

FOREWARD

The Dare County Emergency Operations Plan has been developed to address multiple hazards which threaten Dare County. Through the use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disaster and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of skills, people and resources as well as the utilization of a County Emergency Operation Center. This plan also recognizes Incident Command as an appropriate management system to be applied to all Dare County emergency/disaster situations, and should be implemented when emergency/disaster response is required.

This document presents a basic plan which serves as a summary document to sixteen functional annexes. These annexes define who will do what, when and where emergency/disaster threaten. Supporting Standard Operating Procedures (SOPs) are necessary to address how each agency will perform its assigned duties during emergency/disaster situation. Defining the roles of each response agency reduces the confusion, chaos and conflict during emergency/disaster; and significantly decreases vulnerability of the public and their property to hazardous threats.

This plan defines which agencies are responsible for fulfilling the legal responsibilities identified in North Carolina General Statutes Chapter 166-A. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness. All agencies tasked under this plan contributed to the development of this plan.

DARE COUNTY EMERGENCY OPERATIONS PLAN

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DARE COUNTY EMERGENCY OPERATIONS PLAN

INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by Dare County 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 county. The format utilized is:

- BASIC PLAN:** To be used by Dare County Emergency Response Organizations.
- ANNEXES:** Address the specific functions for use by the operational managers.
- APPENDICES:** Give support to operational annexes.
- SOPs:** Standard Operating Procedures are not contained in this plan, but must be developed by each operational manager and are essential to the implementation of this document. Copies of all SOPs will be submitted and kept for reference at the emergency operations center to insure integration of services when two or more agencies work together.

Each annex of this plan contains a purpose statement for that area of response. All individuals with assigned responsibilities should be familiar with the entire plan, however, added emphasis must be given to those areas for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those events that do occur but are not specifically addressed herein.

PLAN DEVELOPMENT AND MAINTENANCE

- A. The County Manager mandates the development and annual review of this plan by all officials involved and will coordinate necessary revision efforts through the Emergency Management Agency. This shall include a critique of the actions taken in support of the plan following any event necessitating implementation of the plan.
- B. This plan shall be exercised annually in lieu of actual response to real emergency events.
- C. This plan shall be considered a “living plan,” and with each use, either by exercise or incident, the plan shall be reviewed by the Emergency Management Officials with an eye for improvements

PLAN DISTRIBUTION LIST

Copies of this plan have been distributed to the following:

Chairman, Dare County Board of Commissioners
Chairman, Dare County Control Group
Mayor, Town of Southern Shores (2)
Mayor, Town of Kitty Hawk (2)
Mayor, Town of Kill Devil Hills (2)
Mayor, Town of Nags Head (2)
Mayor, Town of Manteo (2)
Mayor, Town of Duck (2)
Dare County Sheriff (3)
Superintendent, Cape Hatteras National Seashore
Dare County Manager
Dare County Emergency Management (5)
Hatteras Island Support EOC (2)
County Commissioner's Office and Town Halls
Dare County Water
Dare County Public Relations Officer
Dare County Social Services Director
Dare County Superintendent of Schools
Dare County Health Director
Dare County Mental Health Director
Dare County Planning Director
Dare County Finance Officer
Dare County Tax Supervisor
Dare County Fire Marshal
Dare County Public Safety Director
Dare County Public Works
Dare County Jail Facility
Dare County Communications
Dare County Municipal Police Chiefs (5)
N. C. Highway Patrol
American Red Cross
N.C. Division of Emergency Management (3)
O.B. Repeater Association
Dominion Power
Sprint Telephone
N. C. Department of Transportation
National Weather Service

U. S. Coast Guard (2)
Civil Air Patrol
WRSF
WNHW
WVOD
WOBR
Cable TV
Cape Hatteras EMC

DARE COUNTY EMERGENCY OPERATIONS
BASIC PLAN
Part One

I. PURPOSE

This plan predetermines actions to be taken by governmental agencies and private organizations of Dare County to reduce the vulnerabilities of people and property to disaster and establish capabilities to respond effectively to the actual occurrence of a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County is located in Northeastern Coastal North Carolina, Emergency Management Eastern Branch, and FEMA Region IV. It is bound on the East by the Atlantic Ocean, on the South by Hyde County, on the North by Currituck County, and on the West by Tyrrell County. The current population of the County and municipalities within the County is approximately 30,000. The anticipated population during peak tourist months is approximately 200,00 + people.

The unique geographical location, natural and historic attractions are the basis for a very large tourist population. Dare County includes within its boundaries: a large portion of the Cape Hatteras National Seashore including numerous historic sites, the Alligator River National Wildlife Refuge, 90 miles of oceanfront beaches, marinas and extensive boating traffic (commercial and pleasure), two military bombing ranges, U.S. Coast Guard facilities, several inhabited barrier and non-barrier islands which are connected to the mainland by bridges, three small non-controlled airports with limited private and commuter air traffic, and ferry service which connects the southern end of Hatteras Island to Ocracoke Island.

2. The major traffic arteries are: U.S. 158 which connects northern Dare County to Currituck County, U.S. 64/264 which connects Dare County with Hyde and Tyrell Counties, and Hwy. 12 which connects southern Dare County with Ocracoke Island by means of Ferry Service, and Currituck Co. Outer Banks to northern Dare County.

3. The County 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 Dare County are:

- Hurricanes
- Northeasters
- Severe Thunderstorms
- Tornadoes/Waterspouts
- Tidal Flooding/Over wash
- Severe Winter Storm
- Extreme Heat
- Hazardous Materials
 - . Transportation accidents
 - . Fixed Facility
 - . Unknowns
- Oil Spills
- Large Structure Fire/Fire Storm
- Forest or Grassland Fire
- Landfill Fire
- Marina Fire
- Severe Bridge Damage
- Boating/Shipping Accident
- Airplane Crashes (Civilian/Military)
- Mass Casualty Accident
- Civil Disorder (Evacuation/Reentry)
- Vandalism/Sabotage/Terrorism
- National Security Emergency
- Tsunami

B. Assumptions

1. The occurrence of any one or more of the emergency/disaster events previously listed could impact Dare County severely, and include several of the following consequences:

- Loss of electrical power
- Failure of the water distribution system
- Severance of road/highway network
- Creation of a new inlet

- Necessity for mass care and feeding operations
- Evacuation of people from the county
- Need for debris clearance
- Multiple injuries and fatalities
- Drastic increase in media attention
- Damage to the communications network
- Damage to the telephone network
- Economic impact
- Increased number of vectors
- Need for official public information and rumor control
- Need for State or Federal assistance
- Need to evacuate county resources
- Re-entry of essential personnel and equipment
- Re-entry of the public
- Damage to vital records
- Need for damage assessment
- Need for auxiliary power
- Donated goods
- Contamination of private wells
- Over taxing local resources
- Depth of staffing
- Loss of facilities vital to maintaining essential services
- Environmental impact/wildlife, natural resources
- Management of reconstruction
- Coordination of staged resources
- Damage to historical sites
- Isolation of population
- Presidential Disaster Declaration

2. The occurrence of one or more than one of the previously listed hazards could result in a true catastrophic disaster situation which would grossly overwhelm local and state resources.
3. It is necessary for the County to plan for and to carry out disaster response and short-term recovery operations utilizing local resources; however, it is likely that outside assistance would be necessary in most major disaster situations affecting the County.

4. Officials of the County are aware of the possible occurrence of an emergency or disaster and they have acknowledged their responsibilities in the execution of this plan and will fulfill these responsibilities as needed.

III. CONCEPT OF OPERATIONS

- A. As required by General Statute 166A-2, it is the responsibility of County government to organize and plan for the protection of life and property from the effects of emergency/disaster.
- B. In multi-jurisdictional emergencies/disasters, direction and control will be managed by the Dare County Control Group, consisting of the Dare County Chairman of the Board of Commissioner, the six municipal mayors, the Superintendent of the Cape Hatteras National Seashore, and the Dare County Sheriff.
- C. The County Emergency Operations Center (EOC) will be staffed and operated as the situation dictates. When activated, operations are supported by ranking representatives from a number of local government, private sector and volunteer organizations, known as the support group. They provide information, data and recommendations to the Control Group. Another function of this Support Group is to implement the decisions of the Control Group.
- D. When an emergency situation develops, the senior elected official or the designee of the jurisdiction may declare a State of Emergency (as defined in GS 14-288.1) exist within the jurisdiction (or part thereof) and begin implementing emergency procedures.
- E. Termination of a State of Emergency shall be declared by the authority of whom it was proclaimed.
- F. The Chairman of the County Commissioners or designee, assisted by the County Manager and County Emergency Management Coordinator, will coordinate and control County resources and coordinate with municipalities on needs or progress.
- G. Agency Standard Operating Procedures (SOPs) are essential in support of the plan.

- H. Emergency Information will be disseminated through media outlets under the direction of the Control Group.
- I. Dare County has established a Support EOC on Hatteras Island to enhance the flow of information to the Dare County Emergency Operations Center and back to the residents of Hatteras Island. This facility is staffed by support personnel from key agencies on Hatteras Island under the guidance of the Hatteras Island Commissioner. Control remains under Dare County.
- J. Initially, emergency operations will be conducted utilizing local personnel, equipment, and facilities. Contact should be established with the N. C. Division of Emergency Management for sharing of information and the procurement and management of State and Federal resources should that become necessary.
- K. Coordination with adjoining counties is essential when events occur that may impact jurisdictions beyond Dare County.
- L. Planning and training are necessary and integral parts of emergency and disaster preparation and must be prerequisites to effective emergency operations.
- M. Lines of succession for all department/agency heads identified as having emergency responsibilities under this plan are shown in the appropriate standard operating procedures and in the Emergency Management Operations Directory.
- N. It is the responsibility of the elected officials to insure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances.
- O. The County provides for the relocation of the governing body to the EOC during times of emergency if necessary. If the primary EOC is determined inoperable, the governing body will relocate to an alternate EOC facility.
- P. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the Dare County Emergency Management Coordinator.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
Basic Plan Part Two**

I. PURPOSE

This section tasks departments within local government with emergency functions in addition to their normal duties. Specific responsibilities are outlined below under the section entitled "Assignment of Responsibilities". Responsibilities for certain organizations which are not a part of local government are also outlined.

II. ASSIGNMENT OF RESPONSIBILITIES

A. Control Group

1. Members of the Control Group consist of:
 - Dare County Commission Chairperson
 - Six Municipal Mayors
 - Superintendent of the Cape Hatteras National Seashore
 - Dare County Sheriff
2. During the emergency/disaster event, members of the Dare County Control Group or their designees will report to the Dare County Emergency Operations Center.
3. The Control Group is responsible for Direction and Control as defined in Annex A Direction and Control.

B. Support Group

1. Members of the Support Group Consist of:
 - Sheriff Department
 - Social Services
 - Superintendent of Schools
 - County Health Department
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- County Tax Supervisor
- Finance Officer
- Communications Director
- Public Safety Director
- Public Information Officer
- Red Cross
- Outer Banks Repeater Group
- State Highway Patrol
- Sprint
- Dominion Power
- North Carolina Department of Transportation
- Civil Air Patrol
- United States Coast Guard
- Public Works
- Water Department
- County Manager
- Fire Marshal
- Mental Health Director
- Planning Director
- Information Technology
- Tourist Bureau
- Chamber of Commerce
- Board of Realtors

2. The Support Group consists of representatives from predetermined governmental and volunteer agencies. All Support Group shall serve in the EOC.
3. This group is tasked with the implementation of Control Group decisions.
4. The County Manager serves as Operations Officer for the Support Group.

C. 1. Hatteras Island Emergency Operations Staff includes:

- Facility Coordinator
- National Park Service Representative
- U. S. Coast Guard Representative
- Hatteras Island Fire Service Representative
- Cape Hatteras EMC Representative
- Hatteras Island Rescue Squad
- Dare County Sheriff
- Dare County Commissioner
- Sprint Telephone
- Cape Hatteras Water Association

- Communications Specialist
 - Amateur Radio
2. The Hatteras Island Emergency Operations Center Staff functions in support of the Dare County Emergency Operations Center under the direction of the Dare County Emergency Management Office.

D. Assignment of Individual Responsibilities

1. Chairperson, County Commissioners

- a. Serve as Chairperson of the Dare County Control Group and authorizes implementation of decisions made by that group.
- b. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergency/disaster.
- c. Declare a state of emergency at the County level and assume direction and control of emergency operations in cooperation with other members of the Dare County Control Group including:
 - 1. Execution of the Dare County Emergency Plan.
 - 2. Ordering an evacuation to include all or part of the county.
 - 3. Restricting the sale of alcohol and/or firearms.
 - 4. Ordering a curfew.
 - 5. Restricting entry to Dare County
 - 6. Initiating measures as necessary to provide for the protection of life and property.
- d. Authorize requests for assistance from State government through the N.C. Division of Emergency Management.
- e. Forward information and reports regarding an emergency to the State Emergency Operations Center.

- f. Coordinate emergency response actions with the Chairman from Adjoining jurisdictions.
 - g. Nominate members for the Local Emergency Planning Committee to the Chairman of the State Emergency Response Commission
2. Municipal Mayors
- a. Report to the Dare County Emergency Operations Center and serve as members of the Dare County Control Group during emergency/disaster activations.
 - b. Utilize and commit municipal personnel, facilities and equipment resources in support of Dare County emergency/disaster response operations, wherever possible, not to conflict with town needs.
 - c. Inform respective Town Manager of the details of Control Group decisions and authorize actions in support of emergency/disaster operations.
 - d. Assess needs of the municipalities and share information with the Control Group.
3. Superintendent Cape Hatteras National Seashore
- a. Report to the Dare County Emergency Operations Center and serves as a member of the Dare County Control Group during emergency/disaster activations.
 - b. Utilize National Park Service resources and personnel in cooperation with Dare County resources to support emergency/disaster operations.
 - c. Provide for the priority clearance of runways at First Flight and Billy Mitchell air strips.
 - d. Assess needs of the Park and share information with the Control Group.

4. Sheriff

- a. Report to the Dare County Emergency Operations Center and serve as a member of the Dare County Control Group.
- b. Plan for conducting traffic control and other law enforcement operations throughout the County during emergency/disaster.
- c. Identify emergency law enforcement assistance needs and develop necessary mutual aid agreements to support those needs.
- d. Provide security for the Emergency Operations Center and equipment, receiving and staging, shelter operations, as required.
- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- f. Assist with the dissemination of emergency public information to groups of citizens affected and/or isolated by the emergency event.
- g. Develop and maintain standard operating procedures for law enforcement operations during emergency/disaster situations.

5. County Manager/Operations Officer

- a. During Emergencies serves as Operations Officer of the Support Group in the Emergency Operations Center.
- b. During emergencies ensure that all responding agencies of local Government document all expenditures related to the emergency.
- c. Direct county agencies to develop and continually update emergency plans and standard operating procedures (SOPs) to respond to emergencies.
- d. Support the Emergency Management Agency in the development of periodic exercise and tests of the county emergency systems.
- e. Determine appropriate agency representation for the Dare County Emergency Operations Center

- f. Implement the County Emergency Plan by the authority of the County Chairman, and verify adherence to County personnel policy.
- g. Review and authorize the release of emergency public information statements by the Dare County Public Relations Officer.
- h. Coordinate emergency response actions with the County Manager from adjoining jurisdictions.
- i. Assess County needs/damages and share information with the Control Group.

6. Emergency Management Coordinator

- a. Perform assigned duties according to North Carolina General Statutes and local ordinances.
- b. Responsible for emergency planning in accordance with Federal and state guidelines.
- c. Coordinate emergency operations within the jurisdiction.
- d. In cooperation with the Supervisor of the Dare County Communications Agency, establish and equip the County Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile), and provide for operations on a continuous basis as required.
- e. Develop and maintain a current warning and notification list of emergency operations center personnel.
- f. Provide programs to properly train the emergency management organization.
- g. Maintain current list of available resources.
- h. Coordinate exercises and tests of the emergency system within the jurisdiction.

- i. Maintain liaison with utility companies to arrange for back-up water, power and telephone service during emergencies.
- j. Alert and activate, as required, the County Emergency Management organization when informed of an emergency within the County.
- k. Coordinate the procurement of resources requested from municipalities within the County and direct aid to areas where needed.
- l. Submit necessary emergency information and reports to the proper agencies during emergency/disaster events.
- m. Assume the role of the Operations Officer in his absence or the absence of his designee.
- n. Maintain operational readiness with state office of Emergency Management.
- o. Serve as principal liaison and advisor for emergency operations to the Control Group.
- p. Develop and maintain standard operating procedures for emergency management operations during emergency/disaster situations.
- q. Serve as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.
- r. Maintain operational readiness of primary Emergency Operations Center.

7. Assistant Emergency Management Coordinator (Designee)

- a. Supervise the emergency operating center administrative support staff.
- b. Assume the duties and responsibilities of the Emergency Management Coordinator in their absence.

- c. Provide for narrative and operational journals to be maintained during emergency/disaster.
- d. Serve as the principal emergency management liaison and advisor to the Support Group.

8. State and Federal Representatives

- a. The Area One Coordinator for the North Carolina Division of Emergency Management coordinates State Government resources response to Dare County emergency operations.
- b. N.C. Highway Patrol provides a liaison to Dare County Emergency Operations Center during emergency/disaster activations.
- c. N. C. Department of Transportation provides a liaison to the Dare County Emergency Operations Center During emergency/disaster activations.
- d. The National Park Service provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- e. The U.S. Coast Guard provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- f. The Civil Air Patrol provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.

9. Utility Representatives

- a. Dominion Electric Power provides a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- b. Cape Hatteras Electric Co-op provides a liaison to the Hatteras Island Emergency Operations Center during emergency/disaster activations.

- c. Sprint Telephone provides a liaison to the Dare County Emergency Operations Center and to Hatteras Island Emergency Operations Center during emergency/disaster activations.
- d. Dare County Water Department will provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.

10. Public Relations Officer

- a. Maintain current inventories of public information resources to include: weather preparedness, family preparedness, and information as requested.
- b. Coordinates procedures for the conduct of movements/briefings of news media representatives during emergency/disasters.
- c. Develop and clear all media releases pertaining to emergency operations with the Operations Officer.
- d. Provide for rumor control and emergency instructions.
- e. Develop media advisories for the public.
- f. Provide emergency information materials for the public including non-English speaking groups.
- g. Function as the official spokesperson for the county during emergencies.
- h. Develop and maintain standard operating procedures for public relations operations during emergency/disaster operations.
- i. Provide liaison to the Dare County Emergency Operations Center during time of emergency activation.

11. Fire Marshal

- a. Report to the EOC and serve as liaison between the Dare County Fire Departments and the Emergency Operations Center during an emergency/disaster.
- b. Disseminate emergency information from the Dare County Emergency Operations Center to the Dare County Fire Departments during emergency/disaster.
- c. Maintain status log of available fire fighting resources during time of emergency/disaster.
- d. Develop and maintain standard operating procedures for Fire Marshal's emergency operations during emergency/disaster.

12. County Public Safety Director

- a. Plan for coordination of ambulance activities throughout the County during emergency/disasters.
- b. Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency/disaster events.
- c. Coordinate with Medical facility authorities on use of medical facilities within the County for mass casualty incidents.
- d. Coordinate with designated hospitals within Dare County service area for transport and receipt of casualties during emergency/disaster events.
- e. Establish and implement policy concerning the relocation of personnel and equipment during time of emergency/disaster.
- f. Coordinate with the Dare County Health Director and the Social Services Director to determine emergency transportation needs for special needs populations.
- g. Develop and maintain standard operating procedure for emergency medical service activities during emergency/disaster situations.

13. Social Services Director

- a. Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, and other volunteer organizations involved with shelter, feeding and clothing operations.
- b. Coordinate with medical/health care facilities (e.g. nursing homes, rest homes, etc.) to insure development of emergency procedures in conjunction with appropriate agencies.
- c. Coordinate with the Dare County Public Safety Director and the Health Director concerning special needs population. (See donate goods annex)
- d. Provide a liaison to Red Cross and the Salvation Army for the receipt, management and distribution of donated goods following an emergency/disaster event.
- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- f. Develop and maintain standard operating procedures for social services operations during emergency/disaster situations.

14. Communications Supervisor

- a. Establish and maintain a communications network/procedures for two-way communications between the Dare County Emergency Operations Center, Dare County field emergency response resources, and the State Emergency Operations Center.
- b. Provide for the dissemination of warning information to emergency response personnel.
- c. Provide a liaison to the Dare County Emergency Operations Center during emergency activations.
- d. Develop and maintain standard operating procedures for communications center operations during emergency/disaster events.

- e. Maintain coordination between all Dare County communications facilities to including:
 - Central Communications
 - Hatteras Island Communications
 - Alternate communications at the Dare County Courthouse
- f. Coordinate with Emergency Management Director all communications.

15. Public Works Director

- a. Plan for emergency repair and restoration of County roads, vital facilities and utilities during and following emergency/disaster.
- b. Develop and maintain resource lists with source, location, and availability of equipment, fuel and operational personnel to support response/recovery operations.
- c. Provide a Dare County Debris Management Plan.
- d. Identify manpower and equipment needs and procurement of necessary special emergency equipment.
- e. Provide storage and access to fuel for emergency service vehicles during emergency/disasters.
- f. Maintain emergency power, water and sanitation resources at critical facilities in the County during emergency/disasters.
- g. Provide a liaison to the Emergency Operations Center during emergency/disaster activations.
- h. Develop and maintain standard operating procedures for public works functions during emergency/disaster situations.

16. Health Director

- a. Provide for health care at emergency facilities, including mass care facilities.

- b. Coordinate with State water supply authorities in the event of ground water contamination or water system failure to assure quality of emergency water supplies.
- c. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable disease.
- d. Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- e. Coordinate with the Public Safety Administrator and the Social Services Director in the identification of special needs population.
- f. Develop and maintain a standard operating procedure for emergency public health operations during emergency/disaster situations.
- g. Provide for inspections of mass care facilities to assure proper sanitation practices are followed.
- h. Provide a liaison to the Dare County Emergency Operations Center during emergency activations.
- i. Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.
- j. Develop and maintain a list of medical/health care resources that may be utilized during emergency/disaster.

17. Mental Health Director

- a. Provide for a 24-hour crisis line during periods of emergency.
- b. Provide CISD to professionals, support staff, and victims involved with emergency response and recovery.
- c. Develop and maintain standard operating procedures for Mental Health operations during emergency/disaster situations.
- d. Develop and maintain a list of mental health resources that may be utilized during emergency/disaster.

18. Finance Officer

- a. Develop financial accounting record procedures for agencies to report their emergency expenses.
- b. Assist the Tax Officer with documentation of disaster damage to county owned facilities during emergency/disaster situations.
- c. Provide County budget information in support of a request for a Presidential Disaster Declaration.
- d. Develop and maintain standard operating procedures for county emergency financial record keeping during emergency/disaster situations.
- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- f. Assist in the establishment and management of procedures for post-disaster donated funds.

19. Damage Assessment Officer/Tax Officer

- a. Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.
- b. Collect data and prepare damage assessment reports; forward to the North Carolina Division of Emergency Management through local Emergency Management Coordinator.
- c. Provide information to Public Information Officer regarding timely release of damage assessments.
- d. Develop and maintain standard operating procedures for county tax operations during emergency/disaster situations.
- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- f. Co-ordinate mutual aid agreements with other municipalities to assist in damage assessment.

20. Superintendent of Schools

- a. Support transportation operations during evacuation and reentry.
- b. Provide support personnel, equipment and facilities as necessary (schools, lunch room personnel, bus drivers, etc.)
- c. Develop and maintain standard operating procedures for the safety and protection of students, faculty, and other personnel during emergency/disaster situation.
- d. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activation.
- e. Develop and maintain a list of resources that may be used during emergency/disasters including recovery efforts.

21. Planning Director

- a. Coordinate with municipal/state agencies in the development and maintenance of a reconstruction plan to be implemented following a major disaster.
- b. Identify the projected need for additional building inspectors following a major disaster and pursue agreements for obtaining certified personnel from other localities.
- c. Provide pertinent technical reconstruction information to the public information officer for dissemination to the public following a major disaster.
- d. Develop and maintain standard operating procedures for county reconstruction operations following a major disaster.

22. Hatteras Island EOC Facility Coordinator

- a. Under the direction of the Dare County Operations Officer (County Mgr. Or his designee) or the Dare County Emergency Management Coordinator, activate the Hatteras Island Emergency Operations Center during emergencies.
- b. Coordinate the staffing of the Hatteras Island Emergency Operations Center.

- c. Establish and maintain communications contact with the Dare County Emergency Operations Center during emergency/disaster activation.
- d. Develop and maintain standard operating procedures for the Hatteras Island Emergency Operations Center during emergency/disaster activation.
- e. In the event that all communications are lost with the Dare County Emergency Operations Center, the Facility Coordinator in coordination with the Hatteras Island Commissioner will assume direction and control for Hatteras Island emergency operations until communications are restored.
- f. Develop and maintain a list of resources that may be used during emergency/disaster.
- g. Provide emergency/disaster status information to the County Emergency Operations Center.

23. Airport Manager

- a. Provide support for aircraft operations during and following emergency/disaster event.
- b. Provide for the priority clearance of runways at the Dare County Regional Airport.
- c. Provide for extended hours of operations for airport facilities during emergency/disaster operations.
- d. Identify capabilities and limitations of the airport facility to support aviation operations during emergencies.
- e. Coordinate with the FAA regarding the need to restrict air space over the affected area.
- f. Identify available space on the airport grounds that could be utilized for vehicular and commodity stockpiling.
- g. Coordinate with the National Transportation Safety Board and the FAA in the event of a mass casualty aircraft accident.

- h. Support Civil Air Patrol emergency operations.
- i. Coordinate with the National Park Service and the North Carolina Department of Transportation for the use of the two airstrips located at Kill Devil Hills and Frisco, if needed during a emergency/disaster situation.
- j. Develop and maintain standard operating procedures for airport operations during emergency/disaster situations.
- k. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.

24. Amateur Radio Operator

- a. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.
- b. Transmit and receive emergency traffic as necessary during emergency/disaster events.
- c. Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.
- d. Maintain a message log for all emergency traffic.
- e. Coordinate with amateur radio operations in Dare County to establish and support post-disaster emergency communications.
- f. Develop and maintain a list of resources that may be used during emergency/disaster.
- g. Report communications transmissions to the Operations Center.

25. Information Technology Director

- a. Provide support personnel for technical assistance with computer equipment and information systems during emergency/disaster activations.
- b. Provide for the protection of computerized vital records during emergency/disaster events.

- c. Cooperate with the Tax Director/Damage Assessment Officer in the gathering and documentation of damage assessment data following a major emergencies/disaster.
- d. Develop and maintain standard operating procedures for the management of county data processing during emergency/disaster situations.
- e. Coordinate with Emergency Management Coordinator in the collection, review and update of hazardous material facility information available for emergency response.

26. American Red Cross Liaison

- a. Coordinate with the Director of Dare County Social Services and school personnel in providing shelter/mass care operations.
- b. Designate a coordinator and personnel to assist the Director of Social Services in the management of donated post disaster goods.
- c. Cooperate with the Salvation Army and other volunteer agencies in the delivery of mass feeding operations.
- d. Coordinate post-disaster damage assessment information with the Dare County Tax Director/Damage Assessment Officer.
- e. Provide a liaison to the Dare County Emergency Operations Center during emergency/disaster activations.

DARE COUNTY EMERGENCY OPERATIONS PLAN AUTHORIZATION AND AUTHORITIES

Basic Plan Part Three

I. PURPOSE

This section provides legal references to support Dare County's actions in the event of an emergency/disaster occurrence.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Actions taken during emergency/disaster events require that legal guidelines are followed to assure protection of the general public and to maintain law and order in the County.
2. Decisions implemented during times of disaster or impending disaster will sometimes have a negative economic impact on the County or portions thereof.
3. Mutual Aid agreements exist between some agencies within Dare County.

B. Assumptions

1. Some actions taken during emergency events will be unpopular with the general public.
2. Actions implemented will be based on the safety and welfare of the overall population, therefore being undesirable to specific groups.

III. CONCEPT OF OPERATIONS FOR AUTHORIZATION AND AUTHORITIES

A. Selected references are an attachment within this plan: (See Appendices)

- NCGS 166-A
- NCGS 14-288.1
- Dare County Emergency Ordinance
- Proclamation of State of Emergency

- Proclamation of State of Emergency and the Imposition of Prohibitions and Restrictions during a State of Emergency

B. Complete information pertaining to Authorization and Authorities will be maintained in a reference book in the Dare County EOC include:

- NCGS 166-A
- NCGS 14-288.1
- Dare County Emergency Ordinance
- Proclamation of State of Emergency
- Proclamation of State of Emergency and the Imposition of Prohibitions and restrictions during a State of Emergency
- Mutual Aid Agreement with Park Service
- Mutual Aid Agreement with Cities
- Mutual Aid Agreement with Red Cross
- Mutual Aid Agreement with County School System
- PL 93-288 Stafford Act
- NCGS 143.215.86(a) & NCGS 143.215.94U(a) (Oil Spill Act)
- PL 99-499 (SARA/Title III)
- PL 81-920 Civil Defense of 1960
- N. C. Executive Order 73
- 40CFR 1910.120 (OSHA)
- FAR (authority to close airspace over disaster areas)
- Price Gouging Ordinance
- Other documentation as appropriate

C. Agencies tasked with responsibilities under the Dare County Emergency Operations Plan will be responsible for providing copies of Mutual Aid Agreements to be kept on file in the Emergency Operations Center.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
DIRECTION AND CONTROL
ANNEX A**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

- A. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures. Response forces in Dare County will utilize the Incident Command System (ICS).
- B. Many hazards threaten the County which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control Emergency Operations Center (EOC) function in order to conduct effective and efficient emergency operations.
- C. Municipalities within the county may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the County EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the County EOC.
- D. Centralized county-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
 - 1. There exists an imminent threat to the public safety/health;
 - 2. Extensive multi-agency/jurisdiction response and coordination are necessary to resolve or recover from the emergency/disaster situation.
 - 3. Local resources are inadequate/depleted and significant mutual aid, state and/or federal resources must be utilized to resolve the emergency/disaster situation.

4. The disaster affects multiple political jurisdictions within the County which are relying on the same emergency resources to resolve the emergency/disaster situation.
 5. Local emergency ordinances are implemented to control the emergency/disaster situation.
- E. The County Emergency Operations Center serves as the central direction and control point for county-wide emergency response activities.
 - F. The primary County Emergency Operations Center (EOC) is located in the Dare County Jail facility adjacent to the Dare County Airport, on Driftwood Drive, Roanoke Island. The secondary EOC is located at the Dare County Regional Airport, on Airport Road.
 - G. Dare County utilizes a satellite EOC facility located on Hatteras:
 - H. The primary EOC and support EOC, will be activated upon the threat or Occurrence of a major emergency/disaster and designated personnel will report to their EOC in a timely fashion.
 - I. Standard operating procedures have been developed to effectively direct and control disaster operations/recovery.
 - J. Emergency operations and coordination at all levels of government will be carried out according to plans supporting standard operating procedures that Exist at those levels of government.

III. OPERATIONS DIRECTION AND CONTROL

A. General

1. The type and magnitude of any emergency event occurring in Dare County will dictate the need to activate the EOC.
2. The Dare County primary EOC and/or the Support EOC may be activated by the Chairperson of the Board of County Commissioners or his designee, the Operations Officer/County Manager or his designee, and the Emergency Management Coordinator or the Assistant Emergency Management Coordinator.
3. Notification of EOC personnel is the responsibility of the Emergency Management Agency.
4. Operational readiness of the primary EOC is the responsibility of the Emergency Management Director.
5. Operational readiness of the Hatteras Island Support EOC is the responsibility of the Facility Coordinator.
6. Administrative decisions regarding food supplies and other incidental needs for the primary EOC during activations is the responsibility of the Emergency Management Coordinator. The Hatteras Island Facility Coordinator will make these decisions for the Hatteras Island EOC.
7. Upon activation of the Hatteras Island EOC, the Facility Coordinator will establish communications with the primary EOC.
8. Whenever the Dare County EOC is activated or activation of the EOC appears to be imminent, the North Carolina Division of Emergency Management will be notified.
9. Upon activation, the six mayors or their designees, will serve as the single source points of contact in the Dare County EOC between themselves and respective municipalities.
10. Frequent staff reviews/briefings will be conducted.

B. Staffing

Personnel assigned to the Dare County EOC will operate in one of two functional sections as assigned by the Chairperson of the Dare County board of Commissioners or designee.

1. The Control Group, under the direction of the Chairperson of County Commissioners/designee consists of the Chairperson, the six municipal mayors, the Superintendent of the Cape Hatteras National Seashore, and the Dare County Sheriff. This group is responsible for:
 - a. The approval of policies and strategies pertinent to the emergency/disaster situation.
 - b. Providing leadership and decision making for implementation by the Support Group.
 - c. In coordination with the Operations Officer, the Emergency Management Director, and the Public Information Officer, prepare statements for release to the general public.
 - d. Utilizing communications equipment available to the Control Group, the members will maintain a line of communications with their respective administrators and elected officials.
 - e. Upon activation, maintaining a presence in the Dare County EOC to carry out the direction and control function.
 - f. In cooperation with the Emergency Management Director and the Operations Officer, maintain an awareness of actions being taken in response to the emergency situation.
2. The Support Group, under the direction of the Operations Officer is Responsible for the direct supervision of on-scene operations including the allocation of resources. The Support Group consists of the following Sub-Groups (Emergency Support Functions):
 - a. Information/Notification and Warning: Operations Officer, Emergency Management, Public Information Officer, EBS/media, Fire Marshal and Management Information Systems. Group Leader: Operations Officer or designee.

- b. Communications: Dare County Communications Amateur Radio, Civil Air Patrol Radio, and Sprint Telephone. Group Leader: Supervisor, Dare County Communications.
 - c. Traffic Control/Law Enforcement: Sheriff's Office, N.C. Highway Patrol, National Park Service, and N.C. Department of Transportation. Group Leader: Sheriff's Office.
 - d. Fire/Search and Rescue: Fire Marshal, Emergency Medical Service, U.S. Coast Guard, National Park Service and Sheriff's Office. Group Leader: Fire Marshal.
 - e. Shelter/Mass Care/Emergency Transportation: Department of Social Services, Health Department, Emergency Medical Service, Superintendent of Schools, and American Red Cross. Group Leader: Department of Social Services.
 - f. Medical Emergency/Mass Casualty: Health Department, Emergency Medical Service, Fire Marshal, and Sheriff's Office. Group Leader: Emergency Medical Service.
 - g. Utilities: Operations Officer, Public Works, Dominion Power, Dare County Water Department, and Sprint Telephone. Group Leader: Operations Chief.
 - h. Damage Assessment/Recovery: Operations Officer, Tax Officer, Finance Officer, Emergency Management, Red Cross, and Management Information Systems. Group Leader: Operations Officer.
 - i. Hazmat: Fire Marshal, Sheriff's Department, Emergency Medical Service, Emergency Management, U.S. Coast Guard, and National Park Service. Group Leader: Emergency Management.
3. Hatteras Island Emergency Operations Center Staff includes: a Facility Coordinator, National Park Services, U.S. Coast Guard, Hatteras Island Fire Services, Cape Hatteras EMC, Hatteras Island Rescue Squad, Dare County Sheriff, Dare County Commissioner, Sprint Telephone, Cape Hatteras Water Association and Communications Specialist.

Hatteras Island EOC staff supports County Operations under the direction of the Operations Officer.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
VITAL FACILITIES MANAGEMENT**

ANNEX B

I. PURPOSE

This section provides for the identification and management of critical facilities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these vital facilities would be crucial to the immediate emergency response following a major emergency/disaster event, and others would be critical for long term recovery operations.
2. Several categories of vital facilities have been identified in Dare County to include:
 - a. Electric distribution system components.
 - b. Health/Medical Facilities
 - c. Transportation Networks
 - d. Communications Network Components
 - e. Public Buildings
 - f. Emergency Services Facilities
 - g. Water Distribution/Drainage Facilities
 - h. Historic Structures
 - i. Landfill and Debris Sites
 - j. Public/Private Supply Centers

3. Dare County Emergency Management maintains a list of public and private sector facilities that could be utilized during an emergency/disaster response.

4. Dare County vital facility information is updated on a regular basis.

B. Assumptions

1. Identification of vital facilities will make it possible to predict the consequences of disaster, and to expedite the response of necessary resources from outside the area of impact.

2. Knowledge of vital facilities will reduce the dependence on “unwritten” and “assumed” information.

3. Knowledge of vital facilities will expedite damage assessment and loss estimation.

4. The identification of vital facilities allows for the prioritization of post-disaster areas.

III. VITAL FACILITIES

A. Information pertaining to vital facilities will be maintained in the Dare County computer systems, and accessible from the Dare County Emergency Operations Center.

B. Continuous update of the vital facilities inventory will be maintained.

C. Vital facilities may serve as the basis for establishing mutual aid/statement of understanding with other governmental or non-governmental agencies.

D. Knowledge of vital facilities allows for the implementation of planned mitigation approaches/projects in an attempt to reduce vulnerabilities.

DARE COUNTY EMERGENCY OPERATIONS PLAN RESOURCE MANAGEMENT

ANNEX C

I. PURPOSE

This annex provides for the identification and management of resources that may be utilized during emergency/disaster situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event, and others may be critical for long term recovery operations.
2. Several categories of resources have been identified in Dare County to include:
 - Personnel
 - Equipment
 - Facilities
 - Information
 - Commodities
3. Dare County Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.
4. Dare County's resource inventory is updated on a regular basis.

B. Assumptions

1. Following an emergency/disaster situation, the initial emergency response will be dependent upon local public and private resources.
2. Adequate local resources do not exist to cope with a catastrophic emergency/disaster response.

3. Identified public and private sector resources will be available when needed for emergency/disaster response.
4. Necessary personnel and supplies will be available to support emergency resource response.

III. RESOURCE MANAGEMENT OPERATIONS

- A. Dare County Departments and Agencies will use their own resources and equipment during emergency/disaster situations and will have control over the management of the resources as needed to respond to the situation.
- B. Municipal Departments and Agencies outside county government will be initiated by the Emergency Management Coordinator with operational control being exercised by the on-site commander of the service requiring that resource.
- C. The request for resources outside the municipality/county will go through the Dare County Control Group to NC Division of Emergency Management.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
PUBLIC INFORMATION/NOTIFICATION AND WARNING**

ANNEX D

I. PURPOSE

This annex describes the process for staffing, operating and maintaining a public information and warning system in the event of an emergency. Also provided are instructions for dissemination of warning information to response agencies and the general public throughout the County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County Warning Point will initiate notification and warning of emergency services personnel. (The County Warning Point is Dare Central Communications).
2. Broadcast media will be relied upon to assist in the dissemination of warning to the general public and to advise on appropriate actions to be taken.
3. Telephone, two-way radio communications or pagers may be utilized to notify public officials, EOC staff, emergency personnel and others as required.
4. Emergency service vehicles equipped with public address systems may be used for warning the general public.
5. Special needs groups, persons in group quarters, or schools may require special warning and/or notification.
6. The capability exists to override the cable TV system to deliver emergency information to the public. Dare County Manager and Emergency Management Coordinator must authorize the use of the system.
7. Under circumstances outlined in communications handbook, the on-duty communications supervisor may issue emergency public information using cable override system.

8. Emergency Management has the capability to utilize the Emergency Alert System to deliver emergency information to the public.
9. Dare County will receive extensive local, state, and national media coverage during emergency and disaster situations.
10. NOAA weather radio is utilized extensively by residents of Dare County, and provides another avenue for the delivery of emergency public information.
11. The U.S. Coast Guard will deliver emergency information to marine traffic in the Dare County area.
12. Due to the large number of tourists in the Dare County area, all available methods of notification and warning must be utilized to assure delivery of emergency information to the public.

B. Assumptions

1. Use of all available forms of warning and notification will provide sufficient warning to the general public, tourists, and special needs population.
2. Assuming immediate evacuation actions are required, use of mobile public address systems and/or house-to-house alert warning may be necessary.
3. Some members of the general public may not choose to heed official warning of an emergency event, thus complicating the task of emergency service workers.
4. Special interest groups in the County may disagree with official public information.
5. Emergencies and disasters which impact Dare County may be of interest to media sources beyond the County and the State considering the large number of out-of-state Dare County property owners and the tourist population.

6. The public may accept rumors, hearsay and half-truth as valid information which may cause fear and confusion.
7. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster related instructions to the public.
8. Demand for information may be very heavy; therefore, sufficient numbers of trained staff will be provided to respond to question from the public.

III. PUBLIC INFORMATION/NOTIFICATION & WARNING OPERATIONS

- A. Dare County Manager; Emergency Management Coordinator must authorize the use of the Cable TV Warning System.
- B. Dare County Manager; Emergency Management Coordinator must authorize the use of the Emergency Alert System (EAS).
- C. Emergency warning will originate at the national, state or local level of government. Timely warning requires dissemination to the public by all available means:
 1. Local radio stations:
 - a. WRSF/105.7 – Primary EAS (CPCSI)
 2. NOAA Weather Radio (National Weather Service Office)
 3. Sirens, horns, or mobile public address systems
 4. Telephone
 5. Cablevision – Ch. 12; Weather Channel 16, Voice Over –ride, Scroll capability)
 6. Newspapers:
 - a. Coastland Times
 - b. Virginia Pilot
 - c. Sentinel

D. Receipt and Dissemination of Warning

1. Dare County Central Communications serves as the Dare County Warning Point on a 24-hour a day basis.
2. The N.C. Highway Patrol serves as the State Warning Point and is located in the Raleigh Communications Center. NAWAS and NWS alerts are received y the State Warning Point.
3. Notification of governmental officials and emergency response personnel by the County Warning Point will follow established procedures.

E. Public Information Operations

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards, family preparedness, emergency management function, and necessary actions to be taken by the group.
2. During emergencies/disasters, Dare County Control Group decisions and general information advisories will prepared on a timely basis and released to the media. Dare County Public Information office is an official source of information.
3. Actions will be taken to correct identified errors in information released by the media, or rumors about the emergency situation.
4. The National Weather Service will issue weather watches or warnings directly to Dare Central Communications and to the media for public release.
5. Hard copy news releases will be disseminated to the media, to appropriate County and municipal officials, and to the Office of Emergency Management by fax from the EOC.
6. Local emergency response information will be transmitted via the Weather Channel by routing that information through the State EOC.

7. Dare County will practice an aggressive approach for the dissemination of information to motorists detained in traffic congested areas/control points.
8. Dare County will also practice an aggressive approach for the dissemination of information to isolated populations during and following emergency events.

DARE COUNTY EMERGENCY OPERATIONS PLAN COMMUNICATIONS

ANNEX E

I. PURPOSE

The annex describes the County's emergency communications system.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County operates a Central Communications Center located in the County Detention Center. This facility is necessary to provide for effective and efficient communications with emergency response personnel.
2. The County Communications Center operates as the County warning point.
3. The County Communications Center operates as an E-911 center.
4. Remote radio units from each of the emergency services operating in Dare County are located in the EOC. Also located in the Dare County Emergency Operations Center are these radio capabilities: Amateur, Civil Air Patrol, N.C. Highway Patrol, National Park Service, U. S. Coast Guard. (Reference Communications Standard Operating Procedures for Radio Frequencies).
5. The Dare County Emergency Operations Center also has a Civil Air Patrol radio, a N.C. Highway Patrol radio, a National Park Service radio, and a U.S. Coast Guard Radio. (Reference Communications Standard Operating Procedures for Radio Frequencies).
6. Portable/hand-held radios have been issued to key response agency personnel for supplemental emergency communications.
7. Auxiliary power is available to the Dare County Communications Center, and to the necessary tower facilities.
8. The Communications Center facility is designed as secure facilities.

9. The Dare County emergency communications network is heavily dependent on the commercial telephone network.
10. A redundant communications micro-wave link has been established to Hatteras Island from Manteo EOC.

B. Assumptions

1. Emergency and disaster occurrences could have a detrimental effect on the Dare County emergency communications network.
2. The commercial telephone system serving Dare County is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage.
3. Commercial electric power may be shut off during significant emergencies affecting Dare County, necessitating the use of auxiliary power.
4. It is possible for communities within the County to be isolated from communications for extended periods of time.
5. Loss of Dare Central's repeater system would hamper or possibly eliminate the ability to page, alert, or communicate with emergency services personnel throughout the County.
6. The ability to repair damage to the County emergency communications system is contingent upon the availability of private commercial repair technicians.
7. State assistance may be needed to procure supplemental communications equipment or to locate available repair technicians following a major disaster.
8. The County Communications Center is often the first point of contact for the general public during emergencies.

III. COMMUNICATIONS OPERATIONS

A. General

1. The County Emergency Communications Center is operated 24 hours a day and serves as the Dare County Warning Point.
2. Emergency communications standard operating procedures will be implemented. Backup capabilities will be activated as necessary.
3. The County Communications Center in the County Jail is co-located with the County EOC.
4. Field emergency service personnel utilize the County emergency communications network to communicate with the EOC.
5. When emergency events occur, the Communications Center should verify that the Emergency Management Coordinator has been notified.

B. Specific

1. Telephone Service

- a. Commercial telephone service in the County is provided by Sprint and cellular phone systems.
- b. Cellular phone capability exists within the County.
- c. The Sprint Company will be provided with a restoration priority list for telephone service prior to and/or following a major disaster. (List available in EOC)
- d. Cellular phones will be used as a back-up means of communications in the EOC if necessary.
- e. During emergencies, personnel will staff information telephone lines in both EOCs to respond to questions from the general public.

2. Two-way Radio Systems

- a. The County's Central Communications System is designed as a principal system to be used for direction and control activities. Principle users of the system include:

- (1) Law Enforcement
- (2) Emergency Management
- (3) Fire/Rescue
- (4) Emergency Medical Service
- (5) Public Works
- (6) Lifeguard Services
- (7) Medical Facilities
- (8) Dare Med-Flight

b. Additional two-way radio communications capabilities existing in the EOC are:

- (1) N.C. Highway Patrol
- (2) National Park Service
- (3) U.S. Coast Guard
- (4) Amateur Radio Emergency Service
- (5) Civil Air Patrol
- (6) N.C. Emergency Management

c. Other two-way communications systems which may be used to communicate with the State EOC during emergencies include:

- (1) Division of Criminal Information (DCI) {Formally Police Information Network [PIN]}
- (2) National Warning System (NAWAS)
- (3) State Emergency Management FM Voice Radio Network and State Emergency Management satellite communications voice.
- (4) Commercial Telephone (Emergency Information System or Fax)

DARE COUNTY EMERGENCY OPERATIONS PLAN TRAFFIC CONTROL/LAW ENFORCEMENT

ANNEX F

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Law Enforcement in Dare County is provided by the Dare County Sheriff's and six municipal police departments.
2. State Law Enforcement agencies that operate within Dare County's borders are the N.C. Highway Patrol, NC. Division of Marine Fisheries, N.C. Wildlife Commission, Alcohol Law Enforcement, and State Bureau of Investigation.
3. Federal Law Enforcement agencies that operate within the borders of Dare County are the National Park Service, U.S. Fish and Wildlife, and the U.S. Coast Guard.
4. A spirit of cooperation exist between the local, State, and Federal Law Enforcement agencies that operate within Dare County, and Federal and State agencies routinely cooperate with local Law Enforcement operations during emergency events.
5. When N.C. Highway Patrol personnel are requested to support Dare County traffic control, a ranking officer from the Patrol will be present in the Dare County EOC to coordinate N.C. Highway Patrol operations.
6. Pre-determined traffic control points have been identified by the State Highway Patrol, Dare County Sheriff, and Town Police to facilitate management of traffic flow when evacuation is required.

B. Assumptions

1. Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are exceeded, support may be obtained from state and federal law enforcement agencies.
2. An evacuation from Ocracoke or Corolla could significantly affect Dare County Law Enforcement/Traffic Control operations.
3. During evacuations, accidents or mechanical failure could significantly affect the evacuating traffic flow.
4. Significant numbers of the tourist population will not be familiar with Dare County evacuation procedures or evacuation routes.
5. There will be adequate numbers of law enforcement personnel in the Dare County area during an emergency event to provide for security.
6. Following an emergency event, it may be necessary to augment local law enforcement personnel with out of County resources for security and traffic control.

III. TRAFFIC CONTROL/LAW ENFORCEMENT OPERATIONS

- A. Emergency law enforcement operations will interrupt routine functions and responsibilities. Expanded emergency responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. Law enforcement officers in Dare County will assist with the dissemination of emergency information to isolated populations and to motorists stranded in traffic congestion during emergencies.
- C. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.
- D. 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. Law enforcement agencies may be called upon to assist with warning the public.

- E. The Dare County Sheriff's Office will be the coordinating agency for law enforcement operations in Dare County during multi-jurisdictional emergency events.
- F. Law enforcement officers in the field will observe and report emergency activity to the Dare County EOC.
- G. Law enforcement officers will enforce the provisions outlined in the County Proclamation of State of Emergency.
- H. Request for additional outside law enforcement assistance will be made by the senior law enforcement officer through the Support Group representative to the Dare County Control Group Chairman.

DARE COUNTY EMERGENCY OPERATIONS PLAN EVACUATION/REENTRY

ANNEX G

I. PURPOSE

This annex provides for coordinated evacuation and reentry of the county population when necessary during emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas, and population in the county most vulnerable to these threats.
2. Efforts are being made to identify special evacuation problems.
3. There are two highway routes allowing evacuation from Dare County to inland counties. Highways 158 and 64. Use of either of these two routes necessitates crossing two lane bridges.
4. Due to the geographical nature of Dare County, (land masses joined by bridges), combined with the forces of wind and water, there is significant potential for large populations of people to become isolated,
5. Evacuation and reentry routes through adjacent counties are also prone to flooding.
6. A comprehensive hurricane evacuation study was completed to determine traffic evacuation clearance times; updated in 2000.
7. Dare County emergency service personnel have participated in several emergency evacuations in recent years, thus gaining valuable experience in evacuation and reentry procedures.
8. There are no Red Cross hurricane approved shelters in Dare County, thus necessitating evacuation from the County during hurricane threats.
9. Evacuation from Ocracoke or the Currituck beaches necessitates travel through Dare County.

10. There is no commercial public transportation serving Dare County.
11. Severance of Highway 12 may require residents of Dare County to evacuate or reenter through Ocracoke, via the Ferry Service.
12. Hurricane evacuation route signs have been placed along the two evacuation routes from Dare County.
13. A travel advisory radio is located at the east end of the Wright Memorial Bridge. It operates on AM FX1610.

B. Assumptions

1. 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 material incident, major fire, or other incident. Large-scale evacuation may be needed in the event of an impending hurricane.
2. Sufficient warning time will normally be available to evacuate the threatened population.
3. Traffic control resources must be in place prior to the public release of an evacuation order.
4. Evacuation and reentry information will be made available to the public by all available means.
5. If there is significant potential threat, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warning.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.
9. Debris or damage to the roadway could hamper reentry.
10. Effective evacuation should be completed during daylight hours.
11. A delayed evacuation order could endanger lives and result in civil disorder.

12. Evacuation from Dare County will affect adjacent counties as well as counties further inland.
13. The use of the Dare County reentry permit procedure will facilitate an orderly reentry into previously evacuated areas.
14. Stranded motorists could present significant problems during an evacuation situation.

III. CONCEPT OF OPERATIONS FOR EVACUATION

A. General

1. The responsibility for ordering a county-wide evacuation and reentry rests with the Dare County Control Group. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation or reentry involves more than one jurisdiction, or an area outside of a municipality, the order will be issued on a County level by the Chairman of the Control Group, or his/her designated representative.
2. Public information concerning the Control Group's evacuation or reentry orders will be released through all available media.
3. The incident commander at the scene of an isolated emergency in Dare County has the authority to order an evacuation.
4. Regional coordination of traffic control, shelter/mass care and public information will enhance the total evacuation and reentry process.
5. Law Enforcement will implement traffic control for evacuation and for reentry.

B. Specific

1. Movement Control and Guidance
 - a. Traffic control points to support a county-wide evacuation have been predetermined.
 - b. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.

- c. Access to Dare County will be denied to non-essential personnel once an evacuation order has been issued.
 - d. Rest areas and comfort stations are located along evacuation routes, outside of Dare County.
 - e. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads by wrecker services.
2. Staging Areas, Pick-up Points and Routes
- a. Stranded motorists will be assisted by law enforcement officers.
 - b. The Dare County Airport is designated as the primary staging area.
 - c. The Fire Stations located within the County have been pre-designated staging areas and as mobilization points to organize the emergency response from personnel and equipment entering from areas outside the County.
3. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)
- a. Institutions within the County must develop procedures for evacuation.
 - b. Schools will develop evacuation procedures. Pre-designated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and 'walk-away' evacuations. Parents will be advised of the location of reception centers.
 - c. Dare County Communications, local fire departments, Social Services and the Red Cross will identify special needs populations.

RE-ENTRY MANAGEMENT OPERATIONS

I. POLICY

Following a disaster, when evacuation of Dare County has occurred, road blocks (control points) will be established restricting reentry into Dare County until such time as it has been determined by the Chairman of the Dare County Control Group or designee, in conjunction with control group representatives, that it is safe to do so. The essential criteria for safety in allowing reentry are:

- A. The provision of minimum access on primary roads.
- B. Reestablishment of emergency services (police, fire, rescue, and medical facilities).
- C. Removing of utility hazards.

II. ASSUMPTIONS

That a disaster of significant proportions has affected all or portions of Dare County that would initiate evacuation.

- A. That damage is such that food, water, and shelter are not immediately available.
- B. That damage is such that debris will restrict movement along primary road systems.
- C. That damage is such that electrical power will not be available.
- D. That damage is such that local emergency and public communications will not be available or significantly reduced.
- E. That damage is such that health services, medical facilities and medical transport will not be available.
- F. That law enforcement, fire, and rescue service will be greatly hampered.

III. OBJECTIVES

- A. The primary objectives of post-storm reentry management is to identify immediate needs of disaster areas and once identified, provide a systematic return to Dare County of human and material resources that will prevent loss of life and stabilize infrastructure so as to start an emergency assessment/recovery process.
- B. The secondary objective of post-storm reentry management is to provide a network of management systems with the ability to control and coordinate emergency operations within municipal and county jurisdictions and with other assisting agencies, both within and outside the county.

IV. REENTRY PROCEDURE

There is an absolute need to provide assess by clearing debris from primary roadways, to reestablish emergency police, fire, rescue, and medical services, remove and secure utility hazards while establishing a minimum of capabilities, and to assess damages in order to manage an effective response. There is also a recognized need for emergency protection measures. Additionally many outside services will be needed and outside interest will desire access. This reentry plan identifies a phased reentry process that allows for emergency personnel and road clearing personnel first; disaster and utility officials second; restricted access to residents third; and non-resident property owners fourth; and unrestricted access last.

- A. Upon cancellation of all hurricane warnings and watches which include Dare County and when no major damage has been experienced, the Dare County Control Group Chairman will authorize reentry to evacuated areas.
 - 1. Mayors will receive assessment from their respective municipal operations centers to determine extent of damage.
 - 2. Department of Transportation officials will assure that primary roads are open and bridges are without damage.
 - 3. If no significant damage to Dare County is sustained then unrestricted re-entry will be allowed by the Control Group Chairman.
 - 4. The Control Group Chairman may rescind this order at any time upon receiving notice of possible life/safety problems.

5. Public Information announcements will be made by the county Public Information Officer as decisions are made.
- B. Upon cancellation of all hurricane watches and warnings which include Dare County and when significant damage has been noted to affect only county areas or one municipality, then the Chairman of Control Group/Mayor responsibility for that area will assume responsibility of that area.
1. Restricted reentry to the damaged area will be at the discretion of the controlling authority.
 2. Public Information announcements will be made through the municipality Public Information Officer or through the Dare County Public Information Officer if the affected area is the county responsibility or if the municipality desires to utilize the Dare County Public Information Officer.
 3. All requests for assistance beyond the capabilities of the municipality should be channeled through the Dare County Emergency Management Director.
- V. Upon cancellation of all hurricane watches and warnings which include Dare County and when significant damage to more than one municipality has occurred, then decisions on reentry will be that of the Control Group Chairman in consultation with the Control Group members.
- A. Damage to more than one municipality may greatly affect reentry into surrounding municipalities or Dare County area.
 - B. Collective decisions by the Dare County Control Group will be necessary to control/assist needs of affected area.
 - C. Public Information announcements will be made by the county through the Public Information Officer. This will keep recovery crews, residents and the public informed as to the progress of debris clearance and projected times for phased reentry.
 - D. Reentry will be determined by priority scheduled as listed below or at the direction of the controlling authority.
 1. Emergency services and road clearing personnel, utility and disaster assessment officials.

2. Resident
 3. Non-resident
 4. Unrestricted access
- E. Reentry will be jointly controlled/enforced by the North Carolina Highway Patrol, municipal law enforcement agencies, National Park Service and Sheriff's Department with the NCHP being the lead agency.
- VI. Reentry to the disaster area of Dare County can be controlled by barricading designated access control points leading into Dare County.
- A. Ground access control points
1. Highway US 158 at the rest area south of Coinjock Bridge in Currituck County, NCHP, Currituck County Sheriff's Department and Dare County Sheriff's Office.
 - a. Control of by-pass points, NCHP and Currituck County Sheriff's Department.
 - b. Control point at west entrance to the Wright Memorial Bridge, NCHP, Currituck County Sheriff's Office.
 2. Highway intersection US 64/NC 32 in Washington County, NCHP, and Washington County Sheriff's Department.
 - a. Control of bypass points, NCHP and Washington County Sheriff's Department.
 - b. Control of west entrance to Lindsay Warren Bridge (Alligator River), NCHP, Tyrrell County Sheriff's Department and Dare County Sheriff's Office.
- B. Water access points
1. Swan Quarter Ferry Terminal – North Carolina Highway Patrol
 2. Cedar Island Ferry Terminal – North Carolina Highway Patrol
 - a. United States Coast Guard will be the lead agency in determining reopening water traffic to Ocracoke, Cedar Island, and Swan Quarter.

- b. NC Department of Transportation Ferry Service Director will determine ferry service re-opening in cooperation with the Dare County Chairman of the Control Group.

C. Air access points

- 1. Dare County Regional Airport
- 2. Wright Brothers Memorial
- 3. Billy Mitchell Airport
 - a. Federal Aviation Administration to provide notice to airmen
 - b. Access restricted to priority flights only as determined by the Dare County Control Group
 - c. Dare County Airport officials will monitor and control traffic on Billy Mitchell and Wright Brothers Fields

D. Notification of restricted entry to Dare County

- 1. All local radio stations to broadcast restricted entry as soon as information is available.
- 2. All news media notified of restricted reentry as soon as information is available.
- 3. National Weather Service stations notified of restricted reentry.
- 4. Federal Aviation Administration notified of restricted reentry to Dare County as soon as information is available.
- 5. Automated signs positioned at key routes visitors may transit, NC Department of Transportation in cooperation with the NCDOT Emergency Operations Center.
- 5. By radio broadcast at tunnel entrance points in Tidewater area, and rest areas, State EOC to coordinate.

- VII. Reentry permits have been issued by Dare County and will be used to restrict and identify all vehicles and personnel entering into Dare County, Ocracoke Island and portions of the Currituck Outer Banks.

- A. Only Emergency Services personnel with proper identification will be allowed through control points initially. The Chairman of Dare County Control Group may identify other means of identification for initial reentry, i.e. North Carolina Drivers License with local Dare County address, tax information check lists.
 - B. Yellow personnel passes have been issued to critical need personnel that will permit reentry during first phase. White passes permit entry into all Dare County areas.
 - C. Disaster and utility service personnel with proper identification will be allowed reentry.
 - D. Resident property owners with proper identification will be allowed reentry in second phase.
 - E. Non-Resident in the third phase.
 - F. The Chairman of the Dare County Control Group may rescind any/all phases of reentry at any time.
 - 1. Only property owners with reentry permits displayed on the vehicle's windshield will be allowed reentry into Dare County, Currituck Outer Banks and Ocracoke. Permits are color coded to allow entrance to specific areas only; property owners will only be allowed into the areas for which their permit was issued.
 - 2. Property owners must assess damage and secure their property only. They will not be allowed to assess damage and secure property of other than their property.
 - 3. Property owners will only be allowed access to their property if it has been determined safe by local officials. A resident must have electrical power, portable water and approved sewage disposal to be judged habitable.
- VII. Management of all traffic control points will be by the NCHP in cooperation with other law enforcement agencies.
- A. Manpower will be consistent with the needs of the objectives of the control point.

- B. Personnel from Dare County will be assigned to assist control points to issue special permits for vendors, contractors or any individuals not with emergency services, who do not own property in Dare County but that have an identified need to be allowed into the disaster area.
 - C. Special conditions/stipulations may, at any time, be added at the direction of the Chairman of the Control Group restricting/rescinding any permits/reentry into Dare County.
- IX. Staging areas
- A. Within Dare County the three airport facilities have been designated as the primary staging areas for returning emergency services personnel.
 - 1. Dare County Regional Airport
 - 2. First Flight Airport
 - 3. Billy Mitchell Airport
 - B. Outside of Dare County three staging areas are designed for Dare County personnel to assemble for re-entry to Dare County.
 - 1. Elizabeth City Airfield located at U.S.C.G. facility (252-335-5634)
 - 2. Williamston Airport in Williamston, NC (252-792-1971)
 - 3. Currituck County Airport (252-453-8032)
Operations Manager (252-453-2876)
 - C. The Dare County Control Group will utilize one or all of these facilities, in cooperation with the facility, to return emergency service and critical needs personnel back to Dare County.
- X. It should be recognized by the Chairman of the Dare County Control Group that extreme measures may need to be taken because of political pressure from individuals, businesses, and interest groups desiring access. Legally, the disaster declaration can restrict reentry as long as the best interest of the health and safety of the public is served.
- A. Notification of reentry policies must be continuous and updated to the public; misinformation must be kept to a minimum.
 - B. Control points will cause extreme aggravation; all attempts to avoid confrontational situations must be taken.

**APPENDICE
ANNEX G
EVACUATIONS**

1. Stranded people will seek and find some refuge in motels, private homes, and public buildings as the storm worsens, but some facilities will be unsafe in a major hurricane.
2. A large number of people, particularly non-residents, will seek help from Dare County Emergency Management in leaving the island as the threat from the storm increases, and Dare County will seek evacuation assistance through the Division.
3. People may panic as the threat increases, and the news media attention may increase pressure on emergency management officials to take action.
4. A small “window of opportunity” for last-resort evacuation of pedestrians will exist as the storm winds approach. Space on aircraft will be limited, and property will have to be left behind.
5. Military aviation assets will be required as the best means of last-resort evacuation, especially when time is critical. Large helicopters in adequate numbers are preferable to large fixed wing (C-130) aircraft, since the airstrip on Hatteras and Ocracoke are only 3000 feet in length and only marginally useful for large aircraft.
6. Military assets will be available as needed; assuming sufficient notice of need was given to the military. At some point, military bases will begin securing and evacuating aircraft, personnel and equipment, rendering it unavailable to Emergency Management.
7. If people choose to remain on the oceanfront or in locations vulnerable to storm surge, multiple fatalities are likely.
8. The Governor of North Carolina has authority to order an evacuation but will defer this decision to the County in all but extreme cases.
9. Abandoned vehicles and belongings will likely be lost or damaged when the storm strikes. Most evacuees will need transportation from shelters after the storm, and some residents will have no means to return to the county.

CONCEPT OF OPERATIONS

- A. Evacuation Decision –Hatteras

1. The Dare County Emergency Control Group will monitor the situation and assume responsibility for decisions to conduct last-resort evacuation operations.
2. The Eastern Branch and the Division of Emergency Management will assume a support role, as recipient and coordinator of resource requests.

B. Air Evacuation – Hatteras Island

1. U.S. Military aircraft will be requested by this Division to land on Hatteras Island as necessary, depending on the number of evacuees. Large helicopters are preferable as the first option due to flexibility in using landing sites; also, C-130s would be operating at the limit of capability, and a disabled aircraft or crash on the runway would render the airstrip useless for further operations.
2. Primary Option – Large helicopters, 30-40 persons capacity

Largest helicopters include:

- CH 53 Sea Stallion helicopter operated by U.S. Navy and Marines.
Request from New River MCAS – 910- _____
- CH 47 Chinook helicopter. Operated by US Army
Request from Fort Bragg – 910- _____

Medium Helicopters include:

- CH 46 Sea Knight Helicopter, operated by US Marines and Navy contact USMCAS Cherry Point 919-466-5745, - 3476 (PEDRO)
- UH 60 Black Hawk operated by US Army, NC National Guard request through State EOC
- UH 60 Jay Hawk operated by USCG
Request through USCG Group Cape Hatteras Ops. 252-995-6411 or 5th District Ops at 757-398-6231.

3. Secondary Option – large capacity, short take-off/landing fixed wing aircraft.
 - Lockheed C-130 Hercules aircraft. These are the largest fixed wing aircraft, which can operate from Mitchell Field, length 3000 ft., width 75 ft. A C-130 will carry approximately 50 persons with light luggage (25 lbs. Each) according to US Coast Guard aviators in Elizabeth City.
The C-130 has a “light footprint” and could use the existing paved airstrip in this emergency situations; aircraft weight and integrity of runway surface are considerations.

- C-130 aircraft variants operated by:
 - USCG Air Station Elizabeth City – request through 5th District Rescue Coordination Center, Portsmouth, Va. Phone (757) 398-6500, 24 hours Elizabeth City Air Station 252-338-6500 Emergency; 335-6360 Admin.
 - NC Air National Guard- request through the State EOC.
 - US Air Force – request through State EOC.
 - US Navy – request through State EOC.
4. Landing site on Hatteras for C-130 fixed wing aircraft will be Billy Mitchell Field at Frisco (8W5), Lat. 35 14.0 N, and Longitude 75 37.1 W.
 5. Rotor wing aircraft will use Billy Mitchell Field and other sites designated by Dare County EOC as suitable landing and pickup zones.
 6. Dare County will coordinate transportation and assembly of evacuees at pickup sites. Security of remaining belongings will be managed by Dare County as feasible, and maintained until evacuees can retrieve any surviving belongings.
 7. Requests for military aircraft will be made through the Eastern Branch Office to the State EOC and coordinated with Dare County EOC/Emergency Management.

C. Inland Landing Sites

1. Landing destinations will have the following: quick access to and Red Cross Shelter space, airport facilities, Jet A fuel, runway, and quick turnaround time for return freight to Hatteras (if needed).
 - a. Primary sites for C-130s meeting these criteria include Kinston Jetport, Pitt-Greenville Airport, and Rocky Mount-Wilson Airport.
 - b. Helicopters will disembark passengers at the Dare County Airport for ground transport to inland shelters (coordinated by the Eastern Branch Office and Dare County).
2. The Emergency Management Coordinator whose jurisdiction includes the landing/shelter destinations will be requested to provide ground transport for evacuees to a Red Cross shelter. The sheltering County will be asked to maintain liaison with the evacuees and with the EOC.

3. Priority will be given to maintaining family/group units during the evacuation. Designation of evacuee group leaders will be attempted to enhance this effort and maintain accurate head counts.

D. Return of Abandoned Belongings and Vehicles

1. Dare County will not be responsible for abandoned vehicles and belongings but will attempt to protect and secure these as the situation allows. After the crisis evacuees will be instructed to contact the Dare County Sheriff's Department at 252-473-3481 or other published numbers regarding the retrieval of vehicles and belongings.
2. Ground transportation for evacuees returning to Dare County will be coordinated through the Area Offices in shelter counties, Dare County, and the State EOC.

E. Coordination Assistance – Military

1. Readiness Group Bragg will be requested to assist with the coordination of military assets.
2. The State EOC will coordinate with Area Offices in reception counties regarding incoming flights, etc.

DARE COUNTY EMERGENCY OPERATIONS PLAN MEDICAL SERVICES

ANNEX H

I. PURPOSE

This annex provides for Emergency Medical Care and provisions for medical services during natural and technological emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County operates the following health and medical facilities and services:
 - Dare County Emergency Medical Services
 - Dare County Med Flight (medical evacuation helicopter)
2. Presently there are seven private medical/health care facilities being operated in Dare County.
3. Eight Emergency Medical Stations are located strategically throughout Dare County, and fifty percent of EMS responders are paramedic trained.
4. In addition to Dare Med Flight, Dare County is served by Nightingale (Norfolk) and East-Care (Greenville) air ambulance services.
5. One nursing home is located in the Town of Nags Head (Britthaven).
6. One hospital is located in Dare County (Nags Head). The nearest hospital facility is located in Elizabeth City, 43 miles from Dare County's northern boundary.
7. A mass casualty event has the potential to overwhelm the limited existing emergency medical resources in Dare County.
8. The seasonal population impacts significantly upon the Dare County EMS response capabilities.

B. Assumptions

1. A large-scale emergency will result in increased demands on EMS, Health and medical personnel.
2. Many of the injured will be transported to medical facilities by persons other than medical personnel.
3. Disruption of the communications system will impede the delivery of emergency medical service.
4. When local resources can no longer meet the demands of the situation, state agencies will be contracted through the Division of Emergency Management to provide additional resources.
5. Catastrophic disasters may affect large areas of the County, surrounding counties, and medical resources may be damaged, destroyed, or unavailable.
6. Following a disaster affecting Dare County, field emergency medical facilities may have to be established.

III. OPERATION FOR MEDICAL SERVICES

- A. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
- B. EMS capabilities will be expanded by volunteer personnel serving the respective response area.
- C. During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas.
- D. When necessary an EMS official will 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).
- E. The primary function of Dare Med Flight (medical evacuation helicopter) is the transport of injured patients; it may also be used for other emergency operations.
- F. U.S. Marine Search and Rescue (PEDRO) helicopter, U.S.C.G., NCNG, East-Care and Nightingale air ambulance could be utilized for patient evacuation.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
FIRE AND RESCUE**

ANNEX I

I. PURPOSE

The annex provides for the coordination of fire and rescue activities to ensure the safety of life and property within Dare County during emergency situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County has fifteen fire departments, five of which are located in the municipalities and the remaining ten are located in unincorporated villages.
2. A majority of Dare County firefighters are volunteers.
3. Special fire/rescue resources exist including ocean rescue, aerial trucks, heavy/light rescue units, and mobile cascade air systems.
4. The N.C. Division of Forest Resources has equipment in Dare County for firefighting, located at the Dare County Regional Airport.
5. The U.S. Fish and Wildlife Service has equipment in Dare County for firefighting on the Alligator River National Wildlife Refuge.
6. Limited U.S. Coast Guard capability exists in Dare County to fight fires aboard watercraft.
7. A Hazardous Materials Response Unit is located in Williamston, N.C. available through the N.C. Division of Emergency Management.
8. Mutual aid agreements for support exist among fire departments within Dare County.

B. Assumptions

1. Existing fire and rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.

2. When additional support is required, assistance can be obtained from state and federal agencies.
3. Incident Command will be implemented at the scene of every fire/rescue event occurring in Dare County.
4. The Fire Marshal is the liaison between Dare County Fire Departments and Dare County local government and will reside in the EOC during activation.

III. OPERATION FOR FIRE AND RESCUE

- A. During emergencies, the fire and rescue service must be prepared to support each other utilizing available expertise, equipment, manpower and the automatic mutual aid system.
- B. Each incident which necessitates response by a number of emergency services (e.g. fire, rescue, law enforcement, etc), will be coordinated by an incident commander, established early in the event.
- C. If fire or threat of fire is involved, the fire chief of the district or his designated representative is the incident commander.
- D. Under authority of the North Carolina Hazardous Materials Right-to-Know Law and the Federal Emergency Planning and Community Right-to-Know (EPCRA), the Fire Chief will survey facilities within his jurisdiction to identify types and volume of hazardous materials located within the jurisdiction. He should consider this information when developing response plans for hazardous materials accidents within his district. Coordination of facility emergency response plans with the local Emergency Operations Plan will be included in fire service planning.
- E. Fire departments north of Oregon Inlet are dispatched by Dare Central Communications located in Manteo, and fire departments south of Oregon Inlet are dispatched by Hatteras Communications located in Buxton, although Dare Central Communications may dispatch all fire services.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
PUBLIC HEALTH SERVICES**

ANNEX J

I. PURPOSE

The purpose of this annex is to provide for the public health services in Dare County during emergency/disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Dare County operates the following health and medical facilities and services:
 - The Dare County Health Department
 - Dare County Environmental Health
2. The Dare County Health Department operates two facilities, the main office in Manteo and a satellite facility on Hatteras Island.
3. A large portion of the Dare County population is dependent upon private sewage treatment systems and private septic systems. These systems are susceptible to flooding problems when they occur.

B. Assumptions

1. A large-scale emergency will result in increased demands on health and medical personnel.
2. Following an emergency/disaster, the 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.
3. A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures such as a temporary morgue.
4. When local resources can no longer meet the demands of the situation, State agencies will be contacted through the N.C. Division of Emergency Management to provide additional resources.

III. OPERATION FOR PUBLIC HEALTH SERVICES

- A. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
- B. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.
- C. The Health Director will procure Medical Examiners who will identify and take charge of the proper recovery of human remains.
- D. The Health Director will oversee the testing of the water supply to insure its potability, as well as its distribute information to the general public concerning the spread of contamination.
- E. The Health Director will be assisted by the Dare County Public Information Officer in dissemination of information regarding to public health.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
PUBLIC WORKS**

ANNEX K

I. PURPOSE

The purpose of this annex is to provide for essential public works services during an emergency/disaster including: solid waste disposal, water distribution, fleet maintenance, and buildings and grounds.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Debris is a predictable consequence of disaster. The Public Works Department will be lead agency for managing debris clearance.
2. Dare County has several identified landfill sites for debris removal.
3. Some municipalities within Dare County have limited public works capabilities.
4. Dare County has limited public works resources and the majority of those resources are stored at the public works facility on Roanoke Island.
5. Emergency temporary debris reduction/storage sites have been identified within the county.

B. Assumptions

1. Dare County will have to request assistance from outside the county for significant debris removal and for utility restoration.
2. Contamination of the public water system is an expected consequence of disaster.
3. Since most of the road system in Dare County is either State owned or town owned, North Carolina DOT will take a lead role in clearing primary roads and bridges following a major disaster.

III. OPERATION FOR PUBLIC WORKS

- A. Priority debris clearance will be given to airports and to primary roadways (US 158 By-pass, US 64-264, NC 12 south). (Appendix for priority list)
- B. Public Works will request outside resources and manage the assignment of priorities for debris clearance.
- C. The County and the municipalities will keep individual records on debris clearance expenditures.
- D. Priority will be given to restoration of the public water system.
- E. Fleet Maintenance Division will provide fuel and service to county vehicles.
- F. Building and Grounds Division will secure buildings and maintain generator for use in disasters.
- G. Building and Grounds Division will support law enforcement by placement of barricades and traffic cones where necessary in emergency/disaster situations.
- H. The Public Works Director will maintain a current plan for debris removal and private contractor reliability to assist in debris removal.

DARE COUNTY EMERGENCY OPERATIONS PLAN IMPACT ASSESSMENT

ANNEX L

I. PURPOSE

This annex describes the process of initial damage assessment reporting up to 24 hours after an emergency/disaster event.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Hazards threatening Dare County have the potential for causing response inhibiting damage which can impede emergency operations.
2. A planned program for reporting impact assessment information to the Dare County Emergency Operations Center is essential for effective response operations.
3. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:
 - a. Dare County Immediate Situation Report results in notification to the State EOC information on the severity of the problems and the determination of need for further assistance.
 - b. State support Impact Assessment results in the identification of immediate life support needs.
4. Following a significant disaster/emergency occurrence, a multitude of independent impact damage assessment activities will be conducted by a variety of organizations including the American Red Cross, insurance companies, and utility companies, local fire services, and Dare County Damage Assessment Teams.

B. Assumptions

1. Catastrophic disaster may exceed the impact assessment resources of Dare County and thus may require additional damage assessment personnel.

2. State, County and Municipal personnel not affected by the emergency/disaster may be available to assist with damage assessment.
3. Catastrophic disaster may impede the ability of emergency services to provide immediate response.
4. The demand for information by the media may interfere with Dare County's ability to conduct damage assessment.
5. Damage to the utility system and the communications systems may hamper the impact assessment process.
6. A major disaster affecting Dare County could result in the severance of a main transportation artery resulting in a significant alteration of services in Dare County.

III. INITIAL IMPACT ASSESSMENT OPERATIONS

A. General

Responsibility for Immediate Situation Reports lies with Municipal, County, State, and Federal Agencies.

B. Specific

1. Emergency response operations will be coordinated from the Dare County Emergency Operations Center. Each municipality will maintain a presence in the Dare County EOC.
2. Accurate emergency logs must be kept from the onset of the disaster by each response agency/organization.
3. The Damage Assessment Officer will coordinate the compilation of impact assessment information, prepare impact assessment reports for the Emergency Management Director, and plot damaged areas on local maps.
4. The Emergency Management Director and the Operations Officer will review the impact assessment reports to determine if any outside assistance will be needed.
5. Impact assessment reports will be shared with the Control Group to assist in establishing priorities.

6. Information to be reported includes but is not limited to victim mass care, infrastructure survival, and food resources.
7. The Emergency Management Director will forward impact assessment reports and any requests for assistance to the N.C. Division of Emergency Management.
8. Based upon the County's damage assessment reports, the State Emergency Response Team will determine what resource capabilities are available to meet anticipated needs.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
DAMAGE ASSESSMENT/ RECOVERY**

ANNEX M

I. PURPOSE

This annex presents a system for the provision of detailed damage assessment and disaster recovery operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazards events which may affect Dare County have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:
 - a. Following initial impact assessment, the Dare County Situation Report results in notification to the State EOC information on the severity of the problems and the determination of need for further assistance.
 - b. State supported Disaster Assessment results in the identification of immediate life support needs.
 - c. Federal/State supported Damage Assessment precedes the delivery of a Presidential Disaster Declaration and defines the specific needs for long term recovery.
3. Following a significant disaster/emergency occurrence, a multitude of independent damage assessment activities will be conducted by a variety of organizations including but not to limited to the American Red Cross, private insurance companies, utility companies, and Federal Agencies (NPS, Fish and Wildlife, Coast Guard) etc.
4. Recovery from a significant disaster will be managed in two identifiable phases as follows.

- a. Phases One is the emergency reaction phase and the implementation of emergency plans. Actions under this phase include such things as: emergency security, emergency debris removal, mass care, and restoration of essential services. The Dare County Emergency Management Agency will assume the lead role in coordination of this phase.
- b. Phases Two is the long-term reconstruction phase. Actions under this phase include: rebuilding of damaged public buildings, rebuilding of roadways and bridges, rebuilding of private homes and private businesses. The lead roles in this phase will be assumed by the County Manager, the County Finance Officer, and the County Planner.

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. A significant response of both solicited and unsolicited resources from outside the affected area can be expected, and preparations must be made in Dare County to manage this assistance.
3. Emergency public information is a critical tool in immediate post disaster response for informing the public about actions being taken, and for requesting help from outside the area of impact.
4. Damage to the utility system and to the communications systems may hamper the recovery process.
5. Routine government agency operations such as delivery of social programs, legal processes, elections and cultural events may be postponed as a result of the disaster.
6. A major disaster could have significant long term economic impact on Dare County.
7. A major disaster affecting Dare County could result in the severance of a main transportation artery resulting in a significant alteration of services in Dare County.

III. CONCEPT OF RECOVERY OPERATIONS

A. General

Responsibility for preliminary and detailed damage assessment lies with local government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the county Emergency Operations Center. Each municipality will maintain a presence in the Dare County EOC.
2. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
3. The Damage Assessment Officer will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Director, and plot damaged areas on local maps.
4. The Emergency Management Director and Operations Officer will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
5. The Emergency Management Director will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management, by the quickest means available. By Executive Order, the Secretary, N.C. Department of Crime Control and Public Safety is authorized to commit any state resources to assist with the emergency/recovery efforts.
6. Based upon the local damage assessment reports, the State Emergency Response Team will determine what recovery capabilities are available to meet the anticipated requirements.
7. The Governor may request a Presidential Declaration of Emergency, or a Presidential Declaration of Disaster, or a specific Federal Agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.

8. The President, under a Presidential Declaration of Emergency or a Presidential Declaration of Disaster may authorize the utilization of any federal equipment, personnel and other resources.
9. The President, under a Presidential Declaration of Emergency or a Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance.
 - a. Individual Assistance (IA)
 - (1) temporary housing (100% federal dollars);
 - (2) individual and family grants (IFG) [75% federal, 25% state/local funds];
 - (3) disaster unemployment assistance;
 - (4) disaster loans to individuals, businesses, and farmers;
 - (5) agriculture assistance;
 - (6) legal services to low-income families and individuals;
 - (7) consumer counseling and assistance in obtaining insurance benefits;
 - (8) social security assistance
 - (9) veteran's assistance
 - (10) casualty loss tax assistance
 - b. Public Assistance (PA) [75% federal, 25% state/applicant funds]
 - (1) debris removal;
 - (2) emergency protective measures;
 - (3) permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.
10. In the event that a Presidential Declaration of Disaster or Emergency is declared:
 - a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
 - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.

- c. 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.
- d. For Public Assistance programs, an Applicant's Briefing will be conducted for officials of the county, cities, and private nonprofit organizations to explain eligibility criteria. The Emergency Management Director will be requested to assist with identifying and notifying eligible applicants.
- e. At the applicant's briefing, each eligible entity will submit a Notice of Interest (NOI).
- f. Each PA applicant (including local government entities) will appoint an "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
DAMAGE ASSESSMENT/ RECOVERY**

ANNEX M

I. PURPOSE

This annex presents a system for the provision of detailed damage assessment and disaster recovery operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazards events which may affect Dare County have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. If a significant emergency/disaster occurs, a series of damage assessment activities will be required in the following order:
 - a. Following initial impact assessment, the Dare County Situation Report results in notification to the State EOC information on the severity of the problems and the determination of need for further assistance.
 - b. State supported Disaster Assessment results in the identification of immediate life support needs.
 - c. Federal/State supported Damage Assessment precedes the delivery of a Presidential Disaster Declaration and defines the specific needs for long term recovery.
3. Following a significant disaster/emergency occurrence, a multitude of independent damage assessment activities will be conducted by a variety of organizations including but not to limited to the American Red Cross, private insurance companies, utility companies, and Federal Agencies (NPS, Fish and Wildlife, Coast Guard) etc.
4. Recovery from a significant disaster will be managed in two identifiable phases as follows.

- a. Phases One is the emergency reaction phase and the implementation of emergency plans. Actions under this phase include such things as: emergency security, emergency debris removal, mass care, and restoration of essential services. The Dare County Emergency Management Agency will assume the lead role in coordination of this phase.
- b. Phases Two is the long-term reconstruction phase. Actions under this phase include: rebuilding of damaged public buildings, rebuilding of roadways and bridges, rebuilding of private homes and private businesses. The lead roles in this phase will be assumed by the County Manager, the County Finance Officer, and the County Planner.

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. A significant response of both solicited and unsolicited resources from outside the affected area can be expected, and preparations must be made in Dare County to manage this assistance.
3. Emergency public information is a critical tool in immediate post disaster response for informing the public about actions being taken, and for requesting help from outside the area of impact.
4. Damage to the utility system and to the communications systems may hamper the recovery process.
5. Routine government agency operations such as delivery of social programs, legal processes, elections and cultural events may be postponed as a result of the disaster.
6. A major disaster could have significant long term economic impact on Dare County.
7. A major disaster affecting Dare County could result in the severance of a main transportation artery resulting in a significant alteration of services in Dare County.

III. CONCEPT OF RECOVERY OPERATIONS

A. General

Responsibility for preliminary and detailed damage assessment lies with local government.

B. Specific

1. Emergency and recovery operations will initially be coordinated from the county Emergency Operations Center. Each municipality will maintain a presence in the Dare County EOC.
2. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
3. The Damage Assessment Officer will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Director, and plot damaged areas on local maps.
4. The Emergency Management Director and Operations Officer will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
5. The Emergency Management Director will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management, by the quickest means available. By Executive Order, the Secretary, N.C. Department of Crime Control and Public Safety is authorized to commit any state resources to assist with the emergency/recovery efforts.
6. Based upon the local damage assessment reports, the State Emergency Response Team will determine what recovery capabilities are available to meet the anticipated requirements.
7. The Governor may request a Presidential Declaration of Emergency, or a Presidential Declaration of Disaster, or a specific Federal Agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.

8. The President, under a Presidential Declaration of Emergency or a Presidential Declaration of Disaster may authorize the utilization of any federal equipment, personnel and other resources.
9. The President, under a Presidential Declaration of Emergency or a Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance.
 - a. Individual Assistance (IA)
 - (1) temporary housing (100% federal dollars);
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 - (3) disaster unemployment assistance;
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- c. 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.
- d. For Public Assistance programs, an Applicant's Briefing will be conducted for officials of the county, cities, and private nonprofit organizations to explain eligibility criteria. The Emergency Management Director will be requested to assist with identifying and notifying eligible applicants.
- e. At the applicant's briefing, each eligible entity will submit a Notice of Interest (NOI).
- f. Each PA applicant (including local government entities) will appoint an "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

**APPENDICE
ANNEX M
RELATORS ASSESSMENT TEAM OPERATIONS**

- I. MISSION – The Realtors Assessment Team will support the county of Dare by providing assistance in the form of manpower and technical knowledge in overall damage assessment operations with particular concern to rental properties.

- II. ORGANIZATION – Shall be comprised of members selected by the Board of Realtors chosen for their working knowledge of their industry, dare County, and Emergency Operations. Representatives should be selected from all geographical locations of the county.

- III. COMMUNICATIONS
 - A. Conditions permitting, telephone communications will be provided for information exchange.

 - B. Portable two-way communications will be available with each Damage Assessment Team.

 - C. Local operations centers (Fire Departments) will have available amateur radio communications.

- IV. TASKS
 - A. The Realtors Assessment Members shall be responsible for performing the following:
 - 1. Provide a representative to the support group in the Emergency Operations Center upon activation.

 - 2. Provide information to the Realtor industry concerning activities of the Dare County Control Group.

 - 3. Provide team members to the Damage Assessment Tams in overall damage assessment operations as assigned by the Director of Emergency Management.

 - 4. Assist the recovery efforts by providing damage reports and properties for repairs to homeowners.

 - B. Emergency Operations may be reassigned, as the Director of Emergency Management deems necessary.

V. CONCEPT OF OPERATIONS

- A. Pre-emergency conditions are broken down into three phases with each phase indicating the potential for Dare County to experience the effects of a disaster.
1. Phase I – A potential disaster situation exists in 96 hrs.
 - a. Brief all staff.
 - b. Review all emergency plans
 - c. Review al emergency resources.
 2. Phase II – The disaster potential has increased and is likely to become imminent in 48 hrs.
 - a. Brief all personnel concerning the potential disaster conditions and possible activation of Hurricane Plan.
 - b. Pre-position personnel as required.
 - c. Plan for securing property using available resources.
 3. Phase III – A disaster appears imminent in 24 hrs.
 - a. Take necessary steps to protect life and property.
 - b. Representative reports to Director of Emergency Management in the Emergency Management Operations Center.
 - c. Personnel assigned to damage assessment team shall report to representative at EOC.
(252) 473-9348)
 - d. Personnel that evacuate should report to the following number for re-entry: 1-800-858-0368.
- B. The Realtors representative will be the liaison between the Control Group and the Realtors Association and all Public Information Statements will be made available to the Realtors representative prior to release.
- C. Post Emergency Operations
1. Assessment Team Members shall continue to assist with recovery Operations as assigned.
 2. Adjustments to schedules for Realtors representative will be made as emergency operations diminish.

VI. LINE OF SUCCESSION

TELEPHONE NUMBERS

Representative

1st Alternate

2nd Alternate

**DARE COUNTY EMERGENCY OPERATIONS PLAN
SHELTER/MASS CARE**

ANNEX N

I. PURPOSE

This annex provides for the care of the population through the identification of shelters and provisions of mass care.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Based upon the County's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents, fires and hurricanes.
2. There are no identified HURRICANE shelters for pre-landfall use in Dare County; however, three schools have been designated as refuges of last resort.
3. Dare County is prepared to deliver auxiliary power to sections of three designated schools for shelter and mass care.
4. Sheltering for Dare County evacuees in other counties will be coordinated through the N.C. Division of Emergency Management.
5. A written agreement exists between the American Red Cross, Dare County Department of Social Services and the Dare County Board of Education for the coordination of shelter and mass care.

B. Assumptions

1. Local grocery stores, restaurants and other business will support initial shelter/mass care operations with donations of emergency supplies.
2. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties. Shelter locations can be arranged and made available.

3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.
4. Evacuees will be provided with public information in the shelter concerning the emergency event.
5. Following a major disaster there will be an abundance of goods delivered to the disaster area by well intended citizens outside the impacted area.

III. OPERATION FOR MASS CARE

- A. If additional shelter support is needed following a disaster event, requests for assistance should be made through the N.C. Division of Emergency Management.
- B. The County Department of Social Services (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.
- C. Public and private providers of institutional care (medical and residential) remain responsible for shelter plans for their residents
- D. Dare County will assume **NO RESPONSIBILITY/LIABILITY** for unauthorized shelter openings during emergency events.
- E. The American Red Cross, the Dare County Department of Social Services, and the Dare County Board of Education in coordination with the Dare County Control Group will decide when shelters should be closed.
- F. At each Dare County supported shelter location, the County will provide health/medical support, communications, fire protection and security.
- G. Crisis intervention and mental health counseling should be provided at shelters.

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**DARE COUNTY EMERGENCY OPERATIONS PLAN
HAZARDOUS MATERIALS MANAGEMENT**

ANNEX O

I. PURPOSE

This annex provides information for Dare County response to hazardous material emergencies, and assists the Local Emergency Planning Committee in meeting its requirements under the Federal Emergency Planning/Community Right to Know Act – SARA Title III.

II. SITUATION AND ASSUMPTIONS

A. Situations

1. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population.
2. Hazardous material emergencies could occur from any one of several sources to include: shipping, roadway transportation, aircraft accident, or fixed facility accident.
3. Evacuation or shelter in place may be required to protect portions of the population of Dare County.
4. Certain hazardous material incidents will require response capabilities that are not currently available in Dare County, for example: Chlorine leak requiring use of level A equipment, significant fuel spill, unknowns washing ashore.
5. Victims of a hazardous materials incident may require unique or special medical care not typically available in Dare County.
6. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the chemical composition of the substance.
7. Hazardous materials emergencies may require immediate emergency response actions.

8. The local jurisdiction must respond to the incident in the initial phase without assistance from outside the jurisdiction to include: notification and warning of the public, evacuation or shelter in place, immediate first aid, and isolation of the scene.

B. Assumptions

1. Planning and training prior to an incident will significantly reduce the risk to personnel.
2. A facility involved in a hazardous material incident will provide all information required by SARA, Title III, Section 304 on a timely basis.
3. Emergency response personnel are knowledgeable in the use of available resources.
4. The U.S. DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.
5. Response time for resources requested from outside the County will require a minimum of two hours.
6. Incidents in which the military can be identified as the responsible party, will generally be resolved by Federal resources.
7. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

III. CONCEPT OF OPERATIONS FOR HAZARDOUS MATERIALS

- A. There are several types of incidents involving hazardous materials: (1) incidents at fixed facilities, (2) shipping incidents, (3) roadway transportation accidents, and (4) unknown substances washed ashore.
- B. The level of response required for an incident is determined by:
 1. The quality and the toxic effects of the material involved in the release.

2. The population and/or property threatened.
 3. The type and availability of protective equipment required for the released material, and;
 4. The probable consequences should no immediate action be taken.
- C. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include in-place shelter, evacuation, and isolation of the contaminated environment.
 - D. Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.
 - E. This plan recognizes that a hazardous materials incident can change with time, and necessitate escalating the response, or downgrading the response as the situation is controlled.
 - F. The Local Emergency Planning Committee has been established at the County level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. A point of contact, the Facility Coordinator, will be identified at each covered facility as defined by SARA, Title III, Section 302.
 - G. Dare County recognizes the role of the U.S. Coast Guard and the existence of the Marine Safety Office at Hampton Roads, Va. In response to oil spills or other hazardous material spills in the ocean or the waterways near Dare County.
 - H. Specific hazardous materials facility information has been gathered and is available to the response community through Dare County Fire Marshal Office.
 - I. Coordination, if necessary, will be achieved through N.C. Emergency Management Office or through direct contact with adjoining counties.
 - J. Training programs for emergency responders of the County will be through individual agency in-service training, community college course, and other offerings of related training.
 - K. Exercise schedules for this plan are developed and maintained by the Emergency Management Office.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
SPECIAL NEEDS OPERATIONS**

ANNEX P

I. PURPOSE

The purpose of this functional annex is to provide guidance and direction to special needs facility managers and agencies, which will result in increased safety for the special needs population in Dare County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. "Special Needs Population" refers to those citizens whose particular situation requires special consideration by emergency planners. Special needs individuals may or may not be institutionalized.
2. There are multiple facilities and agencies, which have responsibility for the safety of special needs populations. In Dare County those agencies include but are not limited to Social Services, Health/Mental Health, Nursing homes, and Private Home Health Care Providers.
3. The local "special needs population" is very dynamic, just as the general population is continually changing. As patient confidentiality must be respected, it is incumbent on the facility managers and care agencies to maintain current contact numbers of the special needs population.
4. Certain hazards will necessitate either evacuation or shelter in place procedures. Hurricanes, chemical emergencies and fires are examples of such hazards. When evacuations are necessary, some individuals must be transported by car, bus, or van.
5. The Dare County Emergency Medical Service have only a limited number of ambulances; these vehicles will be reserved for primary emergency response during any threat and thus, will not be available for evacuation of the special needs population. Therefore, the responsibility for securing transportation must be accepted by the special needs agencies and the responsibility must include planning for any necessary evacuation and relocation of the special needs individuals.

6. There is no identified “emergency special needs shelter” currently available in Dare County which will accommodate evacuees from Dare County.
7. Shelter-in-place procedures are an alternative to evacuation in some circumstances. Facilities plans must address shelter-in-place situations, as well as evacuation procedures.
8. The Dare County Emergency Management Director is available to assist agencies in the planning process. All special needs facility emergency plans must be consistent with existing County/City plans. Families providing care for special needs individuals may contact the Emergency Management Office for guidance on emergency preparations.
9. Facilities providing special needs care must arrange contingencies for emergency needs to include auxiliary power, ventilation/air conditioning, heat, medical supplies, suitable vehicles, linen, and other such essentials as may be needed with the understanding that re-supply may be as long as 2 weeks.

B. Assumptions

1. It is assumed that each special needs facility or agency has a current emergency action plan which includes procedures for evacuation, procurement of emergency transportation and patient care; it is also assumed that facilities will take the initiative to train staff and residents and inform families as needed.
2. A number of special needs individuals have caring family and friends who will assist them during times of emergency, thus relieving the burden on public agencies; it is assumed that care facilities and agencies will be aware of which special needs’ individuals will not need public assistance and that up-to-date accountability will be maintained.
3. Inevitably, there will be some individuals who will seek emergency assistance through the 911 system, who must be assisted by Dare County agencies within the limitations of the resources and confines of the Dare County Emergency Operations Plan. These cases may include individuals who are not alone or an individual in the care of family members.
4. Sheltering-in-place at facilities may be the best option for certain situations where evacuation cannot be accomplished in a safe/timely manner.

5. It is assumed that various means of transportation other than ambulances will be available to support an evacuation of the special needs individuals. A minimum of 48hrs must be provided to the Director of Emergency Management to allow for transportation resource procurement.
6. It is assumed that some agreements currently exist between local facilities and facilities beyond the locality, which address the relocation of individuals and patients with special needs, especially with private health care facilities.
7. It is assumed that individuals being relocated will be responsible for medications and special equipment during transport to include sufficient staff to accompany patients to insure proper patient care.
8. At least annually, the special needs facility operations and agency heads will meet with the Emergency Management Director to review plans and procedures for emergencies. The review will include mutual aid agreements, memorandums of understanding and contracts developed between facilities, agencies, etc. to support emergency situations.

III. CONCEPT OF OPERATIONS

1. When emergencies threaten the area, the Emergency Management Director will provide notification to the special needs agencies and facilities in Dare County in sufficient time to allow for implementation of operational plans. Agencies, in turn, will be expected to notify individuals and families affected by the threat. Agencies, in turn, will be expected to notify individuals and families affected by the threat. Agencies and facilities will notify the Emergency Management Director of any problems that would threaten the successful implementation of operational plans.
2. Agencies and facility operators will implement emergency action plans in response to the disaster threat in accordance with established disaster plans.
3. For situations where public utilities have been severed, the Dare County Emergency Management Agency will attempt to provide emergency resources to the facility as quickly as practical.
4. Public Information related to the situation will be provided through the Dare County Public Information Officer. All agencies and special needs providers will attempt to coordinate outgoing emergency information through the Dare County Emergency Operations Center.

5. Each public and private facility or agency will designate an emergency point of contact for receipt of notification and other emergency information. When notified of a threat the designated facility contact will take appropriate action in accordance with the facility emergency plan.
6. In the extreme event that normal means of communication are lost to special needs facilities, the Emergency Management Director will attempt to provide an emergency means of communications by sources available. The objectives of such assistance will be a link to the 911 center or the emergency operations center until normal communications can be restored.
7. The following categories have been identified as special needs, but are not limited to:
 - a. any ventilator dependent patients
 - b. any patient who is airway dependent on suctioning
 - c. patients with IV analgesia, hydration, infusion therapy
 - d. diabetic patients requiring assistance with insulin
 - e. patients requiring daily visits for wound care or injections
8. Memorandums of Understanding should be maintained and updated annually between health care facilities and special needs shelters.

**DARE COUNTY EMERGENCY OPERATIONS PLAN
DONATED GOODS MANAGEMENT**

ANNEX Q

I. PURPOSE

This annex describes the management of goods/services donated by citizens of Dare County for disaster relief, and also describes the collection and shipment of goods and application of services donated by the people of Dare County to disaster victims elsewhere.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Historically, persons not directly affected by an emergency/disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Following any disaster, an organized system of management for the identification, receipt, organizations, and distribution of donations is critical.
3. The timely release of information to the public regarding needs and points of contact are essential to management of donated goods.
4. Donated goods are essential to meet the needs of disaster victims.
5. Suitable facilities, equipment, and personnel, and preplanning are critical for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.
7. Churches, fire stations and schools have served as collection points for donated goods.
8. Money, staple goods, and items specifically requested by the affected area are generally the most appropriate donations.
9. The distribution of donated goods must be coordinated with the identification of unmet needs within the community.

10. The North Carolina Food Bank will receive and ship donated food items to disaster areas.

B. Assumptions

1. Lack of an organized emergency system for donated goods management will result in lost time to provide assistance to the public.
2. Suitable space and equipment will be need to receive, sort, and store the influx of donated goods.
3. Adequate personnel for donated goods operations will be necessary.
4. Local distribution sites must be convenient to the affected population.
5. A regional reception and distribution site for donated goods will be established by the State of North Carolina; a State Coordinator for Donated Goods will be designated by the Division of Emergency Management.
6. Unsolicited donations of goods can be expected.
7. Donations of inappropriate and unwanted goods can be expected.
8. Certain people unaffected by the disaster will nevertheless seek to receive donated goods.
9. Some donors will attempt to bypass the established distribution system.
10. An aggressive public information effort will expedite the distribution of goods as well limit an influx of unwanted goods.
11. Citizens and businesses of Dare County may elect to donate money and goods to disaster victims here an elsewhere; they will seek information from County Government, the media emergency responders, and church and civic groups; appropriate guidance must therefore be available.
12. Transportation will be available to ship donate goods from warehouse to other destinations.
13. It is inevitable that there will be a surplus of some donated goods which will require storage and disposal.
14. Time needed for reentry of workers and volunteers after an evacuation of the County may delay activation of a donated goods management system.

III. CONCEPT OF OPERATIONS

A. Receipt of donated goods for Dare County

1. The Dare County Purchasing Dept. will serve as the lead agency for the reception and distribution of donated goods intended for Dare disaster victims.
2. 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.
3. A central reception and sorting center for donated goods will be established in Dare, and separate sites convenient to the affected areas of the County will be established as distribution of donated goods.
4. The Director of Social Services will coordinate with other relief agencies involved in the disaster to ensure needs are met without duplication of effort.
5. Operational personnel will be solicited from the Director of Social Services, Hotline, DVAC, Civil Organizations, and Church groups list of available personnel resources.
6. Public Information regarding distribution sites, needed goods, volunteers, and other pertinent matters will be coordinated with the County Public Information Officer.
7. Upon receipt, donated goods must be sorted and packaged in a manner appropriate for distribution to victims.
8. When identifiable, unwanted goods will be refused.
9. Surplus donated goods will be sold or otherwise disposed of in manner consistent with the donor's apparent intent.
10. Money will be placed in an established account with a local non-profit organization (Hotline, Outer Banks Community Fund).

C. Coordination with State and Regional Operation

1. The Division of Emergency Management and Dare County will share information on the availability and status of donated goods needed in Dare.

2. Dare will coordinate donated goods shipments with State's Donated Goods Coordinator or the established eastern Logistical Staging Area (LSA).
 3. Following receipt of a Presidential Declaration of Disaster, Dare Social Services will coordinate donated goods requests with other relief agencies represented in Dare's Disaster Recovery Centers.
- C. Collection and Shipment of Donated Goods for other jurisdiction
1. An attempt will be made to identify the needs of the intended destination prior to collection of goods.
 2. A systematic method will be established for collection of the donated goods to be shipped.
 3. The receiving jurisdiction will be contacted to determine the most appropriate method of packaging. Goods will be sorted and packaged 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
 4. Shipments of donated goods will be coordinated with the receiving destination prior to departure from the County.
 5. A suitable means of transportation will be arranged to allow for delivery of the shipment in a timely manner.
 6. Shipments of donated goods should be coordinated with the Division of Emergency Management.
 7. The N.C. Division of Emergency Management will establish a donated goods 800 number early in the event to assist in collection and identification of donated goods.

Response Guidelines to Acts of Terrorism
Dare County

I. Purpose

II. Scope

III. Definitions

- **Crisis Management**
- **Consequence Management**

IV. Concept of Operations

- **Threat Assessment**
- **Notification Level**
- **Command and Control**
- **Crisis Management and Consequence Management**

V. Implementing Guidelines

- **Threat Assessment Levels**
 1. **TL-1**
 2. **TL-2**
 3. **TL-3**

VI. New Entry Protocols

- **Roles and Responsibilities**
 1. **All Agencies**
 2. **Law Enforcement**
 3. **Fire Services**
 4. **Emergency Medical Services**
 5. **Public Health**
 6. **Public Works**

VII. Chain of Evidence

VIII. Mass Decontamination

IX. Public Information / Media Center

X. Demobilization

This document is to be used as guidance to the response organizations of Dare County and as information and program clarification to agencies of the state and federal government. Responders MUST be aware of a new thought process for response to terrorism incidents. It is imperative that first responders are aware of the potential for the injury and death to themselves and others so they can ensure a timely response and maximize the safety and welfare of the citizens of our community.

These guidelines will be supported by all annexes and attachments that are part of the Dare County Emergency Operations Plan.

I. PURPOSE

The purpose of this document is to provide guidance to responders of local government to an incident involving terrorist activity. *It is meant as guidance ONLY.* All agencies listed in section IV, Item B, should develop internal standard operations guidelines or protocols that address their response postures.

II. SCOPE

This document is confined to the boundary of Dare County and its municipalities. It can be used outside the county as guidance for other counties and municipalities. The planning process is necessary to ensure a timely, professional response to incidents of terrorism by all organizations of local government.

- A. It is necessary that each level of government and each response organization be aware of the roles and responsibilities that are required for a professional response.
- B. The legal foundation for this plan can be found in the Presidential Decision Directive (PDD) PDD 39 dated June 1995 and PDD 62 dated May 1998.

III. DEFINITIONS

Terrorism can be defined as criminal acts or threats by individuals or groups to achieve political, social or economic gain or recognition by fear, intimidation, coercion, or violence against the government and its citizens. In addition, there are two primary phases associated with terrorist incidents.

A. Crisis Management

Crisis Management includes the broad spectrum of data collection and dissemination of information primarily to law enforcement groups and to other groups that are part of the initial response. This phase also represents the first-in organizations to incidents and is part of the consolidation efforts by all levels of government to ensure life, safety and rescue efforts.

B. Consequence Management

Consequence Management refers to response measures that are implemented to ensure continuity of essential services of government and to provide emergency relief to all levels of government. Consequence management is primarily an emergency management function. Crisis management and consequence management should be activated at the same time and work hand-in-hand to resolve and recover from acts of terrorism.

IV. CONCEPT OF OPERATIONS

As part of the awareness program associated with acts of terrorism, the first responders must first ensure their own protection and the protection of all responding departments. A new way of thinking, a new assessment process and a new response protocols will be required for first-in response departments. The three primary first responders of the county and municipalities (Fire, Police, EMS) will develop the STANDARD OPERATING GUIDELINES (SOG).

Listed below are the primary components of the concepts of operations. The primary first responders can address some of these components; The Incident Command System (ICS) and/or Emergency Operations Center (EOC), when activated, will address other components.

1. Threat assessment levels
2. Notification process-internal/external-primary/support
3. Command and Control functions-ICS and Unified Command
4. New entry protocols
5. Crisis Management
6. Roles and responsibilities an checklist
7. Chain of evidence and evidence preservation
8. Other primary considerations as identified by response organizations

The above is not an all-inclusive list. It is intended to emphasize the need for a more deliberate response process that will enhance responder and public safety. Each of the above items will be covered as part of the response overview.

A. THREAT ASSESSMENT

This element will be addressed by all law enforcement agencies in Dare County, to include local, state and federal services who can provide information on terrorist groups, individuals and threat situation based on collected intelligence. These groups will also provide information to determine the threat level of the incident.

B. NOTIFICATION LEVEL-internal/external-primary /support

Listed below are the primary response and primary support departments that would be part of the notification process.

1. All law enforcement agencies-local, state and federal
2. Fire service agencies of the county
3. Emergency Medical Service
4. Hospitals
5. Public Health Department
6. Emergency Management Office
7. N.C. Division of Emergency Management
8. Mental health organizations
9. Debris management organizations
10. Public Information organizations
11. Corporate Communications agencies
12. Corporate Utilities agencies

This list can be expanded as the need arises or as the scope of operations expands. The incident commander can dismiss departments/agencies as the situation changes. Each agency should develop its own internal notification procedures.

C. COMAND AND CONTROL

This function is the most critical for ensuring a successful operation. It is **ABSOLUTELY IMPREATIVE** that a team approach for command and control be used for response. In most incidents that involve a terrorist act, the local municipal or county volunteer fire departments would be on the scene first and would be the initial incident command. The IC could be transferred to other departments as the incident is resolved and recovery efforts are implemented.

All responding departments of local government must be prepared to interface with state and federal counterparts at both the incident site and the Emergency Operations Center.

The Emergency Operations Center, when activated, will be the command and control center the IC will be at this location. Operational command will be maintained at the incident site.

It is necessary that immediate command and control be established to ensure control measures are implemented for life, safety and evidence preservation.

UNIFIED COMMAND

This type of command and control is represented by multiple levels of government and is more often than not seen in the EOC environment. A

unified command system consists of agencies of the city and county government is single location. This command structure is also found in large-scale incidents and incident such as terrorism.

D. CRISIS MANAGEMENT and CONSEQUENCE MANAGEMENT

These sections are combined because they go hand in hand for response and recovery. They deal with all phases of incident operations to include response, recovery, clean up and restoration of site.

V. IMPLEMENTING GUIDELINES

The information below is meant as basic response guidelines for terrorist incidents. The IC must use discretionary judgment to ensure a timely, professional response. The only way to ensure the “IC” decisions are in the best interest of responders and the public is to use all possible sources of information from all response organizations in the decision making process.

A. Threat Assessment Levels

This operational level will be the responsibility of law enforcement agencies. The E911 center for the municipalities and county will likely be the first location to receive threats of terrorism. All E911 operators should receive the awareness training. All E911 communication center supervisors/managers should be involved in the intelligence briefings that are part of threat level assessment. Three levels (TL) are identified below.

1. **TL-1:** This threat level represents above average monitoring of national and international events that have a direct connection to terrorist activity. (The law enforcement agencies collecting this data are not required to notify other agencies).

Examples:

- a. Verifiable threats by terrorist in Third World Countries
- b. U.S. Embassy bombing and bombing outside United States

2. **TL-2:** This threat level represents terrorist activity in the U.S., particularly in the south and mid Atlantic States. Monitoring by law enforcement agencies is a daily activity, and possibly full-time assignments by police personnel, to monitor and collect intelligence. This threat level requires notification of all organizations listed in Section IV-B. In addition, a meeting of all agencies involved will be held to determine a plan of action, degree of plan activation, potential for incidents to take place in community and to identify possible targets. Daily reports mad to key officials.

Examples:

- a. Oklahoma City Bombing

- b. Atlanta Olympic Bombing
 - c. Courthouse bomb threat
3. **TL-3:** this level represents the highest degree of awareness and preparedness. No event has actually occurred; however, all indicators point to a possible event within a 24-hour period. Representatives from the agencies listed in Sec. IV-B, will be on 24-hour alert. A command location (EOC) will be established that will act as the clearinghouse for all information, rumors and press releases (JIC). The next step beyond this level is an actual event that has occurred in the community. The public service departments and corporate communication departments will be activated at this time.
- Examples:
- a. Planned rally/march by well known radical groups
 - b. Individual/group blocking access or holding occupants hostage for demands
 - c. Serious threat of violence or mass fatalities by known radical/threatening groups or individuals at a specific location or facility

VI. NEW ENTRY PROTOCOLS

A terrorist incident will require new entry protocols to ensure responder safety. Guidelines are to be established based on the threat level at the time of the incident. Entry into an area or building that may be contaminated or may have been destroyed by an explosion can range from normal site access with no protection measures to Level A entry suites with HOT ZONE set to protect responders.

This process is part of the new site entry protocols and is critical for ensuring preservation of any evidence collected. Although this phase of the operation is very critical to incident resolve from start to finish, it should NEVER take precedence over LIFE SAFETY operations. The law enforcement services at local, state and federal levels will provide guidance on this part of the incident operation. All agencies, both primary and support, must be aware of the importance of this issue.

This operational area will be detailed to the local fire agencies in conjunction with the NC Division of Emergency Management Regional Hazardous Materials Response Team and should be incorporated into the SOG's for all responding organizations. In addition, this area is part of the new awareness that must be included in the training program that reaches out to all responders in the local municipalities and Dare County. The new entry protocols should be part of SOG's. Implementation of entry protocols should be based on intelligence provided by law enforcement. The fire service/hazardous material team, law enforcement and emergency management agencies must work together as a close-

knit group to ensure that entry into possible area(s) of danger are minimized and that minimum personnel are exposed to danger. The primary components of the new protocols are listed below:

- Awareness of secondary devices
- Personnel protective equipment-when/what to wear for entry into site
- Who should go into the facility
- Maintaining the chain of evidence process
- Training standards-all agencies trained alike
- Clearly defined HOT, WARM AND SAFE ZONES
- Identification of signs and symptoms of chemical agents
- Additional protocols as identified by fire, hazmat, ems, em and emergency service agencies

A. ROLES, RESONSIBILITIES and CHECKLISTS

This section outlines the primary areas of responsibilities for the primary responding organizations. The checklist will identify critical items of concern for all organizations. All additional checklists, or areas of responsibilities, will be covered in SOG's.

All responding organizations will implement or alert their people to the following areas of concern as part of threat level conditions:

All Agencies (LOCAL):

- Develop internal notification procedures for responding departmental personnel
- Ensure internal distribution of response plan
- Follow directions of IC and EOC
- Adhere to site entry protocols
- Ensure adequate training programs are implemented in their department
- Adjust work schedules for 24-hour operations for a minimum or 96 hours
- Develop control measures for Chain-or-evidence process
- Provide department representatives to incident site and EOC
- Document all response activities from time of notification until termination
- Participate in Command/Control team as directed by IC and EOC
- Operational commitment for all available departmental resources to response and recovery effort
- Provide department needs assessment for operation to IC and EOC
- Develop a need-to-know list for internal operations
- Other as directed by IC or EOC

Law Enforcement Agencies

Municipal police departments, Dare County Sheriff's Department local state and federal agencies

- Develop or enhance intelligence gathering capability for acts of terrorism

- Establish distribution or notification process for sharing of information
- Determine Threat Level (TL) based on information assessment
- Initiate notification process to all organizations listed in Sec IV-B
- Maintain open lines of communication on intelligence with state and federal agencies
- Review personal protective equipment requirements and site entry protocols
- Initiate a meeting of organizations based on assessment of conditions
- Assign representatives to development team for SOG's
- Establish site security based on Hot zone, Warm zone and Safe area
- Assist in site evacuation of personnel
- Provide shelter security for activation of shelters resulting from incident
- Provide guidance or training for maintaining chain-of-evidence process
- Establish ICS if first on scene
- Provide standby capability for security at hospitals and medical facilities
- Additional protocols as identified by ICS/EOC

Fire Services-Local municipalities and Dare County fire service

- Assign representative to SOG development team
- Provide fire suppression at site and surrounding location as required
- Determine Hot Zone, Warm Zone and Safe areas
- Provide rescue and search resource operation
- Assist in evacuation of personnel from site
- Determine area to be evacuated for public safety
- Work with law enforcement for preservation of site evidence
- Interface with medical assistance issues
- Develop site entry protocols as part of SOG team development
- Identify injured personnel and fatalities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Be prepared to assume IC position as conditions change
- Provide medical coverage at shelter
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical/biological agents
- Provide IC/EOC with needs assessment for incident resolve
- Observe site entry protocols
- Assist with mass decontamination of on-site personnel
- Additional protocols as determined by IC/EOC

Emergency Medical Service

- Assume lead role for on-site medical assistance
- Develop interface with medical doctors of on site triage

- Develop procedures for notification of medical services providers
- Assign representative to SOG development team
- Identify injured personnel and fatalities
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Be prepared to assume IC position as conditions change
- Provide/arrange medical coverage for shelter site
- Provide for medical monitoring of response personnel
- Train personnel in signs and symptoms of chemical/biological agents
- Provide IC/EOC with needs assessment for incident resolve
- Assist with mass decontamination of on-site personnel
- Additional protocols as needed

Public Health Provider

- Assign representatives to SOG development team
- Train personnel in signs and symptoms of chemical/biological agents
- Assist with medical monitoring of on-site personnel
- Monitor health status to identify community health problems
- Provide hazard analysis and risk assessment of recovered chemical/biological agents
- Diagnose and investigate health problems/hazards that may result from the incident
- Provide information to EOC for public dissemination of event
- Provide antitoxins and inoculations to personnel as a result of the event
- Additional protocols as required by EOC
- Provide for mortuary needs

Public Works

- Assign representatives to SOG development team
- Provide clearance/debris removal equipment as directed by EOC
- Assist in locating working space for involved agencies
- Provide needs assessment for incident resolve
- Assist in construction of decontamination sites
- Additional protocols as required

VII. CHAIN of EVIDENCE

- Do not discard any debris or trash from scene
- Debris removal will be controlled by law enforcement agencies at local, state and federal level
- Rescue personnel and medical personnel at the site and at the hospital will be familiar with this operation and will do all within their power to ensure preservation of evidence short of live safety or life or death situations

- Private contractors for debris removal must follow direction of law enforcement agencies
- Debris disposal will be directed by law enforcement in consultation with public health agency
- Additional protocols established as required

VIII. MASS DECONTAMINATION

- A. This segment of response to terrorist incidents is a very critical part of the response effort. The ability to conduct mass decontamination of large numbers of people in a very short period of time is imperative to limit exposure, possible burden to hospitals and spread of contamination.
- B. Local resources will be the primary source for this program element. The state will also provide assistance, and mutual aid request can provide resources and personnel. In addition, elements of the military, North Carolina National Guard and Air National Guard can assist in this phase of the operation. Prior agreements with local and state units located above will be part of local and state plans that address mass/large scale decontamination.

IX. PUBLIC INFORMATION-Dare County Public Relations

This area of response for incidents of terrorism or suspected acts of terrorism is critical to ensure public confidence, eliminate rumors, provide accurate and timely information to concerned responders and to the citizens. This activity must be a joint effort by all levels of government and must be centrally located in the EOC setting. The establishment by local government of a Media Center (JIC) with all levels of responding organizations of government will be the basis for disseminating information to the media and the public.

X. DEMOBILIZATION/DEACTIVATION

This part of response to and recovery from terrorist incidents will be determined by the EOC based on consultation and information from law enforcement agencies and will be based on threat level as defined by the lead agency (FBI). In addition, the Emergency Management Office will establish a time for critique by responding agencies and by recovery, crisis management and consequence management efforts associated with the incident.