenville
2995 Mills Rd. Greenville
600 W. Arlington Blvd. Greenville
1471 Holland Rd. Greenville
3405 Yankee Hall Rd. Greenville
1019 Fleming St. Greenville
811 Howell St. Greenville
600 W. 3rd St. Greenville
2200 E. 5th St. Greenville
3101 N. Memorial Dr. Greenville
4720 County Home Rd. Greenville
4710 County Home Rd. Greenville

35.666678, -77.418355
35.463172, -77.273709
35.599866, -77.359596
35.537667, -77.421329
35.531604, -77.322961
35.596237, -77.342178
35.585454, -77.354855
35.594231, -77.363879
35.512741, -77.285772
35.591923, -77.388251
35.739077, -77.476992
35.621755, -77.221187
35.609793, -77.385514
35.599008, -77.384393
35.614506, -77.379708
35.606686, -77.350176
35.667514, -77.361363
35.545683, -77.351526
35.545917, -77.351471

Landfill

Pitt County Landfill

3025 Landfill Rd. Greenville

Landfill

35.597139, -77.430928

Public/ Private Supply Centers

Lowes Home Improvement

800 Thomas Langston Dr. Winterville

35.562082, -77.406713

Home Depot

717 Thomas Langston Rd. Winterville

35.561282, -77.406189

Wal-Mart

210 SW. Greenville Blvd. Greenville

35.574520, -77.387732

Food Lion

250 Easy St. Greenville

35.651429, -77.367134

Food Lion

3136 E. 10th St. Greenville

35.599640, -77.333550

SECURITY SENSITIVE DATA - NOT PUBLIC RECORD

Food Lion	2460 Stantonsburg Rd. Greenville	35.605578, -77.413066
Harris Teeter	1400 Charles Blvd. Greenville	35.600834, -77.370938
Lowes Foods	3160 Evans St. Greenville	35.575563, -77.382336
Piggly Wiggly	2105 Dickinson Ave. Greenville	35.600403, -77.392327
Garris Evans Lumber Co.	701 W. 14th St. Greenville	35.603185, -77.381694
Salt Wood Products, Inc.	3016 Jones Park Rd. Greenville	35.640943, -77.336176
Aircraft Landing Sites		
Pitt-Greenville Airport	400 Airport Blvd. Greenville	35.631287, -77.379539
Kinston Regional Jetport	2780 Jetport Rd. Kinston	35.323040, -77.608521
Correctional Facilities		
Pitt County Detention Center	124 New Hope Rd. Greenville	35.640730, -77.366926
ECU		
Dowdy Ficklen Stadium		35.607406, -77.375866
Extended Care Facilities		
Alterra Sterling House	2105 W. Arlington Blvd. Greenville	35.601748, -77.411197
Carolina House	2715 Dickinson Ave. Greenville	35.592831, -77.405082
Cypress Glen	100 Hickory St. Greenville	35.610875, -77.348364
Golden Living Center	527 Moye Blvd. Greenville	35.610170, -77.401009
Greenfield Place	2575 W. 5th St. Greenville	35.616922, -77.410940
Oak Haven Assisted Living	506 Mattox Rd. Greenville	35.620230, -77.413207
Red Oak Assisted Living	2920 Williams Rd. Greenville	35.577186, -77.421270
Spring Arbor	2097 W. Arlington Blvd. Greenville	35.605863, -77.411557
Stafford Glen Assisted Living	2060 W. 5th St. Greenville	35.613387, -77.401448
Tar River Manor	2578 W. 5th St. Greenville	35.617276, -77.411117

City of Greenville

Evacuation Traffic Control Plan

The City of Greenville Emergency Operations Plan dictates that the City creates an Evacuation Traffic Control Plan. In creation of this plan there are four evacuation scenarios that were considered: (1) Regional evacuation, (2) Coastal evacuation (coastal residents coming inland into and around the city), (3) city-wide evacuation and (4) partial city evacuation.

This region has never experienced a full evacuation and it is unlikely that it will ever occur.

Scenario # 1 and # 2 would likely occur upon an approaching hurricane while scenario # 3 and # 4 would most likely occur due to man-made events such as a hazardous materials incident.

The Greenville Police Department's Traffic Enforcement Unit Supervisor or designee is responsible for coordinating traffic control efforts during any Level I, II or III emergency. It is the unit's policy to use mechanical and physical control devices if at all possible in lieu of personnel manually controlling the traffic. Non-sworn (i.e. public works) personnel may be used to assist in traffic control in conjunction with physical and mechanical barriers. However, non-sworn personnel should not be assigned to manual traffic control except in extreme emergency circumstances.

Scenario #1 and #2

In the event of scenarios # 1 and # 2, coastal residents will be coming through and around the city through both designated hurricane evacuation routes and non-designated roads. The two hurricane evacuation routes that come through Pitt County are US264 and US64. In both cases it would be more efficient to route traffic around the city rather than through it. In scenario # 1 city residents would also be leaving the city, which would increase the volume of traffic on the roadways. In scenarios # 1 and # 2 the city would be evacuated along with residents from coastal areas. Traffic control should prevent inland bound coastal residents from coming into the city; rather they should be directed around the city via the US264 By-Pass. In both scenarios the NC Highway Patrol has plans to station four troopers at the intersection of US264 By-Pass and US264 Business. Also, one trooper would be stationed at the intersection of US264 By-Pass and US264 West.

Scenario #3

This plan would be implemented most likely after a hazardous materials incident. In this case the city would want to move all traffic out as soon as safely possible. The highest traffic volume intersections for the city have been designated to receive backup traffic control, in the form of electric generators or manual control, first. These designated high volume intersections are listed below. Currently the city does not have adequate



resources to provide backup power to each of these intersections so that mechanical control can continue uninterrupted. The city should secure funding to provide backup power to these intersections.

Scenario #4

This scenario would also likely result from a hazardous materials incident. The areas evacuated and the routes for evacuation would depend upon the incident, weather conditions, and time of day. Evacuation routes would have to be determined with those factors in mind. There is no way to plan this out perfectly due to the unforeseen. The city can rely upon the designated high volume intersections as a starting point for traffic control but they would not be the only points for control in this scenario.

Designated High-Volume Traffic Intersections

1. Arlington Blvd. and Stantonburg Rd.
2. Memorial Dr. and Stantonburg Rd.
3. Memorial Dr. and Dickinson Ave.
4. Memorial Dr. and Arlington Blvd.
5. Memorial Dr. and Greenville Blvd.
6. Greenville Blvd. and Evans St.
7. Greenville Blvd. and Arlington Blvd.
8. Greenville Blvd. and Charles Blvd.
9. Greenville Blvd. and 10th St.
10. Arlington Blvd. and Evans St.
11. Memorial Dr. and Thomas Langston Rd.
12. Arlington Blvd. and Dickinson Ave.
13. Memorial Dr. and 5th St.
14. Greenville Blvd. and 14th St.

In the event of Scenario #1 and #2 the NC Highway Patrol will control the following intersections:

1. US264 By-Pass and US264 Business
2. US264 By-Pass and US264 West



TROOP A

COASTAL EVACUATION PLAN

The following counties listed below are the twenty counties that comprise Troop A. Of those twenty, four (Currituck, Dare, Hyde, and Carteret) are coastal counties. The sixteen other counties have major East-West evacuation highways that are pertinent to the overall evacuation plan. The major evacuation route from North-South is US17.

- Dare and Currituck
- Hertford, Gates, and Bertie
- Pasquotank, Chowan, Perquimans, and Camden
- Beaufort, Washington, Tyrrell, and Hyde
- Pitt and Martin
- Craven and Pamlico
- Lenoir and Jones
- Carteret

For each of the above counties, the following has been identified.

- Emergency Management Directors information, along with EOC
- Local Police Departments contact information and number of personnel
- County Sheriff's Departments contact information and number of personnel
- Local Hospitals for each county and contact information
- Local Emergency Weather Shelters for each county
- All NCDOT Facilities in each county complete with contact information
- Critical Roadways and Intersections along evacuation routes
- The number of personnel needed at each location (traffic post)
- The number of supervisory personnel needed in each county
- A description of each intersection and the responsibility of each member directing traffic
- Assistance needed from NCDOT, barricades, traffic cones, signs, message boards
- Demographics for each county normal vs. seasonal
- Specific county concerns and challenges along with alternate evacuation routes
- Alternate Fuel Resources and Locations
- Housing of Patrol Personnel
- Post maps with post designated for each county

TROOP A

COASTAL EVACUATION PLAN

"At A Glance" – Troop A Coastal Evacuation Personnel Needs			
County	Post Identified	Total Troopers / Local Law Enforcement Officers Needed	Supervisors Needed
Dare	8	12	1
Currituck	6	7	1
Carteret	9	18	2
Hyde	2	3	1
Camden	4	8	1
Pasquotank	1	4	
Pamlico	3	5	1
Craven	5	13	1
Jones	3	5	1
Lenoir	3	9	1
Tyrrell	1	3	
Washington	2	3	1
Beaufort	0	9	
Chowan	0	3	
Perquimans	2	4	
Martin	2	6	1
Pitt	2	5	1
Bertie	3	6	1
Gates	4	8	1
Hertford	2	6	
Total	62	137	15

TROOP A

COASTAL EVACUATION PLAN

Decision Process Guidelines for the Troop A Coastal Evacuation

An estimated time of 14 to 18 hours is needed to complete evacuations from immediate coastal counties of Dare, Currituck, and Carteret as well as Ocracoke Island.

- **The decision for evacuation will be the responsibility of each individual county.**
- District First Sergeants will maintain constant communication with the local Emergency Management Director and participate in the decision to evacuate when requested.
- As a general rule, the threat of a Category III Hurricane or greater, the District First Sergeants should begin the decision process in planning for evacuation of effected counties, i.e. manpower, lodging, meals.

Actions – Pre-Evacuation Process

- The Troop A Commander (or designee) will participate in each Eastern Regional Conference call at 6:00 a.m. and every 6 hours until the threat has passed or the evacuation plan implemented.
- District First Sergeants will participate in local briefings held by the County EM Director and report evacuation concerns to the Troop A Commander (or designee).
- District First Sergeants will communicate with the Sheriff and local police agencies to coordinate any assistance they may provide during the evacuation.
- Topics to cover locally are; forecast onset of tropical storm winds and/or hurricane force winds, volume of traffic expected to evacuate, time evacuation may begin, resources needed (local and state), and any actions needed by Troop A during the next six hour period.
- Troop A Commander will communicate with the State EOC (Patrol Member) and/or Field Operations Major after each conference call to discuss the potential of evacuation and the deployment of personnel.
- Upon reaching a consensus for a county to evacuate, the District First Sergeant shall immediately pass that information to the Troop Commander, and the Troop Commander to the EOC and Field Operations Major.
- The District First Sergeant shall immediately notify the local NCDOT officials for assistance.
- When approved for evacuation, Patrol personnel will disseminate the decision and its execution time to local respective organizations providing assistance.

TROOP A

COASTAL EVACUATION PLAN

Actions During Evacuation

- At the beginning of the evacuation, conference calls will be conducted every 4 hours with the District First Sergeant to determine the following: evacuation status, problems encountered, and other actions needed, potential ending time.
- SHP will man each post identified in priority order at the beginning of the evacuation and remain on post until relieved by the District First Sergeant.
- The US70 Rest Area in Craven County will be utilized as the staging area for personnel and/or resources if needed for the southern part of Troop A. US64 Business in Martin County at the SHP Communications Center in Williamston will be utilized as the staging area for personnel and/or resources if needed for the northern part of Troop A.
- Wreckers Services on SHP Rotation will be utilized for quick clearance. Troopers familiar with the area may make a Trooper's request for nearest wrecker.
- The local county EOC shall be manned with a District Supervisor and will be utilized as the Command Post for each county's evacuation.

Action – Termination

- Termination of Traffic post to allow members to seek shelter will be ordered a minimum of 1 hour before sunset or when sustained winds reach 35 mph which ever occurs first.
- SHP will recommend termination of traffic post assignments when the traffic levels or other hazardous circumstances warrant. (At the discretion of Troop Commander with consultation with the Major of Fields Operations)

Supplementary Guidance

- The decision to evacuate is a county responsibility.
- The 800 MHz VIPER communication systems should provide effective and continuous communications between agencies and the Patrol which is critical for a safe and successful execution of the evacuation plan.
- Evacuation Operations should be conducted during daylight hours when at all possible.
- NCDOT should stage equipment in its local/division yards 24 hours prior to the implementation of the evacuation plan.

TROOP A

COASTAL EVACUATION PLAN

- SHP personnel and resources will be drawn from outside the local county, however; fire, rescue and ambulance resources will be drawn from the local county agencies within the threat area. Local EM coordinators have identified those resources and will make assignments and coordinate their mobilization.
- District First Sergeants in the effected areas should attend any local control group meetings prior to hurricane season each year to update contact information and make any necessary modifications to the plan or decision process.

Troop A Coastal Evacuation Responsibilities

NC DOT Dynamic Signs

- 15 signs utilized
- Preplanned locations
- Preplanned messages
- Remove before severe conditions
- Redeploy for reentry

DOT Traffic Control Plans

- Loaded traffic control trailers on stand by
- Crews assigned to implement and maintain
- NCDOT will be responsible for providing all barricades and signs related to the evacuation. This will include placing them in position prior to the beginning of the evacuation and removing them at the conclusion.
- NCSHP will be responsible for ensuring that the evacuation lanes are clear of all traffic and all abandoned vehicles have been removed from the WEST bound lanes of NC 168, US 158, US 64, US 264, US 70 at the beginning of the evacuation.
- NCSHP (local district members) will be responsible for investigating all collisions and assist disabled motorists that occur on US64 to Nash County, US264 to Wilson County, US 158 to North Hampton, US 168 to Virginia Border, US 70 to Johnston County.
- NCSHP will be responsible for recommending termination of the evacuation when traffic volume and/or other circumstances warrant.

TROOP A

COASTAL EVACUATION PLAN

Communications Procedures: Troop A Coastal Evacuation Plan

- The Troop A Evacuation plan calls for all Troopers assigned to the event to utilize 800MHz radios to communicate with each other, the Command Post, and local police agencies as much as possible.
- To conduct this exercise the plan is to utilize the Patrol's existing radio communications, both low band and 800MHz radios. The 800MHz (VIPER) radio system is now operational in each of the effected counties of the evacuation plan. The Patrol will utilize each county EOC as a command post with the supervisor on duty having access to an 800MHz radio.
- All members assigned to this event should be issued 800MHz radios programmed with Troop A Common 2 Channels. Twenty Five (25) spare 800MHz radios will be available for issue to members for the duration of this assignment. Field Operations will be responsible to contact TSU in Raleigh to ensure the necessary number of 800MHz radios are available to forward to the staging area for the assignment.
- All communications will be conducted between the local command post and the troopers on Troop A Common 1 on 800MHz with Troop A Common 2 being utilized as a backup. Channel 19 low band, frequency 42.20MHz will be a secondary backup.
- The channels normally worked by local cars assigned to the districts in the Coastal Region area are as follows:

County Assigned	Communications Center	Low Band Channel	Frequency (mhz)
Dare	Williamston	17/18	42.720/42.920 Station
Currituck	Williamston	17/18	42.720/42.920 Station
Carteret	Williamston	7/8	42.760/42.640 Station
Hyde	Williamston	17/18	42.720/42.920 Station
Camden	Williamston	9/10	42.700/42.500 Station
Pasquotank	Williamston	9/10	42.700/42.500 Station
Pamlico	Williamston	7/8	42.760/42.640 Station
Craven	Williamston	7/8	42.760/42.640 Station
Jones	Williamston	7/8	42.760/42.640 Station
Lenoir	Williamston	7/8	42.760/42.640 Station
Tyrrell	Williamston	17/18	42.720/42.920 Station
Washington	Williamston	17/18	42.720/42.920 Station
Beaufort	Williamston	17/18	42.720/42.920 Station
Chowan	Williamston	9/10	42.700/42.500 Station
Perquimans	Williamston	9/10	42.700/42.500 Station
Martin	Williamston	1/2	42.780/42.620 Station
Pitt	Williamston	1/2	42.780/42.620 Station

TROOP A

COASTAL EVACUATION PLAN

County Assigned	Communications Center	Low Band Channel	Frequency (mhz)
Bertie	Williamston	9/10	42.700/42.500 Station
Gates	Williamston	9/10	42.700/42.500 Station
Hertford	Williamston	9/10	42.700/42.500 Station

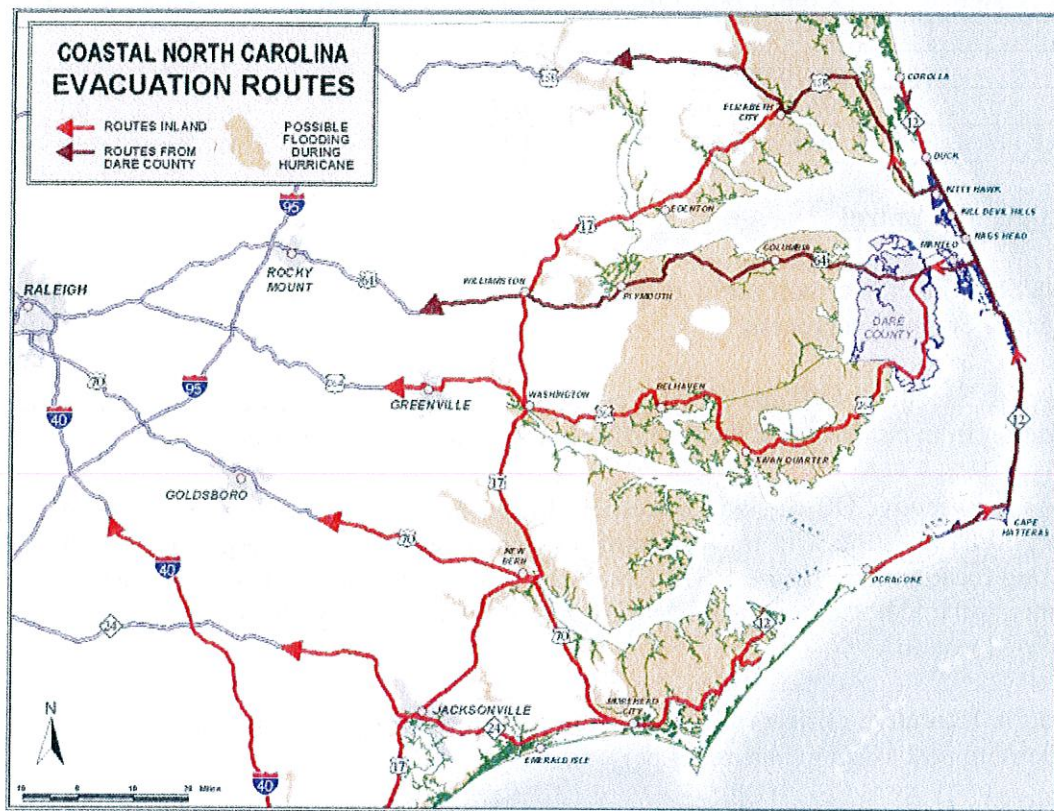
Command and Control

- A NCSHP Supervisor will serve as the Officer in Charge from the local EOC Center during the entire evacuation process.
- Troop A Executive Officers will be assigned to effected counties and will command this operation from either a local District Office or a local county EOC Center.
- Troop A Executive Officers will be responsible for briefing the Supervisors and all personnel who will be assisting with traffic control in their assigned area of responsibility. A backup briefing location may be the US70 Rest Area in Craven County. US64 Business in Martin County at the SHP Communications Center in Williamston may also be utilized as a back up briefing location.
- Troop A Executive Officers will meet with Supervisors of incoming personnel for briefing concerning post assignments, relief personnel, fuel, and lodging.

You can see the key evacuation routes below highlighted on the map:

- NC 168
- US 158
- US 64
- US 264
- US 70
- US 17

TROOP A COASTAL EVACUATION PLAN



TROOP A

COASTAL EVACUATION PLAN

Evacuation Population Figures	
Dare County	Residents (34,000)
	Tourists (300,000)
Currituck County	Residents (23,000)
	Tourists (50,000)
Ocracoke Island (Hyde County)	Residents (1,000)
	Tourists (14,000)
Carteret County	Residents (70,000)
	Tourists (100,000)

DOT Ferry Division

- DOT Ferry division is and intricate part in support for the evacuation of Ocracoke Island. This ferry division is the only connection anyone has to this island. Emergency landings are ready if Herbert G. Bonner Bridge becomes impassable. A Hatteras class ferry can run 30 cars in about 40 minutes. The Sound class ferry can hold from 35-50 cars yet it takes 2.5 hours to complete its trip.

Major Bridges on Evacuation Routes

Bridges two miles + in length include:

- Alligator River (US 64) Tyrrell/Dare County
- Virginia Dare (US 64) Dare County
- Wright Memorial (US 158) Dare/Currituck County
- Bonner Bridge (NC 12) Dare County
- Neuse River (US 17) Craven County

AIRCRAFT INCIDENT CHECKLIST

Planning

- ☐ Coordinate with local airport officials regarding types and number of aircraft using the airport(s).
- ☐ Provide an avenue for airport officials to report ground accidents, take off and landing accidents, traffic pattern collisions, possible hijackings, or other aircraft related emergencies.
- ☐ Coordinate with Federal Aviation Administration officials for timely information regarding response to any aircraft accident scene involving civilian aircraft.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Conduct hazard analysis of vital facilities and the impact of an aircraft accident near one or more of those facilities.
- ☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. in the area in proper precautions and emergency actions prior to an aircraft accident.
- ☐ Determine the availability of mobile and or portable mortuary services.
- ☐ Coordinate with the airline (if applicable) for response and information.
- ☐ Coordinate with American Red Cross, Pitt County Emergency Services and public agencies for shelter operations, as appropriate.
- ☐ Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, rescue, mortuary, etc.
- ☐ Ensure fire department personnel and all responders meet or exceed OSHA 1910.120.
- ☐ Ensure responders are trained in aircraft accidents and victim extrication.

Response

- ☐ Identify immediate response requirements.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC based on operational procedures.
- ☐ Issue alert and warning based on procedure, as warranted.
- ☐ Establish communications with responding agencies.



┌ Communicate with responders to determine as quickly as possible:

- ┌ Number of killed or injured
- ┌ General boundary of the affected area
- ┌ The general extent of damages
- ┌ The general extent of power or other utility disruption
- ┌ Immediate needs of response forces
- ┌ If voluntary evacuations of the population have begun
- ┌ Location of any triage area
- ┌ Location of any congregate care area established or ad hoc

- ┌ Evaluate overall situation based on incident information.
- ┌ Establish communications with the Pitt County Emergency Services and North Carolina Emergency Management.
- ┌ Establish communications with the Federal Aviation Administration and or NTSB as appropriate. If military, establish communications with the appropriate military branch.
- ┌ Establish communications with and request a liaison from the airline, airport or military if appropriate to do so.
- ┌ Establish ongoing reporting from the responders, private agencies and utilities.
- ┌ Establish incident command.
- ┌ Establish command post(s) as needed.
- ┌ Coordinate with American Red Cross and Pitt County Emergency Services regarding the opening of shelters in the appropriate areas based on shelter procedure.
- ┌ On order, evacuate affected areas with assistance from response forces.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.
- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/agency/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the PIO as soon as practical, in



coordination with airline, airport or military officials.

- ┌ Issue action guidance as appropriate.
- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer, as appropriate.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours, if required.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Notation: It is advisable to note the pilot is always in command of the aircraft and it is his / her responsibility, even after an accident, until the pilot is duly and properly relieved of that responsibility by the owner or company agent.

Recovery

- ┌ Gather damage assessment information (public, housing, business) from damage assessment teams.
- ┌ Obtain information from American Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from American Red Cross an estimated duration period for continued shelter operations, if any.
- ┌ Obtain information from airline or airport regarding safety, debris removal, etc.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:
 - ┌ Personnel that responded and the time involved in the response.



- ┌ Time sheets or time logs.
- ┌ Supplies used.
- ┌ Contracts issued.
- ┌ Purchase orders issued.
- ┌ Any other expenditure.
- ┌ Damages to public buildings, equipment, utilities, etc.
- ┌ Loss of life of any public servant.
- ┌ Documents regarding economic impact.

Notation: Most costs associated with an aircraft accident are borne by the airline, the aircraft owner or pilot in command and are billable as such. Such items as volunteer response, if not a contracted service (i.e., volunteer fire department personnel) may not be reimbursable.

- ┌ Develop or generate reports for the following, as appropriate:

- ┌ FAA / NTSB
- ┌ State
- ┌ Local elected officials
- ┌ County/City /Town Managers
- ┌ Others requiring or requesting reports

- ┌ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- ┌ Ensure public officials are made aware of the assistance application process.
- ┌ Perform an incident critique as soon as possible with all possible response organizations.
- ┌ Review agency and self performance.
- ┌ Review the weaknesses of the plan.
- ┌ Correct weaknesses.
- ┌ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ┌ Brief elected officials with updated information and disaster recovery progress.



CHEMICAL SPILL – TRANSPORTATION CHECKLIST

Planning

- ┌ Ensure the public is well informed regarding transportation issues regarding hazardous materials.
- ┌ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ┌ Coordinate with local plants, businesses or other facilities that receive hazardous material and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- ┌ Provide an avenue for transient transportation companies to report chemical spills. (i.e., 911)
- ┌ Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- ┌ Coordinate with local transportation departments or state departments of transportation regarding potential for specifying truck routes for hazmat carriers, avoiding densely populated areas.
- ┌ Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a transportation chemical spill or accident.
- ┌ Obtain transportation information from DMV or other state agencies regarding the number of trucks passing through in a 24 hour time period, thus calculating your risk potential.
- ┌ Coordinate and plan at least one exercise (table top or practical) tri-annually.
- ┌ Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- ┌ Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- ┌ Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- ┌ Determine the location of the nearest hazmat response team and their capability.
- ┌ Determine the availability of shelters and obtain shelter agreements if the American Red Cross has not.
- ┌ Coordinate with American Red Cross, Pitt County Emergency Services and other agencies for shelter operations.



Response

- ☐ Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.
- ☐ Issue alert and warning based on procedure, as warranted.
- ☐ On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- ☐ Establish communications with responding agencies.
- ☐ Establish traffic control and security with law enforcement.
- ☐ Through communications with responding agencies determine as quickly as possible:
 - ☐ Number of killed or injured (if any)
 - ☐ General boundary of the affected area
 - ☐ The general extent of spill
 - ☐ The general extent of traffic route disruption
 - ☐ Immediate needs of response forces
 - ☐ If voluntary evacuations of the population have begun
 - ☐ Location of any congregate care area established or ad hoc care area
- ☐ Coordinate with the shipping company for response and information.
- ☐ Evaluate overall county situation.
- ☐ Establish communications with the transporter reporting the spill or leak.
- ☐ Request a technical liaison from the facility report to the EOC (or command post).
- ☐ Establish communications with the state.
- ☐ Request hazardous materials team response if appropriate.



- ┌ Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- ┌ Establish communications with area schools, and or businesses that might be affected.
- ┌ Establish ongoing reporting from the response forces, private agencies and utilities.
- ┌ Establish incident command.
- ┌ Establish command post(s) as needed.
- ┌ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.
- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/agency/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Establish, as appropriate, a Joint Information Center (JIC) with the carrier or manufacturer if appropriate.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the PIO as soon as practical.
- ┌ Issue action guidance as appropriate.
- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.



Recovery

- ┌ Gather damage assessment information (public, housing, business) from damage assessment teams.
- ┌ Obtain information from technical sources regarding health effects duration.
- ┌ Obtain information from American Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from American Red Cross an estimated duration period for continued shelter operations, if any.
- ┌ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:
 - ┌ Personnel that responded and the time involved in the response.
 - ┌ Time sheets or time logs.
 - ┌ Supplies used.
 - ┌ Contracts issued.
 - ┌ Purchase orders issued.
 - ┌ Any other expenditures.
 - ┌ Damages to public buildings, equipment, utilities, etc.
 - ┌ Loss of life of any public servant.
 - ┌ Documents regarding economic impact.

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.



- └ Develop or generate reports for the following, as appropriate:
 - └ FEMA
 - └ State
 - └ Local elected officials
 - └ County/City /Town Managers
 - └ Others requiring or requesting reports
- └ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- └ Establish donated goods management based on policy and procedure.
- └ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- └ Ensure public officials are made aware of the assistance application process, if applicable.
- └ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- └ Perform an incident critique as soon as possible with all possible response organizations.
- └ Review agency and self performance.
- └ Review the weaknesses of the plan.
- └ Correct weaknesses.
- └ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- └ Brief elected officials with updated information and disaster recovery progress.



CHEMICAL SPILL - FIXED FACILITY CHECKLIST

Planning

- ☐ Ensure the public is well informed through Community Right to Know.
- ☐ Coordinate with local plants, businesses or other facilities that have hazardous material and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
- ☐ Provide an avenue for such facilities to report chemical spills.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a chemical spill or accident.
- ☐ Coordinate and plan at least one exercise (table top or practical) bi-annually.
- ☐ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize potential release of hazardous materials.
- ☐ Coordinate with State Title III Compliance department.
- ☐ Conduct hazard analysis of vital facilities and the impact of a major chemical spill on one or more of those facilities.
- ☐ Procure or produce information pamphlets for distribution to the public as appropriate.
- ☐ Coordinate with the facility for response and information.
- ☐ Establish or facilitate joint incident command concept with each facility.
- ☐ Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, etc.
- ☐ Determine the availability of shelters and obtain shelter agreements if the American Red Cross has not.
- ☐ Coordinate with American Red Cross, Pitt County Emergency Services and other agencies for shelter operations.

Response

- ☐ Identify immediate action or response requirements. Refer to online Extremely Hazardous Substance (EHS) listing if needed.
- ☐ Refer to the facility listing for Extremely Hazardous Substances, if needed.



- ┌ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ┌ Activate the EOC as appropriate.
- ┌ Organize or establish the EOC, based on operational procedure.
- ┌ Issue alert and warning based on procedure, as warranted.
- ┌ On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- ┌ Establish communications with responding agencies.
- ┌ Establish traffic control and security with law enforcement.
- ┌ Through communications with responding agencies determine as quickly as possible:

- ┌ Number of killed or injured (if any)
- ┌ General boundary of the affected area
- ┌ The general extent of damages
- ┌ The general extent of power or other utility disruption
- ┌ Immediate needs of response forces
- ┌ If voluntary evacuations of the population have begun
- ┌ Location of any congregate care area established or ad hoc

- ┌ Evaluate overall county situation.
- ┌ Establish communications with the facility reporting the spill or leak.
- ┌ Request a technical liaison from the facility report to the EOC (or command post).
- ┌ Establish communications with the state.
- ┌ Request hazardous materials team response if appropriate.
- ┌ Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- ┌ Establish communications with area schools and businesses that might be affected.
- ┌ Establish ongoing reporting from the response forces, private agencies and utilities.
- ┌ Establish incident command.
- ┌ Establish command post(s) as needed.



- ┌ Coordinate with American Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.
- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/agency/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Establish, as appropriate a Joint Information Center (JIC) with the facility.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the PIO as soon as practical.
- ┌ Issue action guidance as appropriate.
- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ┌ Gather damage assessment information (public, housing, business) from damage assessment teams.
- ┌ Obtain information from technical sources regarding health effects duration.
- ┌ Obtain information from American Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from American Red Cross an estimated duration period for continued shelter operations, if any.



- ┌ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:
 - ┌ Personnel that responded and the time involved in the response.
 - ┌ Time sheets or time logs.
 - ┌ Supplies used.
 - ┌ Contracts issued.
 - ┌ Purchase orders issued.
 - ┌ Any other expenditures.
 - ┌ Damages to public buildings, equipment, utilities, etc.
 - ┌ Loss of life of any public servant.
 - ┌ Documents regarding economic impact.

Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associated with response as well. Volunteer resources may not be reimbursable unless under contract.

- ┌ Develop or generate reports for the following, as appropriate:
 - ┌ FEMA
 - ┌ State
 - ┌ Local elected officials
 - ┌ County/City /Town Managers
 - ┌ Others requiring or requesting reports



- ┌ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- ┌ Establish donated goods management based on policy and procedure.
- ┌ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ┌ Ensure public officials are made aware of the assistance application process, if applicable.
- ┌ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- ┌ Perform an incident critique as soon as possible with all possible response organizations.
- ┌ Review agency and self performance.
- ┌ Review the weaknesses of the plan.
- ┌ Correct weaknesses.
- ┌ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ┌ Brief elected officials with updated information and disaster recovery progress.



CIVIL DISORDER CHECKLIST

Planning

- ☐ Ensure public officials are well informed regarding the potential for civil unrest.
- ☐ Confer with local, state and federal law enforcement to monitor the potential for civil unrest or disturbance.
- ☐ Estimate need for auxiliary forces.
- ☐ Ensure the appropriate information network is in place to inform officials of potential civil unrest prior to an occurrence.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation, if such activation becomes necessary.
- ☐ Negotiate mutual aid agreements. Obtain agreements with those jurisdictions, including reimbursement costs, if any.
- ☐ Prepare to assist law enforcement with support resources.
- ☐ Maintain resource listings.
- ☐ Conduct hazard analysis of vital facilities and the impact of a civil unrest or riot incident on one or more of those facilities.
- ☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- ☐ Coordinate with American Red Cross, Pitt County Emergency Services and other agencies for shelter operations.

Response

- ☐ Identify immediate action or response requirements.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.
- ☐ Issue alert and warning based on procedure, as warranted.
- ☐ Establish communications with responding agencies.



┌ Through communications with responding agencies determine as quickly as possible:

- ┌ Number of killed or injured
- ┌ General boundary of the affected area
- ┌ The general extent of damages
- ┌ The general extent of power or other utility disruption
- ┌ Immediate needs of response forces
- ┌ If there are any fires in the area
- ┌ If any looting has or is occurring
- ┌ Location of any triage area
- ┌ Location of any congregate care area established.

- ┌ Evaluate overall county situation.
- ┌ Establish communications with the state.
- ┌ Establish communications with and request a liaison from electric and gas utilities as appropriate.
- ┌ Establish ongoing reporting from the response forces services, private agencies and utilities.
- ┌ Establish incident command.
- ┌ Establish command post(s) as needed.
- ┌ Coordinate with American Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ┌ On order, evacuate affected areas using available response forces.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.
- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the PIO as soon as practical.
- ┌ Issue action guidance as appropriate.



- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ┌ Gather damage assessment information (public, housing, business) from damage assessment teams.
- ┌ Gather information from law enforcement regarding any potential for additional or prolonged incidents.
- ┌ Obtain information from American Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from American Red Cross an estimated duration period for continued shelter operations, if any.
- ┌ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:
 - ┌ Personnel that responded and the time involved in the response.
 - ┌ Time sheets or time logs.
 - ┌ Supplies used.



- ┌ Contracts issued.
 - ┌ Purchase orders issued.
 - ┌ Any other expenditures.
 - ┌ Damages to public buildings, equipment, utilities, etc.
 - ┌ Loss of life of any public servant.
 - ┌ Documents regarding economic impact.
- ┌ Develop or generate reports for the following, as appropriate:
 - ┌ FEMA
 - ┌ State
 - ┌ Local elected officials
 - ┌ County/City /Town Managers
 - ┌ Others requiring or requesting reports
- ┌ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- ┌ Establish donated goods management based on policy and procedure.
- ┌ Local civil unrest issues are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ┌ Ensure public officials are made aware of the assistance application process, if applicable.
- ┌ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- ┌ Perform an incident critique as soon as possible with all possible response organizations.
- ┌ Review agency and self performance.
- ┌ Review the weaknesses of the plan.
- ┌ Correct weaknesses.
- ┌ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ┌ Brief elected officials with updated information and disaster recovery progress.



EXPLOSIVE HAZARD CHECKLIST

Planning

- ☐ Coordinate with any local companies that may have explosive materials.
- ☐ Provide an avenue for these companies to report explosive accidents, or potential accidents.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. in the area in proper precautions and emergency actions regarding an explosive hazard.
- ☐ Conduct hazard analysis of vital facilities and the impact of an explosion incident in or near one or more of those facilities.
- ☐ Determine the availability of mobile and or portable mortuary services.
- ☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
- ☐ Coordinate with law enforcement for response and information.
- ☐ Establish or facilitate joint incident command with agencies likely to respond, such as fire departments, regional hazmat teams, rescue, mortuary, etc.
- ☐ Ensure fire department personnel and other responders meet or exceed OSHA 1910.120.
- ☐ Ensure responders are trained in explosive devices, explosive handling and victim extrication from collapsed facilities.
- ☐ Ensure other resources such as explosive ordinance disposal units are available and the necessary agreements are in place to obtain those resources.
- ☐ Coordinate with American Red Cross, Pitt County Emergency Services and other agencies for shelter operations, as appropriate.

Response

- ☐ Identify immediate action or response requirements.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.
- ☐ Issue alert and warning based on procedure, as warranted.



┌ On order, evacuate affected areas with assistance from response or predetermined evacuation forces.

┌ Establish communications with responding agencies.

┌ Establish traffic control and security with law enforcement.

┌ Through communications with responding agencies determine as quickly as possible:

┌ Number of killed or injured (if any)

┌ General boundary of the affected area

┌ The general extent of damages

┌ The general extent of power or other utility disruption

┌ Immediate needs of response forces

┌ If voluntary evacuations of the population have begun

┌ Location of any established triage area

┌ Location of any congregate care area established or ad hoc

┌ Evaluate overall county situation.

┌ Establish communications with the facility reporting the explosion, if applicable.

┌ Request a technical liaison from law enforcement, familiar with the explosive hazard, report to the EOC if practical to do so. Bombs, bomb threats, explosive devices intentionally set are criminal matters. Be aware that these may also present a terrorist threat.

┌ Establish communications with the state.

┌ Request explosive disposal unit, hazardous materials team or other specialized response forces if appropriate.

┌ Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.

┌ Establish communications with area schools, and or businesses that might be affected.

┌ Establish ongoing reporting from the response forces, private agencies and utilities.

┌ Establish incident command.

┌ Establish command post(s) as needed.



- ┌ Coordinate with American Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.
- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/agency/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Establish, as appropriate, a Joint Information Center (JIC) with the facility.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the public PIO as soon as practical.
- ┌ Issue action guidance as appropriate.
- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ┌ Gather damage assessment information (public, housing, business) from damage assessment teams.
- ┌ Obtain information from technical sources regarding explosive effects or demolition effects duration.
- ┌ Obtain information from American Red Cross regarding number of shelterees and support necessary for continued operation.



┌ Obtain from American Red Cross an estimated duration period for continued shelter operations, if any.

┌ Obtain information from utilities regarding outages, length of repair, safety, etc.

┌ Assess citizen / community needs for individual assistance and or public assistance.

┌ Activate local unmet needs committee if appropriate.

┌ Gather financial information from the Finance Officer.

┌ As appropriate gather additional information to include:

┌ Personnel that responded and the time involved in the response.

┌ Time sheets or time logs.

┌ Supplies used.

┌ Contracts issued.

┌ Purchase orders issued.

┌ Any other expenditures.

┌ Damages to public buildings, equipment, utilities, etc.

┌ Loss of life of any public servant.

┌ Documents regarding economic impact.

┌ Develop or generate reports for the following, as appropriate:

┌ FEMA

┌ State

┌ Local elected officials

┌ County/City /Town Managers

┌ Others requiring or requesting reports

┌ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations, as appropriate.

┌ Establish donated goods management based on policy and procedure.



- ┌ It will be unlikely if a small, localized explosion will cause a Presidential declaration of disaster, but if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ┌ Ensure public officials are made aware of the assistance application process, if applicable.
- ┌ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- ┌ Perform an incident critique as soon as possible with all possible response organizations.
- ┌ Review agency and self performance.
- ┌ Review the weaknesses of the plan.
- ┌ Correct weaknesses.
- ┌ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ┌ Brief elected officials with updated information and disaster recovery progress.



FLOOD CHECKLIST

Mitigation/Preparedness

- ☐ Ensure the public is well informed regarding flood watches and warnings.
- ☐ Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a flooding event.
- ☐ Ensure the community is a participant in the National Flood Insurance Program (NFIP).
- ☐ Coordinate the establishment of local laws to prohibit or minimize construction in the flood plain.
- ☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
- ☐ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- ☐ Conduct hazard analysis of vital facilities and the impact of a flood on one or more of those facilities.
- ☐ Procure or produce information pamphlets for distribution to the public, as applicable.
- ☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- ☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- ☐ Coordinate with department of transportation officials for information regarding roads and bridges likely to be closed due to flood.
- ☐ Coordinate with electric utilities to share information concerning power outages.

Response

- ☐ Identify immediate action or response requirements.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.



- ┌ Issue alert and warning based on procedure, as warranted.
- ┌ Establish communications with responding agencies.
- ┌ Through communications with responding agencies determine as quickly as possible:
 - ┌ Number of killed or injured (if any)
 - ┌ General boundary of the affected area
 - ┌ The general extent of damages
 - ┌ The general extent of power or other utility disruption
 - ┌ Immediate needs of response forces
 - ┌ If voluntary evacuations of the population have begun
 - ┌ Location of any congregate care area established or ad hoc
- ┌ Evaluate overall county situation.
- ┌ Establish communications with the state.
- ┌ Establish communications with the National Weather Service.
- ┌ Establish communications with and request a liaison from state transportation and electric and gas utilities if necessary.
- ┌ Establish ongoing reporting from the response forces, private agencies and utilities.
- ┌ Establish incident command.
- ┌ Establish command post(s) as needed.
- ┌ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ┌ On order, evacuate affected areas with assistance from response forces.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.
- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/agency/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the PIO as soon as practical.



- ┌ Issue action guidance as appropriate.
- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour IAP outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ┌ Gather damage assessment information from damage assessment teams.
- ┌ Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- ┌ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:
 - ┌ Personnel that responded / time involved in the response.
 - ┌ Time sheets or time logs.
 - ┌ Supplies used.
 - ┌ Contracts issued.



- ☐ Purchase orders issued.
 - ☐ Any other expenditures.
 - ☐ Damages to public buildings, equipment, utilities, etc.
 - ☐ Loss of life of any public servant.
 - ☐ Documents regarding economic impact.
- ☐ Develop or generate reports for the following, as appropriate:
- ☐ FEMA
 - ☐ State
 - ☐ Local elected officials
 - ☐ County/City /Town Managers
 - ☐ Others requiring or requesting reports
- ☐ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- ☐ Establish donated goods management based on policy and procedure.
- ☐ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ☐ Ensure public officials are made aware of the assistance application process, if applicable.
- ☐ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- ☐ Perform an incident critique as soon as possible with all possible response organizations.
- ☐ Review agency and self performance.
- ☐ Review the weaknesses of the plan.
- ☐ Correct weaknesses.
- ☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ☐ Brief elected officials with updated information and disaster recovery progress.



HURRICANE CHECKLIST

Mitigation/Preparedness

- ☐ Ensure the public is well informed regarding hurricane watches and warnings.
- ☐ Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a hurricane.
- ☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
- ☐ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- ☐ Coordinate the establishment of local laws to strengthen building codes in hurricane prone areas.
- ☐ Conduct hazard analysis of vital facilities and the impact of a hurricane on one or more of those facilities.
- ☐ Procure or produce information pamphlets for distribution to the public, as applicable.
- ☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- ☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- ☐ Coordinate with department of transportation officials for information regarding roads and bridges likely to be used for evacuation.
- ☐ Establish evacuation routes and an overall evacuation plan.
- ☐ Coordinate with inland jurisdictions to host evacuating population.
- ☐ Coordinate with electric utilities to share information concerning power outages.

Response

- ☐ Identify immediate action or response requirements.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.



- ☐ Issue alert and warning based on procedure, as warranted.
- ☐ On order, evacuate affected areas with assistance from response or predetermined evacuation forces.
- ☐ Establish communications with responding agencies.
- ☐ Establish traffic control and security with law enforcement.
- ☐ Through communications with responding agencies determine as quickly as possible:
 - ☐ Number of killed or injured (if any)
 - ☐ General boundary of the affected area
 - ☐ The general extent of damages
 - ☐ The general extent of power or other utility disruption
 - ☐ Immediate needs of response forces
 - ☐ If voluntary evacuations of the population have begun
 - ☐ Location of any congregate care area established or ad hoc
- ☐ Evaluate overall county situation.
- ☐ Establish communications with the State.
- ☐ Establish communications with the National Weather Service and National Hurricane Center.
- ☐ Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- ☐ Establish ongoing reporting from the response forces, private agencies and utilities.
- ☐ Establish incident command.
- ☐ Establish command post(s) as needed.
- ☐ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ☐ Conduct first staff briefing as soon as practical after EOC activation.
- ☐ Activate or establish rumor control through the public information officer (PIO).
- ☐ Establish a schedule for briefings.
- ☐ Brief city/county/agency/utility executives.
- ☐ Provide PIO with updated information.
- ☐ Provide response forces with updated information, as appropriate.
- ☐ Cause public information to be released, via the public information officer (PIO) as soon as practical.
- ☐ Issue action guidance as appropriate.



- ☐ Establish 24/7 duty roster for the EOC and/or command post.
- ☐ Develop and post any required maps or diagrams.
- ☐ Activate an events log.
- ☐ Review and follow resource procurement procedure.
- ☐ Inventory additional resources that may be used or called upon for use.
- ☐ Activate formal resource request procedure and resource tracking.
- ☐ Coordinate all resource requests being forwarded to the State.
- ☐ Activate financial tracking plan coordinated by the Finance Officer.
- ☐ Activate damage assessment and follow damage assessment procedure.
- ☐ Develop a 12 hour IAP outlining actions that must be accomplished in the next 12 hours.
- ☐ Conduct a "second shift" or relieving shift briefing.
- ☐ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ☐ Gather damage assessment information from damage assessment teams.
- ☐ Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- ☐ Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- ☐ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ☐ Assess citizen / community needs for individual assistance and or public assistance.
- ☐ Activate local unmet needs committee if appropriate.
- ☐ Gather financial information from the Finance Officer.
- ☐ As appropriate gather additional information to include:
 - ☐ Personnel that responded and the time involved in the response.
 - ☐ Time sheets or time logs.
 - ☐ Supplies used.
 - ☐ Contracts issued.
 - ☐ Purchase orders issued.
 - ☐ Any other expenditures.
 - ☐ Damages to public buildings, equipment, utilities, etc.
 - ☐ Loss of life of any public servant.
 - ☐ Documents regarding economic impact.



- ☐ Develop or generate reports for the following, as appropriate:
 - ☐ FEMA
 - ☐ State
 - ☐ Local elected officials
 - ☐ County/City /Town Managers
 - ☐ Others requiring or requesting reports
- ☐ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- ☐ Establish donated goods management based on policy and procedure.
- ☐ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ☐ Ensure public officials are made aware of the assistance application process, if applicable.
- ☐ Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- ☐ Perform an incident critique as soon as possible with all possible response organizations.
- ☐ Review agency and self performance.
- ☐ Review the weaknesses of the plan.
- ☐ Correct weaknesses.
- ☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ☐ Brief elected officials with updated information and disaster recovery progress.



MAJOR POWER FAILURE CHECKLIST

Planning

- ☐ Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.
- ☐ Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.
- ☐ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.
- ☐ Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Procure or produce information pamphlets for distribution to the public with assistance from utilities. "What to do When the Lights Go Out".
- ☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- ☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.

Response

Notation: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist.

- ☐ Identify immediate action or response requirements.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.
- ☐ Issue alert and warning based on procedure, as warranted.
- ☐ Establish communications with responding agencies.



┌ Through communications with responding agencies determine as quickly as possible:

- ┌ General boundary of the affected area
- ┌ The general extent of power or other utility disruption
- ┌ Immediate needs of response forces or utilities
- ┌ Estimated time of repair or duration of outage
- ┌ Estimated population affected

┌ Evaluate overall county situation.

┌ Communicate with National Weather Service for forecast information for estimated duration of outage / failure. (Freezing temperatures, etc.)

┌ Establish communications with the state.

┌ Establish communications with and request a liaison from electric and gas utilities as appropriate.

┌ Establish ongoing reporting from the response forces and utilities.

┌ Establish incident command.

┌ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.

┌ On order, evacuate affected areas using available response forces.

┌ Conduct first staff briefing as soon as practical after EOC activation.

┌ Activate or establish rumor control through the public information officer (PIO).

┌ Establish a schedule for briefings.

┌ Brief city/county/agency/utility executives.

┌ Provide PIO with updated information.

┌ Provide response forces with updated information, as appropriate.

┌ Cause public information to be released, via the PIO as soon as practical.

┌ If appropriate, establish a Joint Information Center (JIC) with the utility.

┌ Issue action guidance as appropriate.

┌ Establish 24/7 duty roster for the EOC and/or command post.

┌ Develop and post any required maps or diagrams.

┌ Activate an events log.

┌ Review and follow resource procurement procedure.



- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ┌ Gather damage assessment information from damage assessment teams.
- ┌ Gather information from utilities regarding potential for additional immediate or prolonged outages.
- ┌ Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:
 - ┌ Personnel that responded and the time involved in the response.
 - ┌ Time sheets or time logs.
 - ┌ Supplies used.
 - ┌ Contracts issued.
 - ┌ Purchase orders issued.
 - ┌ Any other expenditures.
 - ┌ Damages to public buildings, equipment, utilities,



etc.

- └ Loss of life of any public servant.
- └ Documents regarding economic impact.

└ Develop or generate reports for the following, as appropriate:

- └ FEMA
- └ State
- └ Local elected officials
- └ County/City /Town Managers
- └ Others requiring or requesting reports

└ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.

└ Establish donated goods management based on policy and procedure.

└ Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.

└ Ensure public officials are made aware of the assistance application process, if applicable.

└ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.

└ Perform an incident critique as soon as possible with all possible response organizations.

└ Review agency and self performance.

└ Review the weaknesses of the plan.

└ Correct weaknesses.

└ Implement hazard mitigation or modify hazard mitigation plan accordingly.

└ Brief elected officials with updated information and disaster recovery progress.



TORNADO CHECKLIST

Planning

- ☐ Ensure the public is well informed regarding tornado watches and warnings.
- ☐ Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a tornado.
- ☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
- ☐ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- ☐ Conduct hazard analysis of vital facilities and the impact of a tornado on one or more of those facilities.
- ☐ Procure or produce information pamphlets for distribution to the public, as applicable.
- ☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- ☐ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations.
- ☐ Coordinate with electric utilities to share information concerning power outages.

Response

- ☐ Identify immediate action or response requirements.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.
- ☐ Issue alert and warning based on procedure, as warranted.
- ☐ On order, evacuate affected areas with assistance from response forces.
- ☐ Establish communications with responding agencies.
- ☐ Establish traffic control and security with law enforcement.



┌ Through communications with responding agencies determine as quickly as possible:

- ┌ Number of killed or injured (if any)
- ┌ General boundary of the affected area
- ┌ The general extent of damages
- ┌ The general extent of power or other utility disruption
- ┌ Immediate needs of response forces
- ┌ If voluntary evacuations of the population have begun
- ┌ Location of any congregate care area established or ad hoc

- ┌ Evaluate overall county situation.
- ┌ Establish communications with the state.
- ┌ Establish communications with the National Weather Service.
- ┌ Establish communications with and request a liaison from state transportation and electric and gas utilities as necessary.
- ┌ Establish ongoing reporting from the response forces, private agencies and utilities.
- ┌ Establish incident command.
- ┌ Establish command post(s) as needed.
- ┌ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.
- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/agency/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the PIO as soon as practical.
- ┌ Issue action guidance as appropriate.



- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.

- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ┌ Gather damage assessment information (public, housing, business) from damage assessment teams.
- ┌ Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- ┌ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:
 - ┌ Personnel that responded and the time involved in the response.
 - ┌ Time sheets or time logs.
 - ┌ Supplies used.



- ☐ Contracts issued.
- ☐ Purchase orders issued.
- ☐ Any other expenditures.
- ☐ Damages to public buildings, equipment, utilities, etc.
- ☐ Loss of life of any public servant.
- ☐ Documents regarding economic impact.
- ☐ Develop or generate reports for the following, as appropriate:
 - ☐ FEMA
 - ☐ State
 - ☐ Local elected officials
 - ☐ County/City /Town Managers
 - ☐ Others requiring or requesting reports
- ☐ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- ☐ Establish donated goods management based on policy and procedure.
- ☐ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ☐ Ensure public officials are made aware of the assistance application process, if applicable.
- ☐ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- ☐ Perform an incident critique as soon as possible with all possible response organizations.
- ☐ Review agency and self performance.
- ☐ Review the weaknesses of the plan.
- ☐ Correct weaknesses.
- ☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ☐ Brief elected officials with updated information and disaster recovery progress.



TERRORISM CHECKLIST

Mitigation/Preparedness

- ☐ Ensure the public is well informed regarding the factual potential for terrorist incidents.
- ☐ Coordinate with business, government agencies, schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to a terrorist incident.
- ☐ Coordinate with the Department of Homeland Security, FBI, Center for Disease Control and other federal agencies for information and warnings affecting local jurisdictions. Also coordinate with state emergency management, public health and others for similar warnings and information.
- ☐ Conduct hazard analysis of vital facilities and the impact of a terrorist incident on one or more of those facilities.
- ☐ Procure or produce information pamphlets for distribution to the public.
- ☐ Coordinate and plan at least one terrorist incident exercise (table top or practical) tri-annually.
- ☐ Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.

Response

- ☐ Identify type of terrorist incident (i.e., chemical, biological, explosive, etc.)
- ☐ Identify immediate action or response requirements.
- ☐ Ensure response forces have as much information as possible.
- ☐ EMS may activate mass casualty plan if appropriate.
- ☐ Health may activate bioterrorism plan if appropriate.
- ☐ Hospitals may activate radiation contamination or other contamination plans if appropriate.
- ☐ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ☐ Activate the EOC as appropriate.
- ☐ Organize or establish the EOC, based on operational procedure.
- ☐ Issue alert and warning based on procedure, as warranted.
- ☐ On order, evacuate affected areas with assistance from available response forces.
- ☐ Establish communications with responding agencies.



- ☐ Establish traffic control and security with law enforcement.
- ☐ Through communications with responding agencies determine as quickly as possible:
 - ☐ Number of killed or injured (if any)
 - ☐ General boundary of the effected area
 - ☐ The general extent of devastation (if any)
 - ☐ The general extent of traffic route disruption
 - ☐ Immediate needs of response forces
 - ☐ If voluntary evacuations of the population have begun
 - ☐ Location of any congregate care area established or ad hoc care area
- ☐ Evaluate overall county situation.
- ☐ Request a technical liaison from the health department, and from law enforcement, both knowledgeable of terrorist activity, report to the EOC (or command post).
- ☐ Establish communications with the State.
- ☐ Request hazardous materials team response if appropriate.
- ☐ Establish communications with and request a liaison from state transportation, state and federal law enforcement and electric and gas utilities as necessary.
- ☐ Establish communications with area schools, and or businesses that might be affected.
- ☐ Establish ongoing reporting from the response forces, private agencies and utilities.
- ☐ Establish incident command.
- ☐ Establish command post(s) as needed.
- ☐ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ☐ Conduct first staff briefing as soon as practical after EOC activation.
- ☐ Activate or establish rumor control through the public information officer (PIO).
- ☐ Establish a schedule for briefings.
- ☐ Brief city/county/agency/utility executives.
- ☐ Provide PIO with updated information.
- ☐ Establish, as appropriate a Joint Information Center (JIC) with the state and federal response agencies.
- ☐ Provide response forces with updated information, as quickly as possible.
- ☐ Cause public information to be released, via the public information officer (PIO) as soon as practical.
- ☐ Issue action guidance as appropriate.
- ☐ Establish 24/7 duty roster for the EOC and/or command post.
- ☐ Develop and post any required maps or diagrams.
- ☐ Activate an events log.
- ☐ Review and follow resource procurement procedure.
- ☐ Inventory additional resources that may be used or called upon for use.



- ☐ Activate formal resource request procedure and resource tracking.
- ☐ Coordinate all resource requests being forwarded to the State.
- ☐ Activate financial tracking plan coordinated by the Finance Officer.
- ☐ Activate damage assessment and follow damage assessment procedure.
- ☐ Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.
- ☐ Conduct a "second shift" or relieving shift briefing.
- ☐ Discuss with and present to your relief, the incident action plan for the next 12 hours.

Recovery

- ☐ Gather damage assessment information (public, housing, business) from damage assessment teams.
- ☐ Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- ☐ Obtain from Red Cross an estimated duration period for continued shelter operations, if any.
- ☐ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ☐ Assess citizen / community needs for individual assistance and or public assistance.
- ☐ Activate local unmet needs committee if appropriate.
- ☐ Gather financial information from the Finance Officer.
- ☐ As appropriate gather additional information to include:
 - ☐ Personnel that responded and the time involved in the response.
 - ☐ Time sheets or time logs.
 - ☐ Supplies used.
 - ☐ Contracts issued.
 - ☐ Purchase orders issued.
 - ☐ Any other expenditures.
 - ☐ Damages to public buildings, equipment, utilities, etc.
 - ☐ Loss of life of any public servant.
 - ☐ Documents regarding economic impact.
- ☐ Develop or generate reports for the following, as appropriate:
 - ☐ FEMA
 - ☐ State
 - ☐ Local elected officials
 - ☐ County/City /Town Managers
 - ☐ Others requiring or requesting reports
- ☐ Coordinate recovery organizations including federal and state agencies and private or volunteer relief organizations.
- ☐ Establish donated goods management based on policy and procedure.



- ☐ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ☐ Ensure public officials are made aware of the assistance application process, if applicable.
- ☐ Ensure the general public is made aware, through the public information officer, of the assistance application process, if applicable.
- ☐ Perform an incident critique as soon as possible with all possible response organizations.
- ☐ Review agency and self performance.
- ☐ Review the weaknesses of the plan.
- ☐ Correct weaknesses.
- ☐ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ☐ Brief elected officials with updated information and disaster recovery progress.



WINTER STORM CHECKLIST

Mitigation/Preparedness

- ☐ Ensure the public is well informed regarding winter storm watches and warnings.
- ☐ Coordinate with the National Weather Service for timely watches and warnings affecting local jurisdictions.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. in proper precautions and emergency actions prior to winter storms.
- ☐ Coordinate and plan at least one exercise (table top or practical) tri-annually.
- ☐ Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages.
- ☐ Conduct hazard analysis of vital facilities and the impact of a major winter storm on one or more of those facilities.
- ☐ Procure or produce information pamphlets for distribution to the public, as applicable.
- ☐ Determine the availability of shelters and obtain shelter agreements if the American Red Cross has not.
- ☐ Coordinate with American Red Cross, public agencies and/or the Salvation Army for shelter operations.
- ☐ Coordinate with department of transportation officials for information regarding roads and bridges likely to ice or be closed.
- ☐ Coordinate transportation for persons that may be stranded or otherwise isolated.
- ☐ Coordinate with electric utilities to share information concerning power outages.



Response

- ┌ Identify immediate action or response requirements.
- ┌ Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.
- ┌ Activate the EOC as appropriate.
- ┌ Organize or establish the EOC, based on operational procedure.
- ┌ Issue alert and warning based on procedure, as warranted.
- ┌ If areas are isolated, on order, evacuate affected areas with assistance from response or predetermined transportation forces.
- ┌ Establish communications with responding agencies.
- ┌ Establish traffic control, motorist assistance and security with law enforcement if necessary.
- ┌ Through communications with agencies determine as quickly as possible:
 - ┌ Number of killed or injured (if any)
 - ┌ General boundary of the affected area (county wide?)
 - ┌ The general extent of damages
 - ┌ The general extent of power or other utility disruption
 - ┌ Immediate needs of response forces
 - ┌ If voluntary evacuations of the population have begun
 - ┌ Location of any congregate care area established or ad hoc
- ┌ Evaluate overall county situation.
- ┌ Establish communications with the state.
- ┌ Establish communications with the National Weather Service.
- ┌ Establish communications with and request a liaison from state utilities as necessary.
- ┌ Establish ongoing reporting from the response forces, private agencies and utilities.
- ┌ Establish incident command.
- ┌ Establish command post(s) as needed.
- ┌ Coordinate with Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.
- ┌ Conduct first staff briefing as soon as practical after EOC activation.



- ┌ Activate or establish rumor control through the public information officer (PIO).
- ┌ Establish a schedule for briefings.
- ┌ Brief city/county/agency/utility executives.
- ┌ Provide PIO with updated information.
- ┌ Provide response forces with updated information, as appropriate.
- ┌ Cause public information to be released, via the PIO as soon as practical.
- ┌ Issue action guidance as appropriate.
- ┌ Establish 24/7 duty roster for the EOC and/or command post.
- ┌ Develop and post any required maps or diagrams.
- ┌ Activate an events log.
- ┌ Review and follow resource procurement procedure.
- ┌ Inventory additional resources that may be used or called upon for use.
- ┌ Activate formal resource request procedure and resource tracking.
- ┌ Coordinate all resource requests being forwarded to the state.
- ┌ Activate financial tracking plan coordinated by the Finance Officer.
- ┌ Activate damage assessment and follow damage assessment procedure.
- ┌ Develop an IAP outlining actions that must be accomplished in the next 12 hours.
- ┌ Conduct a "second shift" or relieving shift briefing.
- ┌ Discuss with and present to your relief, the IAP for the next 12 hours.

Recovery

- ┌ Gather damage assessment information from damage assessment teams.
- ┌ Obtain information from Red Cross regarding number of shelterees and support necessary for continued operation.
- ┌ Obtain from American Red Cross an estimate for continued shelter operations, if any.
- ┌ Obtain information from utilities regarding outages, length of repair, safety, etc.
- ┌ Assess citizen / community needs for individual assistance and or public assistance.
- ┌ Activate local unmet needs committee if appropriate.
- ┌ Gather financial information from the Finance Officer.
- ┌ As appropriate gather additional information to include:



- ┌ Personnel that responded and the time involved in the response.
- ┌ Time sheets or time logs.
- ┌ Supplies used.
- ┌ Contracts issued.
- ┌ Purchase orders issued.
- ┌ Any other expenditures.
- ┌ Damages to public buildings, equipment, utilities, etc.
- ┌ Loss of life of any public servant.
- ┌ Documents regarding economic impact.

┌ Develop or generate reports for the following, as appropriate:

- ┌ FEMA
- ┌ State
- ┌ Local elected officials
- ┌ County/City /Town Managers
- ┌ Others requiring or requesting reports

- ┌ Coordinate recovery organizations including federal, state, private or volunteer.
- ┌ Establish donated goods management based on policy and procedure.
- ┌ If a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.
- ┌ Ensure public officials are made aware of the assistance application process.
- ┌ Ensure the general public is made aware, through the Public Information Officer, of the assistance application process, if applicable.
- ┌ Perform an incident critique with all possible response organizations.
- ┌ Review agency and self performance.
- ┌ Review and correct weaknesses of the plan.
- ┌ Implement hazard mitigation or modify hazard mitigation plan accordingly.
- ┌ Brief elected officials with updated information and disaster recovery progress.



INCIDENT ACTION PLAN

INCIDENT:
DATES:

OPS PERIOD#: 1
TIMES: -Till



Greenville
NORTH CAROLINA



5/2011



CITY OF GREENVILLE INCIDENT BRIEFING (ICS 201)

1. Incident Name:

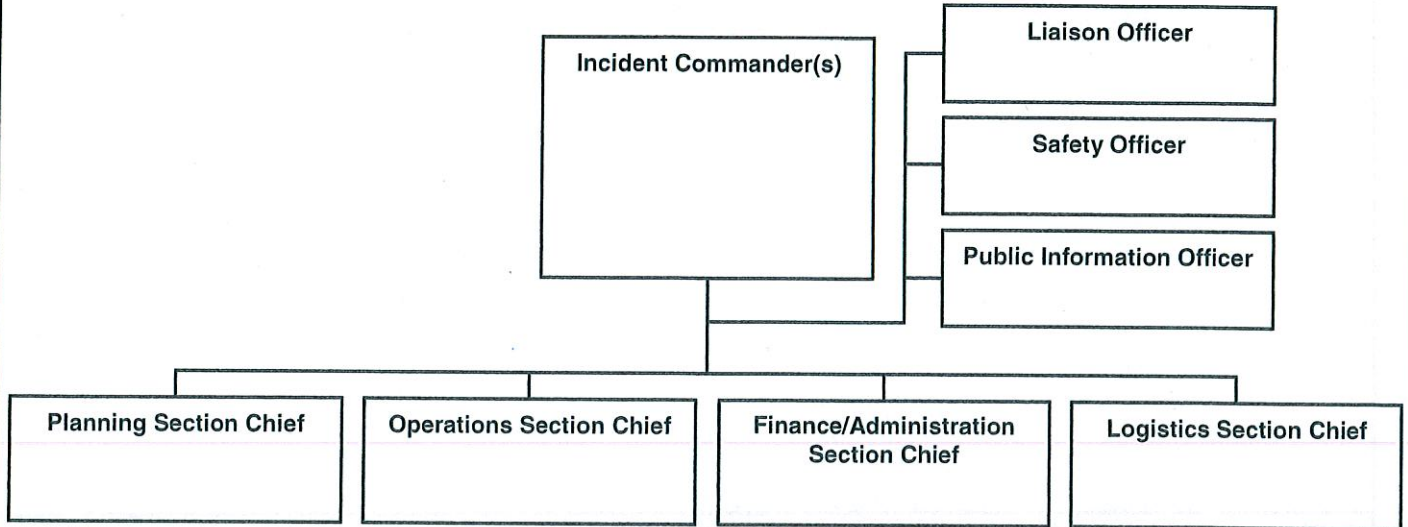
2. Incident Number:

3. Date/Time Initiated:

Date:

Time:

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3

Date/Time: _____



CITY OF GREENVILLE
INCIDENT BRIEFING (ICS 201)

1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
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				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
6. Prepared by: Name: _____		Position/Title: _____		Signature: _____	
ICS 201, Page 4		Date/Time: _____			



CITY OF GREENVILLE
INCIDENT OBJECTIVES (ICS 202)



1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____																
3. Objective(s):																	
4. Operational Period Command Emphasis:																	
General Situational Awareness																	
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:																	
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td style="width: 33%;"><input type="checkbox"/> ICS 203</td><td style="width: 33%;"><input type="checkbox"/> ICS 207</td><td style="width: 34%;"><u>Other Attachments:</u></td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 206</td><td></td><td><input type="checkbox"/> _____</td></tr></table>			<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>															
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____															
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____																	
8. Approved by Incident Commander: Name: _____ Signature: _____																	
ICS 202	IAP Page _____	Date/Time: _____															



CITY OF GREENVILLE
ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
5. Planning Section:		Deputy	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	



**CITY OF GREENVILLE
ASSIGNMENT LIST (ICS 204)**

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: Division: Group: Staging Area:										
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____														
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information										
Resource Identifier	Leader													
6. Work Assignments:														
7. Special Instructions:														
8. Communications (radio and/or phone contact numbers needed for this assignment): <table style="width:100%; border: none;"><tr><td style="width:35%; border-bottom: 1px solid black;">Name/Function</td><td style="width:65%; border-bottom: 1px solid black;">Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</td></tr><tr><td style="border-bottom: 1px solid black;">/</td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;">/</td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;">/</td><td style="border-bottom: 1px solid black;"> </td></tr><tr><td style="border-bottom: 1px solid black;">/</td><td style="border-bottom: 1px solid black;"> </td></tr></table>					Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	/		/		/		/	
Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)													
/														
/														
/														
/														
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____														
ICS 204	IAP Page _____	Date/Time: _____												



CITY OF GREENVILLE
INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

[illegible]



**CITY OF GREENVILLE
COMMUNICATIONS LIST (ICS 205A)**

1. Incident Name: _____

2. Operational Period: Date From: _____
Time From: _____

Date To: _____
Time To: _____

3. Basic Local Communications Information:

#	Name (Alphabetized)	Incident Assigned Position	Method(s) of Contact (phone, pager, cell, etc.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			

4. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 205A

IAP Page _____

Date/Time: _____



CITY OF GREENVILLE MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center <input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____ <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: _____			



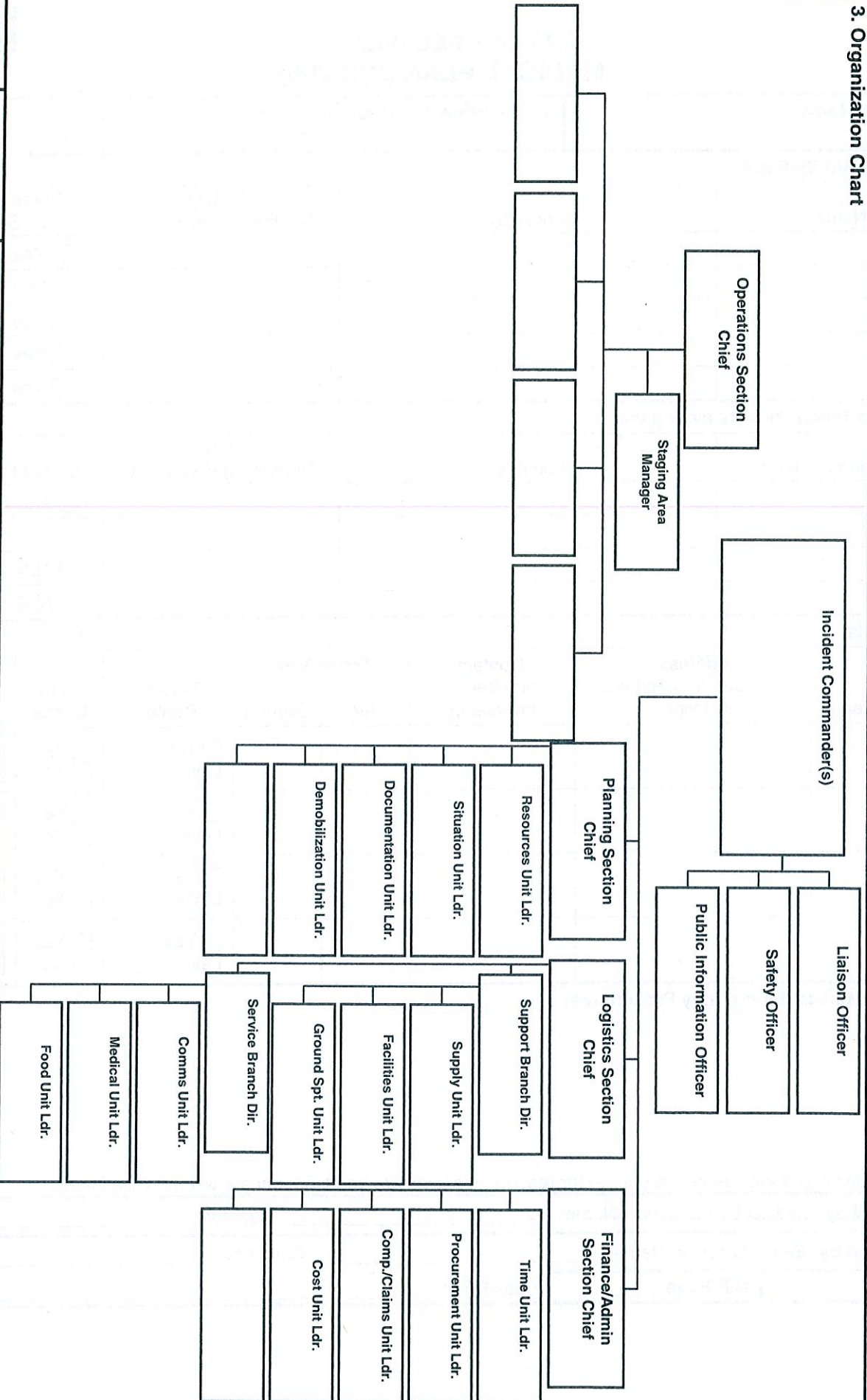
CITY OF GREENVILLE
INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:

2. Operational Period: Date From: Time From:

Date To: Time To:

3. Organization Chart



ICS 207

IAP Page

4. Prepared by: Name:

Position/Title:

Signature:

Date/Time:



CITY OF GREENVILLE
SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: _____ Time From: _____	Date To: _____ Time To: _____
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At:		
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 208	IAP Page _____	Date/Time: _____



CITY OF GREENVILLE INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization:	5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”):	8. Percent (%) Contained Completed _____	*9. Incident Definition:	10. Incident Complexity Level:
		*11. For Time Period: From Date/Time: _____ To Date/Time: _____	

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			
ICS 209, Page 1 of ____		* Required when applicable.		



*1. Incident Name:	2. Incident Number:
--------------------	---------------------

*31. Public Status Summary:		A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:		A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>				
D. Fatalities			D. Fatalities				
E. With Injuries/Illness			E. With Injuries/Illness				
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue				
G. Missing (note if estimated)			G. Missing				
H. Evacuated (note if estimated)			H. Sheltering in Place				
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations				
J. In Temporary Shelters (note if est.)			J. Require Immunizations				
K. Have Received Mass Immunizations			K. In Quarantine				
L. Require Immunizations (note if est.)							
M. In Quarantine							
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:				

*34. Life, Safety, and Health Threat Management:	A. Check if Active
---	--------------------

A. No Likely Threat	<input type="checkbox"/>
B. Potential Future Threat	<input type="checkbox"/>
C. Mass Notifications in Progress	<input type="checkbox"/>
D. Mass Notifications Completed	<input type="checkbox"/>
E. No Evacuation(s) Imminent	<input type="checkbox"/>
F. Planning for Evacuation	<input type="checkbox"/>
G. Planning for Shelter-in-Place	<input type="checkbox"/>
H. Evacuation(s) in Progress	<input type="checkbox"/>
I. Shelter-in-Place in Progress	<input type="checkbox"/>
J. Repopulation in Progress	<input type="checkbox"/>
K. Mass Immunization in Progress	<input type="checkbox"/>
L. Mass Immunization Complete	<input type="checkbox"/>
M. Quarantine in Progress	<input type="checkbox"/>
N. Area Restriction in Effect	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Anticipated after 72 hours:

* Required when applicable.



CITY OF GREENVILLE
INCIDENT STATUS SUMMARY (ICS 209)

***1. Incident Name:**

2. Incident Number:

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

ICS 209, Page 3 of ____

** Required when applicable.*



1. Incident Name:	2. Incident Number:
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[illegible]

ICS 209, Page ____ of ____

ICS-209



1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:

8. Comments:



CITY OF GREENVILLE
INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:		2. Incident Number:		3. Check-In Location (complete all that apply): <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other				4. Start Date/Time: Date: _____ Time: _____	
Check-In Information (use reverse of form for remarks or comments)									
5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:						6. Order Request #			
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF	7. Date/Time Check-In		
							8. Leader's Name		
							9. Total Number of Personnel		
							10. Incident Contact Information		
							11. Home Unit or Agency		
							12. Departure Point, Date and Time		
							13. Method of Travel		
							14. Incident Assignment		
							15. Other Qualifications		
							16. Data Provided to Resources Unit		

ICS 211 17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____



1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		



CITY OF GREENVILLE



RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:		2. Date/Time		3. Resource Request Number:	
4. Order (Use additional forms when requesting different resource sources of supply.):					
Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)		Cost
			Arrival Date and Time Requested		Estimated
Requestor					
5. Requested Delivery/Reporting Location:					
6. Suitable Substitutes and/or Suggested Sources:					
7. Requested by Name/Position:			8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low		
10. Logistics Order Number:			9. Section Chief Approval:		
12. Name of Supplier/POC:			11. Supplier Phone/Fax/Email:		
13. Notes:					
14. Approval Signature of Auth Logistics Rep:					
15. Date/Time:					
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC					
17. Reply/Comments from Finance:					
18. Finance Section Signature:					
19. Date/Time:					
ICS 213 RR, Page 1					



1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):
----------	------------------	----------------------------

[illegible][illegible]

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____



Date To:
Time To:

Notable Activities

ICS 214, Page 2

OPERATIONAL PLANNING WORKSHEET (ICS 215)

[illegible]



CITY OF GREENVILLE
INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:		2. Incident Number:	
3. Date/Time Prepared: Date: _____ Time: _____		4. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
5. Incident Area	6. Hazards/Risks	7. Mitigations	
8. Prepared by (Safety Officer): Name: _____ Signature: _____			
Prepared by (Operations Section Chief): Name: _____ Signature: _____			
ICS 215A		Date/Time: _____	



CITY OF GREENVILLE
SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

1. Incident Name:		2. Incident Number:		3. Date/Time Prepared: Date: _____ Time: _____		4. Vehicle/Equipment Category:					
5. Vehicle/Equipment Information											
Order Request Number	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/ Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time
ICS 218											
6. Prepared by: Name: _____		Position/Title: _____ Signature: _____									



CITY OF GREENVILLE
AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:		2. Operational Period:		3. Sunrise:		Sunset:	
Date From: Time From:		Date To: Time To:					
4. Remarks (safety notes, hazards, air operations special equipment, etc.):				5. Ready Alert Aircraft:		6. Temporary Flight Restriction Number:	
				Mediac:		Altitude:	
				New Incident:		Center Point:	
				8. Frequencies:		9. Fixed-Wing (category/kind/type, make/model, N#, base):	
		Air/Air Fixed-Wing		AM	FM	Air Tactical Group Supervisor Aircraft:	
		Air/Air Rotary-Wing – Flight Following					
		Air/Ground					
		Command				Other Fixed-Wing Aircraft:	
		Deck Coordinator					
		Take-Off & Landing Coordinator					
		Air Guard					
10. Helicopters (use additional sheets as necessary):							
FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks	
11. Prepared by: Name: _____ Position/Title: _____ Signature: _____							
ICS 220, Page 1				Date/Time: _____			



CITY OF GREENVILLE
AIR OPERATIONS SUMMARY (ICS 220)

[illegible]



CITY OF GREENVILLE
DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: _____ Time: _____		4. Resource or Personnel Released:	5. Order Request Number:
6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). LOGISTICS SECTION			
	Unit/Manager	Remarks	Name Signature
<input type="checkbox"/>	Supply Unit		
<input type="checkbox"/>	Communications Unit		
<input type="checkbox"/>	Facilities Unit		
<input type="checkbox"/>	Ground Support Unit		
<input type="checkbox"/>	Security Manager		
<input type="checkbox"/>			
FINANCE/ADMINISTRATION SECTION			
	Unit/Leader	Remarks	Name Signature
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
OTHER SECTION/STAFF			
	Unit/Other	Remarks	Name Signature
<input type="checkbox"/>			
<input type="checkbox"/>			
PLANNING SECTION			
	Unit/Leader	Remarks	Name Signature
<input type="checkbox"/>			
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		
7. Remarks: 			
8. Travel Information:		Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Time of Departure: _____		Actual Release Date/Time: _____	
Destination: _____		Estimated Time of Arrival: _____	
Travel Method: _____		Contact Information While Traveling: _____	
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No Number: _____		Area/Agency/Region Notified: _____	
9. Reassignment Information: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Incident Name: _____		Incident Number: _____	
Location: _____		Order Request Number: _____	
10. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 221		Date/Time: _____	



CITY OF GREENVILLE

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT					
1. Name:		2. Incident Name:		3. Incident Number:	
4. Home Unit Name and Address:			5. Incident Agency and Address:		
6. Position Held on Incident:		7. Date(s) of Assignment: From: To:		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
9. Incident Definition:					
10. Evaluation					
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="checkbox"/>
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>



CITY OF GREENVILLE

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name:		2. Incident Name:		3. Incident Number:	
10. Evaluation					
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4
					5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
24. Remarks:					
25. Rated Individual (This rating has been discussed with me):					
Signature: _____			Date/Time: _____		
26. Rated by: Name: _____			Signature: _____		
Home Unit: _____			Position Held on This Incident: _____		
ICS 225			Date/Time: _____		



Weather Information Sheet

Weather Information Sheet			
TO:		POSITION: All Personnel	
SUBJECT: Weather Statement for Operations Period #1.		DATE:	TIME:
MESSAGE			
DATE:		TIME:	
DATE:		SIGNATURE/POSITION	