

## **FOREWORD**

The Pasquotank-Camden County Emergency Operations Plan has been developed to address multiple hazards, which threaten the counties/city. 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/City Emergency Operations Center. This plan also recognizes Incident Command as an appropriate management system to be applied to all Pasquotank-Camden 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 common functional sections. These sections define roles, responsibilities, and actions to be taken by individuals and organizations to prepare for, respond to and recover from emergencies and disasters. Supporting Standard Operating Guidelines (SOGs) are necessary to address in detail how each agency will perform its assigned duties during an 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. In addition, information from previous planning efforts, such as the Eastern North Carolina Hurricane Evacuation Study Hurricane Reports, has been considered in the development of this document.

The plan also describes the interface with Federal and State and local government. When a disaster overwhelms the capability of State and local governments, resources of the Federal government may be needed. All parties must understand the process of requesting and obtaining these resources. The Federal Response Plan establishes the basis for fulfilling the Federal government's role in providing disaster response and recovery assistance to a State and its affected local governments. Under the Federal plan, departments and agencies with authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions (ESFs). These ESFs will work in concert with State agencies to provide needed resources.

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer (FCO) will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the direction of the FCO.

SARA Title III and the Pasquotank-Camden County Local Emergency Planning Committee (LEPC) also intend this plan for use as the communities plan for hazardous materials emergencies as required. However, specific facility information is maintained separately in a Facility Information Notebook. Therefore, the plan provides the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

# PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN

Foreword		i
Table of Contents		iii
Instruction For Use		iv
Distribution List		v
Basic Plan		BP.1
Section A	Direction and Control	A.1
Section B	Vital Facilities	B.1
Section C	Resource Management	C.1
Section D	Public Information	D.1
Section E	Notification and Warning	E.1
Section F	Law Enforcement	F.1
Section G	Evacuation/Reentry	G.1
Section H	Emergency Medical Services	H.1
Section I	Fire Control /Hazardous Material	I.1
Section J	Public Health Services	J.1
Section K	Restoration of Essential Services	K.1
Section L	Damage Assessment	L.1
Section M	Disaster Recovery	M.1
Section N	Shelters/Mass Care	N.1
Section O	Unmet Needs/Donated Goods Management	O.1
Section P	Special Needs Operations	P.1
Section Q	Search and Rescue	Q.1
Section R	Terrorism	R.1
Section S	Animal Disaster Emergency Operations	S.1
Glossary		

# PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN

## INSTRUCTIONS FOR USE

It is intended that this plan, when implemented, be used by elected officials, response organizations and groups to obtain maximum use of existing resources and systems in response to emergencies/disasters. The format utilized is as follows:

**BASIC PLAN:** Serves as a summary of the entire plan.

**SECTIONS:** Address specific functions for use by the managers and agencies tasked.

Each section contains:

- Statement of purpose
- Situation summary
- Assumptions
- Concept of Operations

### **STANDARD OPERATING**

**GUIDELINES:** Developed by each operational manager as essential to the implementation of this document.

## **PLAN DISTRIBUTION LIST**

Copies of this plan and future updates will distributed to the following:

Chairman, Pasquotank County Board of Commissioners  
Chairman, Camden County Board of Commissioners  
Mayor, City of Elizabeth City  
Pasquotank County Manager  
Camden County Manager  
Manager, City of Elizabeth City  
Pasquotank County Sheriff  
Camden County Sheriff  
Superintendent of School, Elizabeth City-Pasquotank  
Superintendent of School, Camden County  
Pasquotank-Camden County Emergency Management  
Pasquotank County Social Services Director  
Camden County Social Services Director  
Pasquotank-Camden County Health Director  
Pasquotank-Camden County Mental Health Director  
Pasquotank County Finance Officer  
Camden County Finance Officer  
Pasquotank County Tax Assessor  
Camden County Tax Assessor  
Pasquotank-Camden County Communications Center  
Pasquotank-Camden County Consolidated Farm Services Agency  
Pasquotank-Camden-Elizabeth City Fire Marshal  
Pasquotank-Newland Volunteer Fire Department  
Pasquotank-Providence Volunteer Fire Department  
Pasquotank-Nixonton Volunteer Fire Department  
Inter-County Volunteer Fire Department  
South Camden Volunteer Fire Department  
South Mills Volunteer Fire Department  
Pasquotank County Rescue Squad  
Pasquotank-Camden Ambulance Service  
American Red Cross, Albemarle Chapter  
Salvation Army, Elizabeth City  
Albemarle Hospital, Safety Director  
Risk Manager, City of Elizabeth City  
Pasquotank County Water Superintendent  
Public Works Director, City of Elizabeth City

Pasquotank County Solid Waster Director  
Electrical Director, City of Elizabeth City  
N. C. Highway Patrol, District Office  
N. C. Division of Emergency Management (State Office)  
N. C. Division of Emergency Management (Branch Office)  
N. C. Division of Forest Resources, Pasquotank-Camden  
N. C. Department of Transportation (District Office)  
Pasquotank-Camden Library  
Commanding Officer, US Coast Guard Support Center, Elizabeth City  
Other Agencies as needed

# **PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN BASIC PLAN**

## **I. PURPOSE**

This plan prescribes actions to be taken by government agencies and private organizations of Pasquotank and Camden to reduce the vulnerabilities of people and property to disaster, and to establish capabilities to respond effectively to a disaster.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

#### **1. Geography and Economics**

Pasquotank and Camden Counties are located in North Carolina Emergency Management Eastern Branch Office, Area 2 and Federal Emergency Management Agency (FEMA) Region IV. The counties are located in the Coastal Plain region of Northeastern North Carolina, contiguous to Chesapeake, Virginia and Gates County to the north, Currituck County to the east, Perquimans County to west, and the Albemarle Sound to the south. The City of Elizabeth City, the only municipality, is centrally located on the Pasquotank River with portions of the City in both Counties. The population of the two counties (including the City of Elizabeth City) is approximately 42,500.

#### **2. Transportation**

- a. Major highways: US17, US158, NC343 and NC34.
- b. Airports: U.S. Coast Guard Air Station Elizabeth City and Elizabeth City Municipal Airport co-located on Weeksville Rd (NC34).
- c. Intra-Coastal-Waterway (ICW): The Pasquotank River, which forms the boundary between Pasquotank and Camden Counties, and the Dismal Swamp Canal, are part of the ICW.

- d. Railroads: Chesapeake and Albemarle Railroad is a short-line railroad connecting Northeastern North Carolina Counties with the Tidewater area of Virginia.

### 3. Hazards

The counties are 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 Pasquotank and Camden Counties include:

- a. Hurricanes
- b. Drought
- c. Severe thunderstorms
- d. Tornadoes
- e. Severe winter storm
- f. Severe cold weather
- g. Extreme heat
- h. Hazardous materials
  - Transportation incidents
  - Fixed facility incidents
  - Spills of unidentified substances, or dumping activity
- i. Large structure fire, fire Storm
- j. Forest or wild land fire
- k. Landfill fire
- l. Flooding
- m. Aircraft crashes (civilian & military)
- n. Epidemic disease
- o. Civil disorder/Riot/Vandalism
- p. Sabotage/Terrorism
- q. National security emergency
- r. Radioactive release (i.e. Surry Nuclear Power plant, Norfolk Naval Shipyard)

### 4. Legal Responsibility of Government

As required by General Statutes 166A-2, It is the responsibility of County/City Government to organize and plan for the protection of life and property from the effects of hazardous events.

## B. Assumptions

1. A disaster could impact Pasquotank and/or Camden Counties having some or all of the following consequences:
  - a. Loss of electric power.
  - b. Loss of water distribution and storage systems.
  - c. Loss of part or all of waste treatment systems.
  - d. Severance of the road/highway network, including bridge damage.
  - e. Necessity for mass care and feeding operations.
  - f. Need for debris clearance.
  - g. Mass casualties.
  - h. Long-term sheltering of victims.
  - i. Damage to the public service communications network.
  - j. Damage to the telephone network.
  - k. Severe economic impact.
  - l. Need for official public information and rumor control.
  - m. Need for State or Federal assistance.
  - n. Need for managed reentry of the public to damaged/evacuated areas.
  - o. Damage to vital records.
  - p. Need for damage assessment.
  - q. Immediate need for auxiliary power.
  - r. Influx of solicited and unsolicited donated goods.
  - s. Contamination of private wells.
  - t. Exhaustion of local resources.
  - u. Need for depth-of-staffing
  - v. Loss of facilities vital to essential services.
  - w. Environmental impact/wildlife, natural resources destruction.
  - x. Need for management of reconstruction.
  - y. Need for management and coordination of staged resources.
  - z. Damage to historical sites.
  - aa. Isolation of populations.
  - bb. Intense media scrutiny.
  - cc. A Presidential Declaration of Disaster.
  - dd. Price gouging, unscrupulous business practices.
  - ee. Etc., etc.
2. A catastrophic disaster will overwhelm local and state resources.

3. It is necessary for the counties and the City of Elizabeth City to plan for and to carry out disaster response and short-term recovery operations with local resources; however, it is likely that outside assistance will be necessary in most major disaster situations affecting the counties.
4. Disasters will result in disruption of government functions. This makes it mandatory for all levels of local government to develop and maintain standard operating procedures to ensure continuity of government.
5. Natural disasters may leave at least some part of the county isolated and on its own for a period of time.
6. Routine government operations such as delivery of social programs, court schedules, elections, and cultural events, etc., may be postponed as a result of a disaster.
7. All disasters will require some degree of recovery.

### III. CONCEPT OF OPERATIONS

- A. Incident Command System: All multi-agency responses by emergency service providers (Law-enforcement, Fire, EMS/Rescue) will follow an Incident Command System (ICS).
- B. A Four-Phase Approach for the management of disasters will be followed.
  1. Mitigation Phase (examples appear below):
    - a. Fire inspections will be conducted and fire codes will be enforced.
    - b. Participation in the National Flood Insurance Program will assist in identification of flood prone areas and minimize life and property loss to flood.
    - c. Local ordinances will be enacted and enforced which result in reduced risk to the public; examples include regulations on zoning, planning, sanitation, animal control, and burning.
    - d. Vital records will be protected to reduce or eliminate loss.
    - e. Public education regarding emergency/disasters will be developed and conducted.

2. Preparedness Phase (examples below):
  - a. Potential hazards and risks will be identified.
  - b. Vulnerabilities and capabilities will be assessed.
  - c. An Emergency Operations Plan will be developed and maintained.
  - d. Standard operating guidelines will be developed by all entities identified in the Emergency Operations Plan.
  - f. Vital facilities and available resources will be identified and inventoried.
  - g. Mutual aid agreements and memorandums of understanding will be developed.
  - h. Planning will be coordinated with other jurisdictions.
  - i. Training will be made available to all individuals having a role in disaster response.
  - j. Exercises will be conducted and critiques will follow.
  - k. Public education and public information will be offered.
  - l. Potential threats will be monitored and evaluated.
  
3. Response Phase (examples below):
  - a. The Emergency Operations Plan will be executed on an appropriate scale. This includes proclamation of a State of Emergency. The functional annexes of this plan describe actions to be taken.
  
4. Recovery Phase
  - a. All Disasters
    1. Debris removal operations will be conducted.
    2. Damage assessment will occur.
    3. Essential services will be restored.
    4. Fire Service to protect life and property will be provided.
    5. Emergency Medical Services will be provided.
    6. Restoration of Vital facilities will take place.
    7. Public information regarding available assistance will be released.
    8. Emergency housing will be secured for victims.
    9. Resources arriving from other areas will be managed, staged and deployed.
    10. The management and distribution of donated goods will be implemented.

11. Reconstruction of damaged property will be undertaken.
12. Unmet needs will be addressed.
13. Temporary shelters will be closed.
14. The State of Emergency will be rescinded.

b. Presidential Disaster Declarations

1. Any disaster with potential for a Presidential Declaration will include most of the activities listed above.
2. The Governor will request a Presidential Disaster Declaration.
3. Depending on the type of Declaration issued, various categories of Federal Assistance will become available.
4. A Disaster Field Office (DFO) will be opened in North Carolina to manage Federal assistance provided under a full-scale Declaration.
5. One or more Disaster Recovery Center (DRCs) will be opened in the affected area(s).

C. State Role and Support

1. Requests for State resources will be made through the Pasquotank-Camden Emergency Management Coordinator to the NC Division of Emergency Management Emergency Operation Center (EOC).

The Division of Emergency Management Eastern Branch Office will provide the following support to the Emergency Management Coordinator:

- a. On-scene response by the Area Coordinator or his designee on 24 hour on-call status.
- b. Assistance with dissemination of emergency public information.
- c. Relay of information from State and Federal agencies .
- d. Assistance with planning, training, and recovery operations.

#### IV. AUTHORIZATIONS AND AUTHORITIES

- A. This section provides legal references to support actions in the event of an emergency/disaster situation.
- B. Actions taken during emergency/disaster events require that legal guidelines be followed to ensure protection of the general public and to maintain law and order in the county(ies)/city.
- C. Decisions implemented during times of disaster or impending disaster will sometimes have a negative economic impact on the county(ies)/city or portions thereof.
- D. Mutual aid agreements exist between Pasquotank and Camden Counties, and the City of Elizabeth City.
- E. The counties of Pasquotank and Camden are signatories to the statewide mutual aid agreement.
- F. Some actions taken during emergency events will be unpopular with the general public.
- G. Actions implemented will be based on the safety and welfare of the overall population, but may be unpopular with specific groups.

#### V. REFERENCES

- A. Pertinent references are on file in the Pasquotank-Camden-Elizabeth City Emergency Management Office, which is the Emergency Operations Center (EOC). These references include:
  - N. C. G.S. 166-A (Emergency Management Act)
  - Elizabeth City-Pasquotank County and Camden County Emergency Management Ordinance
  - Pasquotank County State of Emergency Ordinance
  - Camden County State of Emergency Ordinance
  - Elizabeth City State of Emergency Ordinance
  - Example Proclamation of a State of Emergency (including description of Imposition of Prohibitions and Restrictions)
  - Example Termination of a State of Emergency

as amended by Public Law 100-707 (the Stafford Act)

- Mutual Aid Agreement for Fire and Rescue
- Mutual Aid Agreement between Camden, Pasquotank, and Elizabeth City
- Agreements with American Red Cross
- North Carolina Oil Spill Contingency Plan
- Emergency Planning and Community Right-to-Know Act (SARA Title III)
- OSHA 1910.120
- FAA Authority (FAR) to close airspace over disaster areas
- Ordinance concerning Price Gouging
- Civil Defense Act of 1950, Public Law 81-920
- N C Governor's Executive Order 73
- Local Emergency Planning Committee Bylaws, Roster, Plan
- Northeast North Carolina Coastal Area Contingency Plan (for oil and hazardous substance spills)
- State of North Carolina Emergency Operations Plan
- Camden/Pasquotank/Elizabeth City Emergency Operations Plan

- B. Agencies tasked with responsibilities under the Emergency Operations Plan will be responsible for providing copies of any Mutual Aid Agreements to the Emergency Management Office.

## VI. ROLES AND RESPONSIBILITIES.

- A. This section tasks departments and individuals within local government with emergency functions in addition to their routine duties. Each department is responsible for developing and maintaining standard operating guidelines (SOG's) to support this plan. 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.

### 1. CONTROL GROUP

- a. The Pasquotank-Camden-Elizabeth City Control Group meets at the County/City EOC and is made up of the following:

Pasquotank County Commission Chairman (representing all Commissioners)

Camden County Commission Chairman (representing all Commissioners)

Pasquotank and Camden County Managers  
City Manager of Elizabeth City  
Emergency Management Coordinator  
Others as designated by one of the above

- b. The purpose and responsibility of the Pasquotank-Camden-Elizabeth City Control Group is to make timely decisions on urgent matters related to an emergency or disaster situation; the Control Group will ordinarily assemble at the Emergency Operations Center (EOC).

## 2. SUPPORT GROUPS

- a. A joint Support Group exists for Pasquotank and Camden Counties and the City of Elizabeth City.
- b. The Support Groups consist of representatives of predetermined governmental and volunteer agencies. These include:

Fire Departments  
Emergency Medical Services/Rescue Squad  
Law Enforcement Agencies  
Social Services Agencies  
Inter-County Transportation Authority  
United States Coast Guard  
American Red Cross  
Salvation Army  
Finance Officers  
Amateur Radio Association  
Mental Health

Additional members may be selected by the Control Group or Emergency Management Coordinator.

- c. The Support Groups are tasked with the implementation of Control Group decisions.

## VII. ASSIGNMENT OF RESPONSIBILITIES

### A. Chairmen, Pasquotank and Camden County Commissioners or Designees

1. Serve as Co-Chairmen of the Pasquotank-Camden-Elizabeth City Control Group and carry out appropriate provisions of the North Carolina General Statutes and local ordinances relating to emergencies.
2. As appropriate, declare and rescind State(s) of Emergency for Pasquotank and/or Camden County.
3. Execute the Pasquotank-Camden Emergency Operations Plan as necessary.
4. Implement other measures as necessary to provide for the protection of life and property, including orders for evacuation and reentry.
5. Coordinate emergency response actions with the Chairmen of other affected jurisdictions.
6. Ensure that all Commissioners are consulted as practical and informed of Control Group decisions.
7. Nominate members for the Local Emergency Planning Committee (LEPC) to the Chairman of the State Emergency Response Commission.

### B. Mayor, City of Elizabeth City

1. Serve as a member of the Pasquotank-Camden-Elizabeth City Control Group.
2. Assess needs of the City and request needed resources through the Emergency Management Coordinator/EOC.
3. Carry out appropriate provisions of the North Carolina General Statutes, and Elizabeth City State of Emergency Ordinance.
4. As appropriate, declare and rescind a State of Emergency for the City.

5. Execute the Pasquotank-Camden Emergency Operations Plan as necessary.
6. In accordance with the Elizabeth City State of Emergency Ordinance, implement prescribed measures as necessary to provide for the protection of life and property.
7. Ensure that all City Council members are consulted as practical, and informed of Control Group decisions.

C. Camden and Pasquotank County Managers

1. Serve as a member of the Pasquotank-Camden-Elizabeth City Control Group, and implement the County/City Emergency Plan by the authority of the Control Group.
2. Direct County agencies and departments (including volunteers) to develop and maintain standard operating guidelines (SOGs) to support this plan.
3. Support the Emergency Management Agency in the development of periodic exercises.
4. Support the Emergency Management Program by requiring county employees with roles or responsibilities detailed in this plan to attend related training.
5. Function as the Public Information Officer (PIO) for their respective counties, or ensure that a qualified, trained PIO is in place.
6. Authorize the release of emergency public information.
7. Maintain liaison with other affected jurisdictions.
8. In conjunction with the Emergency Management Coordinator, designate the representatives of the EOC support group.
9. Ensure that county requests for State or Federal resources are communicated through the Emergency Management Coordinator.

D. Manager, City of Elizabeth City

1. Serve as a member of the Pasquotank-Camden-Elizabeth City Control Group and implement the County/City Emergency Plan by authority of the Control Group.
2. Direct city departments to develop and maintain standard operating guidelines (SOGs) to support this plan.
3. Support the Emergency Management Agency in the development of periodic exercises.
4. Support the Emergency Management Program by requiring city employees with roles or responsibilities detailed in this plan to attend related training.
5. Function as the Public Information Officer (PIO) for the City, or ensure that a trained and qualified PIO is in place.
6. Authorize the release of emergency public information.
7. In conjunction with the Emergency Management Coordinator, designate the members of the EOC Support Group.
8. Ensure that City requests for State or Federal resources are communicated thru the Emergency Management Coordinator.

E. Emergency Management Coordinator

1. Serve as a member of the Pasquotank-Camden-Elizabeth City Control Group.
2. Develop and maintain standard operating guidelines for emergency management operations during emergency and disaster situations.
3. Perform assigned duties according to state statutes and local ordinances.
4. Develop plans in accordance with Federal and State guidelines.

5. Develop and maintain a list(s) of key individuals and/or departments to be notified in the event of various emergencies.
6. Upon request, assist departments in obtaining appropriate training to better enable them to fulfill roles and responsibilities delineated in this plan.
7. Maintain a list of available local resources.
8. Coordinate the identification and acquisition of resources requested by County and City agencies and direct aid to areas where needed.
9. Coordinate with private industry for use of privately owned resources.
10. Request additional resources through the NC Division of Emergency Management Agency in those cases where county/city resources do not meet response/recovery requirements.
11. Coordinate exercises and tests of the emergency systems within the jurisdiction.
12. Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.
13. Maintain contact with the NC Division of Emergency Management EOC during emergency situations.
14. Serve as the Community Emergency Coordinator as defined by SARA Title III and the Local Emergency Planning Committee.
15. Coordinate emergency response actions with the Emergency Management Coordinators of adjoining/affected jurisdictions.
16. Serve as principal liaison and advisor for emergency operations during emergency/disaster.
17. Maintain operational readiness of the Pasquotank-Camden-Elizabeth City Emergency Operations Center and serve as the EOC Manager during periods of activation.
18. Coordinate activities of Damage Survey Assessment teams.

19. Assist USDA County Emergency Board if requested.
20. Assist with the coordination of hazard mitigation grants.
21. Serve as a State Emergency Response Team (SERT) member.

F. Sheriffs of Pasquotank and Camden Counties

1. Develop and maintain standard operating guidelines for Sheriff's department operations during emergency and disaster situations.
2. Anticipate and identify emergency law enforcement assistance needs and maintain necessary mutual aid agreements.
3. Coordinate security for damaged areas, vital facilities, equipment, County Receiving and Distribution Points (CRDP), Emergency Care Stations and shelter operations in the counties.
4. Assist with notification and warning of the population threatened by an impending emergency/disaster.
5. Coordinate traffic control throughout the county (less the city, unless requested) during emergency/disaster operations. If North Carolina Highway Patrol assistance or other State resources are needed, it is to be requested through the Emergency Management Coordinator.
6. Function as the official Public Information Officer for County law enforcement operations.
7. Assist with initial impact assessment.
8. Provide security for Disaster Recovery Centers (DRCs) in the County.
9. Inform families on the status of individuals injured or missing due to an emergency/disaster event.
10. Assist with dissemination of information to the public.
11. Provide a representative to the EOC for liaison purpose.

12. Provide Incident Command for rural search and rescue in their respective jurisdiction and provide support for urban search and rescue.

G. Chief of Police, Elizabeth City

1. Develop and maintain standard operating guidelines for disaster operations in support of this plan.
2. During regional and/or local evacuations, man traffic control points within the City of Elizabeth City as necessary. Coordinate with Pasquotank and Camden County Sheriff Departments and NC Highway Patrol.
3. Identify local emergency evacuation routes from high hazard areas.
4. Anticipate resources needed to support local law enforcement activity during emergencies, and plan for timely resource requests.
5. Assist in notification and warning of the general public, primarily in the city.
6. Provide for security of residences, businesses and property in damaged areas of the city.
7. Provide security for shelters and Emergency Care Stations.
8. Assist with initial impact assessment.
9. Coordinate with the Sheriffs' Departments to inform families on the status of individuals injured or missing as a result of an emergency/disaster event.
10. Assist with reentry of evacuees into damaged areas of the City.
11. Provide Incident Command for rural search and rescue within the City of Elizabeth City and provide support for urban search and rescue.
12. Assist with dissemination of information to the public.
13. Provide a representative to the EOC for liaison purpose.

14. Develop mutual aid agreements, as necessary, to ensure adequate assistance is available if needed.

#### H. Communications Director

1. Develop and maintain standard operating guidelines for Central Communications Center operations during emergency events.
2. Provide for the dissemination of warning information to emergency response personnel.
3. Establish and maintain the communications network for two-way communications between the EOC and the field emergency response resources.
4. Identify radio repair capabilities and maintenance operations for emergency repairs.
5. Maintain a back-up radio system for the EOC.
6. Notify the Emergency Management Coordinator of any emergency within Pasquotank or Camden Counties or the City or Elizabeth City according to established procedures.
7. Notify the Emergency Management Coordinator of the activation of any EOC in Emergency Management Areas 1 and/or 2 .

#### I. Public Information Officer (PIO) (County/City Manager Or Designee)

1. Develop and maintain standard operating guidelines (SOGs) for public information during emergency and disaster operations, including a directory of media outlets.
2. Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.
3. Coordinate all county/city media releases during an emergency situation.
4. Provide for rumor control and emergency instructions for the public during all phases of a disaster or emergency, including recovery.

5. Function as the official spokesperson for the county/city during emergencies.
  6. If the PIO position is filled by other than the County/City Manager, serve as a member of the appropriate Support Group.
  7. Clear information with the County/City Manager prior to release.
- J. Pasquotank-Camden Ambulance Service Director/Pasquotank-Camden Rescue Squad Chief
1. Develop and maintain standard operating guidelines (SOGs) for emergency medical service activities during emergency and disaster situations.
  2. Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events. If state resources are needed, same should be requested through the Emergency Management Coordinator.
  3. Coordinate with area hospitals concerning receipt of mass casualties during emergency and disaster events.
  4. Coordinate with the County Health Department and Social Services to determine emergency transportation needs for special needs populations and provide assistance with the Special Needs Shelter if possible.
  5. Provide medical aid to Emergency Care Stations located throughout the city and the counties, as needed.
  6. Assist with initial impact assessment.
  7. Provide medical aid for rescue operations.
  8. Provide Incident Command for medical emergencies.
  9. Provide a representative to the EOC for liaison purpose.
  10. Develop mutual aid agreements, as necessary, to ensure adequate assistance is available if needed.

11. Function as a support agency for search and rescue operations.

K. Fire Marshal

1. Survey facilities in Pasquotank and Camden Counties and the City of Elizabeth City for hazardous materials and/or other conditions that could present a danger to fire departments or the public. Inform the LEPC and appropriate Fire Chief of hazardous conditions.
2. Inspect any temporary shelters, emergency housing, Emergency Care Stations or tent cities for fire safety.
3. Conduct fire safety inspections of damaged structures during recovery operations.

L. Elizabeth City Fire Chief

1. Appoint a representative to serve on the Support Group.
2. Assist law enforcement officers with warning and notification to the affected population of an existing or impending emergency.
3. Provide Incident Command during fire, hazardous materials, and urban search and rescue incidents.
4. Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
5. Assist with initial impact assessment.
6. Provide representatives for Damage Assessment Teams as requested by Emergency Management.
7. Assist with emergency removal of debris from vital facilities /roadways if requested by Emergency Management.
8. Develop and maintain Standard Operating Guidelines (SOGs) for specific operations.

L. Pasquotank and Camden County Volunteer Fire Chiefs

1. Appoint a representative of the Pasquotank-Camden-Elizabeth City Fire Chiefs Association to serve on the Support Group. The primary responsibility of this individual will be to serve as a liaison between the EOC and Volunteer Fire Departments.
2. Assist law enforcement officers with warning and notifying the affected population of an existing or impending emergency.
3. Support rural search and rescue operations.
4. Provide support personnel to assist in traffic control if requested by the Sheriff's department.
5. Provide Incident Command during fire, hazardous materials, and urban search and rescue incidents.
6. Survey facilities in the appropriate district for hazardous materials and relay hazardous conditions to the Local Emergency Planning Committee (LEPC).
7. Assist Forestry Service as requested.
8. Assist with emergency removal of debris from vital facilities /roadways if requested by Emergency Management.
9. Identify equipment and manpower limitations, and develop mutual aid agreements for the procurement of needed resources during emergency and disaster events.
10. Assist with initial impact assessment.
11. Provide representatives for Damage Assessment Teams as requested by Emergency Management.
12. Develop and maintain Standard Operating Guidelines (SOGs) for specific operations.

M. Pasquotank and Camden County Social Services Directors

1. Develop and maintain Standard Operating Guidelines (SOGs) for Social Service operations during emergency/disaster situations.
2. Coordinate with the American Red Cross, the Health Department and other agencies as needed regarding shelter policy, staffing of shelters, and readiness of shelters.
3. Assist the American Red Cross and Health Department with opening shelters and provide staff from County DSS as necessary.
4. Contact medical/health care facilities (e.g. nursing homes, rest homes, etc.) to encourage development of emergency procedures and coordination with appropriate agencies.
5. Coordinate with the Health Department and other agencies concerning needs of special needs populations.
6. Coordinate with Health, Mental Health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.
7. Coordinate transition of staffing and operation of emergency shelters operations with Red Cross Management.
8. Provide personnel to staff local Disaster Recovery Center(s), if requested.
9. Provide a representative to the EOC for liaison purpose.

N. Pasquotank-Camden County Health Directors

1. Develop and maintain Standard Operating Guidelines (SOGs) for emergency public health operations during emergency/disaster situations.
2. Coordinate health care for emergency shelters with Pasquotank and Camden Directors of Social Services.
3. Coordinate with State water supply authorities to expedite emergency public water supplies.

4. Provide health inspections and immunizations when appropriate to detect, prevent and control communicable disease.
5. Coordinate environmental health activities for waste disposal, refuse, food, water control, vector/vermin control and sanitation.
6. Coordinate the identification of special needs populations with the Social Services Directors and Emergency Management Coordinator and maintains a current list of those identified.
7. Provide for inspections of mass care facilities and Emergency Care Stations to assure proper sanitation practices are followed.
8. Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.
9. Provide a public health nurse at all Disaster Recovery Centers (DRCs), Emergency Care Stations and shelters, as needed.

O. Mental Health Director

1. Develop and maintain Standard Operating Guidelines (SOGs) for mental health operations during emergency situations.
2. Coordinate with the Directors of Social Services and other identified trained personnel to provide crisis counseling when necessary during emergency situations.
3. Provide crisis counseling to professionals and support staff working with the emergency response and recovery.
4. Provide crisis counselors for Disaster Recovery Centers (DRCs), Donations Centers, Emergency Care Stations, etc. following a disaster/emergency as needed.
5. Maintain and provide information pertaining to mental health resources that may be utilized during emergency/disaster situations.

P. Pasquotank-Camden County and City of Elizabeth City Finance Officers

1. Develop and maintain Standard Operating Guidelines (SOGs) for keeping financial records relating to emergency/disaster situations.
2. Assist with the documentation of disaster damage to county/city-owned facilities.
3. Provide budget information in support of the Governor's request for a Presidential Declaration of Disaster.
4. Develop financial accounting procedures to assist local agencies and departments in documenting their emergency expenses subsequent to a Presidential Declaration of Disaster.
5. If a Presidential Declaration of Disaster is received, assist Damage Assessment Teams, as needed, providing required documentation.
6. Assist in the management of post-disaster donated funds.

Q. Pasquotank and Camden County Superintendent Of Schools

1. Develop and maintain Standard Operating Guidelines (SOGs) for the safety and protection of students, faculty, and other personnel during emergency situations.
2. Coordinate evacuation and transportation operations for students during emergency situations.
3. If requested, provide support personnel, equipment and facilities (schools, buses, lunch room personnel, etc.) to support shelter operations and/or transportation needs.

R. Data Processing Director

1. Develop and maintain Standard Operating Guidelines (SOGs) for the management of county data processing during emergency/disaster situations.
2. Provide for the protection of computerized vital records during emergency\disaster events.

S. Amateur Radio Association

1. Develop and maintain a list of amateur radio resources that may be used during emergency/disaster.
2. Provide a liaison to the Pasquotank-Camden-Elizabeth County Emergency Operations Center during emergency/disaster activations.
3. Transmit and receive emergency traffic as necessary during emergency/disaster events.
4. Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.
5. Maintain a message log for all emergency traffic.
6. Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.
7. Report communications transmissions to the Operations Officer.
8. Provide operators and equipment to shelters to communicate with the Emergency Operations Center.

T. Pasquotank County Solid Waste Director/City Public Works Director/Camden County Manager (or designee)

1. Organize and assign debris crews and equipment.
2. Assess needs and prioritize assistance.
3. Maintain contact with EOC and coordinate activity with Emergency Management.
4. Ensure that requests for state or federal resources are communicated through the Emergency Management Coordinator.

S. USDA County Emergency Board

1. Prepare Flash Situation Reports.
2. Provide leadership and guidance on disaster procedures to the agriculture community.
3. Conduct damage assessment for agriculture.

VIII. Plan Development and Maintenance

- A. Each agency, department, or group assigned responsibilities in this plan is required to develop Standard Operating Guidelines (SOGs) in support of the plan.
- B. Annual review of this plan by all officials/departments/agencies involved is mandatory. This includes coordinating revision through the Emergency Management Agency. A critique is required following any execution of the plan.
- C. This plan will be exercised annually. Any execution of the plan may substitute for an annual exercise.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**DIRECTION AND CONTROL**  
**SECTION-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. Situation

1. Many potential hazards threaten the counties/city. This necessitates the centralization of direction and control to conduct effective and efficient emergency operations.
2. The Pasquotank-Camden-Elizabeth City Emergency Operations Center (EOC) serves as the central direction and control point for county/city-wide emergency response activities. The EOC is located in the Sprint Telephone Company building at 103 South Road Street, Elizabeth City.

B. Assumptions

1. Pasquotank and Camden Counties and the City of Elizabeth City will act in unison on such issues as proclamations, public information and evacuations on emergencies affecting all jurisdictions.

III. CONCEPT OF OPERATIONS

A. General

1. Direction and control of normal day-to-day emergencies of single

agency response are performed by the senior officer on-scene (i.e. Law-enforcement, Fire, EMS/Rescue Squad). Multi-agency responses are conducted in accordance with local ordinances, policies and procedures. Federal Laws require that all responders to Hazardous Materials (HAZMAT) incidents will follow an Incident Command System (ICS). ICS is a recognized, legally defensible response system that provides for accountability of personnel and other resources and avoids duplication of effort. Because HAZMAT incidents occur infrequently, if use of ICS were relegated only to those incidents, responders would not be comfortable or familiar with the procedures. Therefore, responders to any multi-agency incident in Pasquotank or Camden Counties or the City of Elizabeth City will use an Incident Command System (ICS). This will ensure that if/when a HAZMAT incident occurs, responders will be familiar with ICS and in compliance with Federal Laws.

2. The Emergency Operations Center will be activated upon the imminent threat or occurrence of a major emergency/disaster; the extent of the actual or anticipated disaster will dictate whether full or partial EOC activation will be ordered. The EOC will operate under the Incident Command System.
3. EOC activation is necessary when one or more of the following situations occur:
  - a. There exists an imminent threat to the safety or health of the public;
  - b. Extensive multi-agency or multi-jurisdiction response and coordination are necessary to resolve or recover from an emergency situation;
  - c. Local resources are inadequate or depleted, and significant mutual aid resources must be obtained to resolve the emergency situation;
  - d. Declaration of a State of Emergency is imminent.
4. Pasquotank-Camden-Elizabeth City Emergency Operations Center
  - a. The EOC will be activated by the Chairman of the Board of County Commissioners (Pasquotank or Camden), the County Manager (Pasquotank or Camden), or the Elizabeth City

Mayor, or City Manager, or the Emergency Management Coordinator, or designees.

- b. Notification of EOC personnel is the responsibility of the Emergency Management Coordinator.
- c. Operational readiness of the EOC is the responsibility of the Emergency Management Coordinator who will serve as the EOC Manager and Operations Officer and will coordinate with the Incident Commander of the incident.
- d. Administrative decisions regarding food, supplies and other incidental needs for the EOC during activations is the responsibility of the Emergency Management Coordinator or designee.
- e. Funding will be provided to activate the EOC.

B. Continuity of Government

- 1. The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available. Notification of EOC personnel are the responsibility of the City Manager or his designee.
  - a. The line of succession of the Pasquotank and Camden Counties Board of Commissioners proceeds from the chairman to the members of the board in accordance with county policy.
  - b. The line of succession of the City of Elizabeth City Council proceeds from the Mayor to the members of Council in accordance with city policy.
  - c. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities will be identified in each department's SOGs.

C. Staffing

1. Personnel reporting to an EOC will operate in one of two functional sections assigned or predetermined by the Operations Officer.
  - a. The Control Group under the direction of the Chairperson of the jurisdiction or his designee consists of the decision makers of the jurisdiction and others as decided by the chairperson. This group is responsible for:
    1. The approval of policies and strategies pertinent to the emergency/disaster operation.
    2. Leadership and decision making (for implementation by the Support Group.)
    3. Preparation and release of statements to the general public in coordination with the Public Information Officer.
    4. Maintaining a line of communication with their respective administrators and County/City elected officials.
    5. Maintaining a presence in the EOC, as necessary, to provide direction and control.
  - b. The Support Group, under the direction of the Control Group, is responsible for on-scene operations including the allocation of resources. Depending on the incident at hand, any Department may be required to provide a representative to the Support Group. Additionally, representation by other agencies may be necessary (eg. Red Cross, Utilities, Salvation Army, etc.). The County Manager(s), County Chairmen, City Mayor, City Manager and/or Emergency Management Coordinator will determine those required to be present.

**PASQUOTANK-CAMDEN EMERGENCY OPERATIONS PLAN**  
**VITAL FACILITIES SURVEY**  
**SECTION B**

I. PURPOSE

This section provides for the identification and continuing survey of facilities considered critical in emergency/disaster situations, and describes actions, which can be taken to protect, manage, or restore facilities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Certain facilities will be vital to emergency response, while others will be critical for immediate and long-term recovery from disaster.
2. Several categories of vital facilities have been identified; these are listed in the Concept of Operations.

B. Assumptions

1. Benefits resulting from the Vital Facilities Survey will include:
  - a. identification of resources needed to support facilities, and efficient delivery of resources at the time of need;
  - b. a reduced dependence on "unwritten" and "assumed" information;
  - c. more efficient damage assessment and loss estimation following a disaster;
  - d. prioritization of facilities for mitigation and preparedness activities;
  - e. an overall reduction of vulnerabilities;
  - f. a determination of potential survivability of critical facilities;

### III. CONCEPT OF OPERATIONS

- A. The Emergency Management Coordinator, assisted by other county and city departments, and State Emergency Management staff will conduct a county/city-wide inventory of vital facilities. Facilities inventoried will include the following:
1. Electric distribution systems (major components such as substations);
  2. Health/Medical Facilities;
  3. Transportation facilities (includes traffic control points, critical intersections, bridges, aviation facilities);
  4. Communications facilities (includes tower sites, telephone exchanges, etc.);
  5. Schools, Churches, Shelters and Community centers;
  6. Emergency services facilities (EOCs, PSAPs, Fire & EMS stations);
  7. Water distribution and wastewater facilities;
  8. Historic structures;
  9. Debris collection/disposal sites;
  10. Public/Private supply centers (includes donated goods management sites);
  11. Aircraft landing sites (airports, airstrips, helipads);
  12. Boat landings, ferry docks, and launching ramps;
  13. County Receiving and Distribution Point;
  14. Privately-owned critical facilities (funeral homes, radio-stations, etc.);
  15. Industrial sites;
  16. Government owned buildings and facilities.

Section B

- B. Information on each facility should include the following:
1. Facility name
  2. Facility mailing address
  3. Facility ownership
  4. Phone number
  5. Latitude and longitude
  6. Brief description of the facility, including physical location and access
  7. Critical use/nature of the facility
  8. Protective measures to be taken
  9. Auxiliary power requirements (exists or needs to be furnished)
  10. Special instructions (evacuation recommendations, suitability for use and survivability in disaster situations, support resources anticipated, best sources, emergency alternatives to use of the facility)
- C. Information pertaining to the vital facilities inventory will be available in the Emergency Management office in a reference document; copies will be accessible to the EOC and Communications Center. Vital facilities will be reviewed and updated as necessary.
- D. Based on the information gained from the Vital Facilities Survey, resources necessary for emergency support of facilities will be secured through mutual aid agreements, memorandums of understanding, and contracts with other local governments, agencies, and private companies.
- E. Emergency requests for State resources to support vital facilities will be made by the Emergency Management Coordinator to the NC Division of Emergency Management when local and contracted resources are exhausted or otherwise unavailable.

- F. The City Manager and County Managers will utilize information gained from the survey as the basis for projects to mitigate the effects of disaster on vital facilities under city/county control (example: relocation of facilities to reduce vulnerabilities, structural reinforcement, fabricate storm shutters/window protection and adapt buildings to readily accommodate installation; design of new facilities to survive disaster and accommodate disaster operations).
  
- G. At the direction of the County or City Manager, departments will take necessary steps to prepare critical facilities for disaster. (Example: securing buildings and equipment for severe weather, consideration of plans for evacuation of certain structures, consideration of plans for evacuation of certain emergency response vehicles, review of anticipated response and recovery resources, development of procedures to safeguard documents, temporary reinforcement of structures, installation of wiring for auxiliary power).

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**RESOURCE MANAGEMENT**  
**SECTION C**

I. PURPOSE

This section provides for the identification and management of resources that may be employed during emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Some resources needed to cope with emergencies and disasters are identified below:
  - a. Personnel
  - b. Equipment
  - c. Facilities
  - d. Sources of Information
2. The Pasquotank-Camden-Elizabeth City Emergency Management Agency maintains an inventory of public and private sector resources that may be needed during an emergency/disaster. This resource manual is updated annually.
3. Mutual Aid Agreements exist which provide for sharing of resources.

B. Assumptions

1. During or following an emergency/disaster situation, the initial response will be dependent upon local public and private resources. Many of these resources will also be critical to recovery operations.
2. Local resources will be inadequate to cope with a catastrophic disaster event; therefore, additional resources must be secured from other localities or the State.
3. Many resource needs can be anticipated through planning activity.

4. Donated goods and services, and volunteer resources will be critical to recovery, but efficient management of these resources is necessary.

### III. CONCEPT OF OPERATIONS

- A. County Departments, City Departments, and agencies will use their own resources and equipment during emergency/disaster situations as necessary. Resources in excess of county and/or city needs will be available to each jurisdiction whenever possible, when requested, per the Mutual Aid Agreement. Emergency Management will have control over the management of these resources.
- B. The commitment of resources from 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. Resources will be allocated based on availability and priority of need,
- D. Resource management will be coordinated from the Pasquotank-Camden-Elizabeth City EOC or by the Emergency Management Coordinator, as appropriate.
- E. Resources arriving from outside the counties will be directed to the designated County Receiving and Distribution Point (CRDP).

These resources will be distributed out into the county/city to Emergency Care Stations or other areas as needed.

- F. A CRDP Management Officer will be designated for the CRDP; the CRDP Management Officer will receive, inventory, track, dispatch and release resources as directed by the EOC.
- G. Standard Operating Guidelines (SOGs) will be developed to provide direction and control for the CRDP. Accountability of outside resources will be maintained at all times.
- H. The Emergency Management Coordinator through the North Carolina Division of Emergency Management Office will request State and Federal

resources.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**PUBLIC INFORMATION**  
**SECTION D**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The broadcast and print media will be relied upon to assist in the dissemination of public information to the general public.
2. The County Managers and Emergency Management Coordinator have the capability to utilize the Emergency Alert System to deliver information to the public.
3. Pasquotank and/or Camden County may receive extensive media coverage during emergency/disaster situations.
4. Scanner radios are used extensively by residents of the counties. This provides another avenue for the delivery of emergency public information.
5. The U. S. Coast Guard will deliver emergency information to marine traffic in and around the waterways of the counties.
6. The Public Information Officer for law enforcement will be the Sheriff or ranking Officer on scene who may be assisted by the County PIO.
7. There is a small group of non-English speaking people in the area, primarily Spanish speaking migrant workers and Vietnamese that may need specialized means of communication.

## B. Assumptions

1. The County Public Information Officer (PIO) will likely be a designee of the County Manager as the need arises.
2. Demands for information may be very heavy; therefore, sufficient numbers of trained staff will be provided to respond to questions from the public.
3. The public may accept rumors, hearsay and half-truths as valid information that may cause fear and confusion.
4. Local print and broadcast media will cooperate in printing and broadcasting detailed disaster related instructions to the public.
5. Emergencies and disasters, which impact the counties or Elizabeth City, may generate interest to media sources beyond the counties and the state.
6. Inquiries will be received regarding the status of family members and missing or injured persons.

## III. CONCEPT OF OPERATION

### A. General

1. Information being released to the general public and media will be coordinated through the Public Information Officer.
2. During the activation of the Emergency Operations Center (EOC) the release of information to the general public will be handled by the County/City PIO. The Sheriffs or Chief of Police will handle public information for law enforcement emergencies with assistance from the County/City PIO as necessary.
3. Ongoing public education programs will be conducted to increase public awareness of the following:
  - a. Potential hazards of the counties
  - b. Family preparedness
  - c. Shelter locations

## Section D

- d. Severe weather awareness
  - e. Flood prone areas
  - f. Evacuation routes
  - g. Necessary action to be taken by the public
  - h. Emergency Management function
- 4. The County Manager or Emergency Management Coordinator must authorize the activation and use of the Emergency Alert system (EAS).
  - 5. The National Weather Service will issue weather watches or warnings directly to the county warning point and to the media for public release.
  - 6. During emergencies/disasters, Control Group decisions and general information advisories are prepared on a timely basis and released to the media and/or the general public.
  - 7. Action will be taken to correct identified errors in information released by the media, or rumors about the emergency situation.
  - 8. Hard copy news releases are disseminated to the media and appropriate county and/or city officials. The NC Division of Emergency Management Office will be faxed Situation Reports at prescheduled times.
  - 9. Pasquotank and Camden counties will practice an aggressive approach for the dissemination of information to isolated and non-English speaking populations during and following emergency events.
  - 10. Content of all news releases will be cleared through the Public Information Officer before release to the media and the public.

B. Specific

- 1. Inquiries concerning the status of individuals injured or missing due to an emergency\disaster event will be referred to the chief law enforcement officer of the affected jurisdiction.

Section D

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN  
NOTIFICATION AND WARNING  
SECTION E**

I. PURPOSE

This section describes the Pasquotank and Camden Counties and the City of Elizabeth City emergency communication/notification and warning system.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Pasquotank and Camden Counties and the City of Elizabeth City operate a Central Communication Center located in the Sprint Telephone Co. building at 103 S. Road St., Elizabeth City. The center operates 24 hours a day and serves as the 9-1-1 Center and County Warning point. Central Communications is co-located with the Pasquotank-Camden-Elizabeth City Emergency Operations Center (EOC).
2. The Communications Center is staffed by a minimum of two telecommunicators. A third dispatch position is available and staffed as needed.
3. The 911 Communication Center is designed as a secure facility.
4. Notification of an emergency to the Telecommunicator can come from a variety of sources (cellular phone, portable radios, etc.)
5. The 911 Communications Center is often the first point of contact for the general public.
6. County emergency communications are heavily dependent on the commercial telephone network.

7. Remote radio units from each of the emergency services can be located in the EOC. Radio equipment has been installed for use by amateur radio operators. Amateur operators provide communications between the EOC and shelters and the EOC and the NC Division of Emergency Management Office in emergencies/disasters.
8. Special needs groups; persons in group quarters, or schools may require special warning and/or notification.
9. The Emergency Management Coordinator or County Managers can activate the Emergency Alert System (EAS) to deliver warnings to the public. The Counties are in the WRSF-FM (105.7) operational area.
10. Scanner radios are monitored extensively by residents of the counties providing another means of alerting or warning the public.
11. A satellite telephone is located in the 911 Communications Center and provides a backup in telephone communications.

B. Assumptions

1. Use of all available forms of warning and notification should provide sufficient warning to the general public and special needs population.
2. Emergency/disaster occurrences could have a detrimental effect on the counties' communication systems.
3. The commercial telephone system serving Pasquotank and Camden Counties is vulnerable to the effects of emergencies/disasters and to possible system overload due to increased usage.
4. Central Communications (911) can be disrupted due to the vulnerability of the telephone system.
5. Commercial electric power may be shut off or lost during emergencies, requiring the use of auxiliary power.
6. The National Weather Service may issue weather watches and/or warnings directly to the public and the Communication Center.
7. Communications interruptions or degradation are possible for

extended periods of time.

8. Loss or damage to the primary or secondary communication towers could affect the ability to dispatch emergency responders.
9. The ability to repair damage to the communication systems is contingent upon the availability of private commercial repair technicians and state assistance may be needed to procure supplemental communication equipment or to locate available repair technicians following a major disaster.

### III. CONCEPT OF OPERATION

#### A. General

1. The County Warning Point will initiate notification and warning of appropriate personnel. The telephone, radio communications or pagers will be used to notify public officials, EOC staff, emergency personnel, and others as required. Notifications will follow established procedures.
2. Emergency service vehicles equipped with public address systems can be used to warn the general public.
3. Emergency communications Standard Operating Guidelines (SOGs) will be implemented. Backup capabilities (including the use of the Mobile Command Post) will be activated as necessary.
4. Emergency warning may originate at the national, state, or local level of government. Timely warning requires dissemination to the public by all available means:
  - a. Local Radio Stations
  - b. NOAA Weather Radio (National Weather Service)
  - c. Sirens, Horns, mobile PA Systems
  - d. Telephone
  - e. General Broadcast Over the Emergency Alert System
  - f. Newspapers
5. Field emergency service personnel communicate with the EOC using established communications channels.

6. Amateur Radio volunteers will augment primary communications.
7. The NC Division of Emergency Management assists the National Weather Service (NWS) with dissemination of severe weather advisories to North Carolina counties.

B. Specific

1. Telephone Service

- a. Commercial telephone service is provided by Sprint Telephone Company.
- b. Mobile and cellular phone capability exists within the Counties.
- c. Satellite telephone capability exists in the Central Communications Center and through Emergency Management, mobile.
- d. Sprint Telephone will be furnished a restoration priority list for telephone service prior to and/or following a major disaster, as needed.
- e. During emergencies, personnel will staff telephones in the EOC to respond to questions from the general public.

2. Two-Way Radio Systems

- a. The County's Communication System is designated as the principal system to be used for direction and control activities. Principal users are as follows:
  - (1) Law Enforcement - Elizabeth City Police Department, Pasquotank-Camden County Sheriffs Departments, Elizabeth City State University Campus Police.
  - (2) Emergency Management
  - (3) Fire - Elizabeth City Fire Department, and 8 Volunteer Fire Departments serving Pasquotank and Camden Counties.
  - (4) Emergency Medical Service - Pasquotank-Camden

Ambulance Service and Pasquotank County Rescue Squad.

- (5) Public Works - Elizabeth City Public Works/Water Department.
  - (6) Electric Department - Elizabeth City Electric Department.
  - (7) Water - Pasquotank County Water Department.
  - (8) Medical Facilities - Albemarle Hospital.
  - (9) Camden County Manager/County Departments
- b. Other two-way communications systems that may be used to communicate with the State EOC during emergencies include:
- (1) Division of Criminal Information (DCI)
  - (2) State Emergency Management FM voice Radio Network
  - (3) Commercial Telephone (Fax)
  - (4) Amateur Radio Emergency Service
  - (5) NAWAS - National Warning System
  - (6) Cellular Telephone
  - (7) Satellite Telephone
3. Emergency Alert System
- a. The County Manager or Emergency Management Coordinator must authorize the use of the EAS system.
  - b. Pasquotank and Camden Counties' EAS responsibilities are assigned to radio station WRSF-FM (DIXIE 105.7) as the Common Program Control Station (CPCS).

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**LAW ENFORCEMENT**  
**SECTION F**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Law enforcement in Pasquotank and Camden Counties is provided by the Pasquotank County Sheriff's Department, the Camden County Sheriff's Department and the Elizabeth City Police Department. Elizabeth City State University Campus Police provide law enforcement for that institution.
2. State law enforcement agencies that regularly operate within Camden and Pasquotank Counties' borders are the N. C. Highway Patrol, N. C. Wildlife Commission, the State Bureau of Investigation (SBI) and the Division of Motor Vehicles.
3. Federal law enforcement agencies that routinely operate within the counties' borders include the U. S. Fish and Wildlife Service, the FBI, and the United States Coast Guard. As needed, the Federal Protective Service and/or Federal Marshal's provide security for the Federal Building.
4. A spirit of cooperation exists among the local, state, and federal law enforcement agencies that operate within the counties.
5. When N. C. Highway Patrol personnel are requested to support Pasquotank or Camden County traffic control, a ranking officer from the NCHP may be present in the Pasquotank-Camden-Elizabeth City EOC to coordinate N. C. Highway Patrol operations. Reports concerning traffic flow will be reported to the EOC.

6. Pre-determined traffic control points have been identified by the Highway Patrol, County Sheriff's Departments, and City Police Department to facilitate management of traffic flow during evacuations.

B. Assumptions

1. Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are overwhelmed, support may be obtained from state and federal law enforcement agencies.
2. An evacuation from the Outer Banks could significantly impact Pasquotank and Camden County law enforcement/traffic control operations.
3. During evacuations, accidents or mechanical failure could significantly impede the evacuating traffic flow.
4. The number of law enforcement personnel normally available in the counties may not be adequate to provide for security during an emergency event.
5. During or following an emergency event, it may be necessary to supplement local law enforcement personnel with officers from other jurisdictions to provide security and traffic control.

III. CONCEPT OF OPERATION

- A. The Pasquotank and Camden County Sheriff's Departments will be the coordinating agency for law enforcement operations in their respective counties during multi-jurisdictional emergency events.
- B. The Elizabeth City Police Department will be the coordinating agency for law enforcement operations in the City of Elizabeth City during multi-jurisdictional emergency events.

- C. 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 of damaged areas, County Receiving and Distribution Points, Emergency Care Stations, shelters and other designated areas as needed.
- D. Law enforcement activities will remain under the control of the senior law enforcement officer of the jurisdiction in which the emergency is taking place.
- E. Law enforcement officers in Pasquotank and Camden Counties will assist with the dissemination of emergency information to isolated populations and to motorists.
- F. Law enforcement agencies will have primary responsibility for traffic control and security in and near an evacuated area and in other areas of emergency operations. They may be called upon to assist with warning the public.
- G. When evacuation is required, traffic control points must be in place prior to the order to evacuate.
- H. Law enforcement officers in the field will help with initial assessment of the situation and report to the Emergency Operations Center.
- I. Law enforcement officers will enforce the provisions outlined in the Proclamation of a State of Emergency.
- J. The chief law enforcement officer of the jurisdiction will coordinate handling of inquiries and informing families on the status of individuals injured or missing due to a disaster event.
- K. A representative from the Pasquotank, Camden, and City of Elizabeth City law enforcement agencies will be assigned to the Emergency Operations Center.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN  
EVACUATION/REENTRY  
SECTION G**

I. PURPOSE

This section provides for coordinated evacuation and reentry of the 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 and the areas of the counties most vulnerable to specific threats. While hazardous materials incidents, military actions and other threats are recognized; an approaching hurricane is the most likely event to require a large-scale evacuation.
2. The Pasquotank and Camden County Departments of Social Services, Pasquotank-Camden Health Department and Emergency Management have developed a registry in an attempt to identify special needs populations that may have special evacuation requirements.
3. A comprehensive hurricane evacuation study has been completed which includes a traffic analysis defining evacuation routes and clearance times, potential areas that could flood, and a behavioral analysis.
4. Evacuation of the Outer Banks results in an extremely heavy flow of traffic into Pasquotank and Camden Counties. Some of these evacuees transit through the counties in route to more distant destinations; others remain in Pasquotank or Camden County to seek shelter.

5. There is limited commercial public transportation serving Pasquotank and Camden Counties.
6. There are numerous mobile homes located on individual sites or in mobile home parks in both counties. Residents of mobile homes must be evacuated for any approaching hurricane.
7. Pasquotank and Camden Counties do not issue reentry permits. The Incident Commander in coordination with the EOC will handle situations requiring controlled access after an incident on a case-by-case basis.

B. Assumptions

1. Emergency situations may require evacuation of all or part of the counties. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of an impending hurricane.
2. In the case of an approaching hurricane, sufficient warning time will normally be available to evacuate the threatened population.
3. Traffic control resources will 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 a significant 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 will refuse to evacuate regardless of warnings.
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. Evacuations due to an approaching hurricane should be completed during daylight hours and prior to the onset of gale force winds, if at all possible.
11. Evacuations of the Outer Banks due to an approaching hurricane will adversely affect evacuations ordered in Pasquotank and Pasquotank Counties due to competing demands for services (ie. Highways, emergency services, traffic control, sheltering, etc).
12. Effective traffic control points will facilitate orderly evacuation and reentry into isolated or evacuated areas.

### III. CONCEPT OF OPERATIONS

#### A. General

1. The responsibility for ordering a countywide evacuation or for an evacuation of a portion of the county or for authorizing reentry rests with the Chairman of the County Board of Commissioners, or his designee. If an evacuation is limited to the City, the Mayor or his designee will issue the order.
2. Public information concerning the decisions on evacuation or reentry orders will be released by the Public Information Officer using all available media.
3. Regional coordination of traffic control, shelter/mass care and public information will enhance the total evacuation and reentry process. Conference calls including the State EOC, National Weather Service and surrounding EOCs will coordinate regional evacuation activities.
4. Law Enforcement will implement traffic control for evacuation and for reentry.

#### B. Specific

1. Evacuation
  - a. Traffic control points to support evacuation have been pre-determined. The evacuation route has been established by

N.C. Highway Patrol, Troop A, District III in conjunction with the Pasquotank and Camden Sheriff's Department and the Elizabeth City Police Department. Traffic will be routed along US 158 to Bypass US 17 in Elizabeth City. Once traffic reaches US 17, vehicles may elect to travel south along US 17 or north along US 17 and/or then west along US 158.

- b. The area to be evacuated will be determined by conditions at the time of the emergency.
- c. Access to designated evacuation areas will be denied to non-essential personnel once an evacuation order has been issued.
- d. Vehicles experiencing mechanical problems and impeding the flow of traffic on evacuation routes during an evacuation will be moved off the roads by necessary means as authorized by law enforcement officials.
- e. Institutions within the County must develop procedures for evacuation of patients, resident, or inmates. When the capabilities of an institution to meet resource requirements are exceeded, the institution will be assisted by the EOC with resource procurement.
- f. Schools will develop evacuation procedures. Buses may 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. Schools will attempt to maintain the accountability of students at all times. Parents will be advised of the location of reception centers.
- g. Populations lacking transportation to a shelter facility will be assisted by the most appropriate means of transportation available, possibly, Inter-County Transit buses, school buses, emergency vehicles, etc.
- h. Designated Special Needs Shelters will be opened to accommodate that population, if needed. Specialized means of transportation will be utilized to accomplish movement of these people to shelter, if needed.

2. Reentry

- a. The decision to authorize reentry to any evacuated/restricted area will be made by the Chairman of the Board of Commissioners or the Mayor or their designees as appropriate, based on considerations of public safety and security.
- b. Evacuated emergency service equipment and personnel will reenter prior to the reentry of the general public.
- c. The Control Group will establish the order for the reentry of the public.
- d. Sections of the counties/city may remain isolated or closed to the public even after reentry begins.

**PASQUOTANK-CAMDEN EMERGENCY OPERATIONS PLAN**  
**EMERGENCY MEDICAL SERVICES**  
**SECTION H**

I. PURPOSE

This section provides for delivery of emergency medical services during emergency/disaster events.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The following agencies provide paramedic level Emergency Medical Service for the residents of Pasquotank and Camden Counties.
  - a. The Pasquotank-Camden Ambulance Service provides service from 6:00am to 6:00pm, Monday through Saturday, less holidays. The paid personnel of this department are Pasquotank County employees.
  - b. Pasquotank County Rescue Squad provides service from 6:00pm to 6:00am seven days a week and 24 hours a day on Sunday and holidays. The Rescue Squad is a contracted, volunteer service.
2. Ambulances and other EMS vehicles:
  - a. Five Advanced Life Support ambulances are available to respond from Station 50, located behind Albemarle Hospital. Under normal circumstances, Station 50 is the only location from which ambulances respond. As emergency situations may dictate, the EMS supervisor and/or the Rescue Squad Chief may strategically deploy ambulances elsewhere.
  - b. "Zone Cars". Zone cars are strategically assigned in remote locations to first respond to distant calls.

3. Albemarle Hospital, Elizabeth City - Albemarle Hospital has emergency room facilities, a small morgue, a decontamination room, and a helicopter pad. Albemarle Hospital interfaces with EMS providers from several counties as "Medical Control". Albemarle Hospital has been designated by the Local Emergency Planning Committee (LEPC) to handle emergencies involving hazardous substances.
4. Nearest Alternate Hospitals
  - a. Chesapeake General Hospital - Chesapeake, Virginia: Approximately 45 miles north of Elizabeth City by road. Chesapeake General Hospital has emergency room facilities, a morgue, and a helicopter pad.
  - b. Chowan Hospital - Edenton, North Carolina: Approximately 30 miles south of Elizabeth City by road. Chowan Hospital has emergency room facilities and a morgue.
  - c. Virginia Beach General Hospital (Virginia Beach, VA)
  - d. DePaul Hospital (Norfolk, VA)
  - e. Portsmouth General Hospital (Portsmouth, VA)
  - f. Louise Obici Memorial Hospital (Suffolk, VA)
  - g. Maryview Hospital (Portsmouth, VA)
  - h. Leigh Memorial Hospital (Norfolk, VA)
  - i. Bayside Hospital (Virginia Beach, VA)
  - j. King's Daughters Hospital (Norfolk, VA)
  - k. Pitt County Memorial Hospital (Greenville, NC)
5. Closest Trauma Centers
  - a. Sentara Norfolk General Hospital, Norfolk, Virginia (Level I):

Primary Trauma Center for the Albemarle Area, approximately sixty miles by road-twenty minutes by air from Albemarle Hospital.

6. Medical Helicopters/Aircraft
  - a. Nightingale Helicopter - Primary medical helicopter service, originating from Sentara Norfolk General Hospital's Trauma Center.
  - b. United States Coast Guard Aircraft: Helicopters available to Pasquotank-Camden on a case-by-case basis, usually from USCG Air Station, Elizabeth City.
  - c. Dare County Medical Helicopter: may be available for response if Nightingale is not available and Dare's helicopter is not committed in Dare County.
  - d. Other Military Helicopters: The proximity of the counties to military bases in Virginia allows a short flight time to the counties. Use of the helicopters is subject to case-by-case approval.
7. Paging and Dispatching of EMS units
  - a. Central Communications Center, the E-9-1-1 (enhanced 911) PSAP (Public Safety Answering Point) dispatches all EMS providers in both counties.
  - b. Albemarle Hospital on the Hospital Emergency Area Radio (HEAR) System provides for a means of communication with all EMS providers in both counties.

B. Assumptions

1. A large-scale emergency will result in increased demands on volunteer EMS and medical personnel, and any mass casualty event in either the counties or the city will quickly overwhelm routine capabilities; therefore, additional EMS resources will be needed from other localities.
2. Following a disaster with widespread mass casualties, a number of

the injured will be located and even transported to medical facilities, triage sites, or EMS and Fire Stations by persons other than trained emergency medical personnel.

3. Disruption of the Communications system will severely impede delivery of emergency medical services.
4. Following a hurricane, debris and water on roadways will hamper EMS unit response to persons who failed to evacuate. Also, transport of victims to facilities normally used will thus be difficult.
5. Catastrophic disasters may affect large areas of Pasquotank and Camden Counties and surrounding counties, and medical facilities may be damaged, destroyed, inaccessible or unavailable.
6. When widespread injuries result from disaster, field emergency medical facilities will be established; these may include a temporary morgue, first aid stations, emergency care stations or a triage holding or transportation areas.
7. Victims of a hazardous material incident may require unique medical care and special precautions by responders and facilities.
8. Air evacuation of injured persons will be a primary means of transport following a hurricane or event, which impedes ground transport; therefore, additional aviation resources will be necessary after such an event.
9. USCG Aircraft may be available in certain situations for air evacuation of large numbers of injured or sick people.

### III. CONCEPT OF OPERATIONS

- A. EMS units will provide expanded field medical care as needed during emergency situations, including establishment of patient triage areas, shelters (both general and special needs), emergency care stations, transportation sites, and temporary morgues. EMS Incident Commanders will coordinate necessary medical transportation to available facilities.
- B. In the event of an impending hurricane, ambulances will continue to

### Section H

respond to an emergency until sustained winds reach 50 mph. When winds surpass that speed, 911 Tele-communicators will transfer the call to the Emergency Medical representative in the EOC to make a decision regarding response.

- C. EMS capabilities will be supplemented by volunteer first responders and fire personnel serving the respective response areas; eventually, when mutual aid resources arrive from other jurisdictions, local EMS units will coordinate with Staging Officers to draw resources from the staging areas as needed.
- D. If the need is apparent to the Control Group, the Emergency Management Coordinator will request mobile hospital units through the NC Division of Emergency Management.
- E. When necessary an EMS officer will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the Central Communications Center (or EOC).
- F. Helicopters will play a critical role in medevac of victims following a disaster involving a large number of victims; the Emergency Management Coordinator will request additional aviation resources through the NC Division of Emergency Management.
- G. When additional ambulances and ground transportation are needed, the Emergency Management Coordinator will request those resources through the NC Division of Emergency Management; the NC Division of Emergency Management will coordinate and secure resources through OEMS, other counties, and the military.
- H. Local industry, including farmers, may be called upon to provide specialized equipment such as refrigerated trucks, backhoes and heavy equipment for extrication of victims, storage of the deceased, etc.
- I. Temporary morgues will be established if needed sites where facilities are not otherwise committed, for instance:
  - 1. Central School Bus Garage
  - 2. United States Coast Guard Base
  - 3. Volunteer Fire Departments
  - 4. College of the Albemarle
  - 5. Elizabeth City State University

## Section H

Refrigerated trucks will be used as temporary morgue units where facilities are not available (Note: Care will be taken to conceal company names, logos, etc.)

**PASQUOTANK/CAMDEN COUNTY EMERGENCY OPERATIONS PLAN  
FIRE CONTROL/HAZARDOUS MATERIALS  
SECTION I**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Fire Situation:

1. Pasquotank County is served by five volunteer fire departments. All are incorporated as private non-profit organizations serving unincorporated areas of the county. These departments have signed mutual aid agreements with each other, all Camden County departments, the City of Elizabeth City Fire Department and the US Coast Guard Support Center Fire Department. The stations and locations are:
  - a. Station 4, Nixonton VFD, Four Forks Road, Elizabeth City
  - b. Station 5, Weeksville VFD, Peartree Road, Elizabeth City Substation, Soundneck Road, Elizabeth City.
  - c. Station 7, Inter-county VFD (Located in Woodville, Perquimans County). Inter-county VFD has a response area that includes portions of Pasquotank County and Perquimans County.
  - d. Station 8, Providence VFD, North Road Street, Elizabeth City
  - e. Station 9, Newland VFD, US Highway 158
2. Camden County is served by two volunteer fire departments; both departments are incorporated as private non-profit organizations serving unincorporated areas of the county. These departments have signed mutual aid agreements with each other, all Pasquotank County departments, the City of Elizabeth City Fire Department and the US Coast Guard Support Center Fire

Department.

The stations and locations are:

- a. Station 11, South Camden VFD, NC 343 South, Shiloh and  
Station 12, NC 343 North, Camden
  - b. Station 14, South Mills VFD, Halstead Blvd., South Mills.
3. The City of Elizabeth City Fire Department is a paid department of two stations. This department has a signed mutual aid agreement with all Camden and Pasquotank County Volunteer Fire Departments and the US Coast Guard Support Center Fire Department.
- a. Station 1, Elizabeth City FD, Halstead Blvd, Elizabeth City.
  - b. Station 2, Elizabeth City FD, Harney Street, Elizabeth City.
4. The US Coast Guard Support Center Fire Department is a paid US Civil Service Department. This department is responsible for fire protection services on the property of the US Coast Guard Support Center. This department has a signed mutual aid agreement with all Pasquotank and Camden County Volunteer Fire Departments and the City of Elizabeth City Fire Department.
5. Local fire departments are first responders to any wildfire that threatens structures, but the N.C. Division of Forest Resources is the lead agency for forest and wild land fire control. In addition to the responsible Volunteer Fire Department, Pasquotank or Camden County Forestry, as appropriate, are dispatched by Central Communications to any reported woods or brush fires in the Counties. Scout aircraft operate during spring and fall fire season, and tanker aircraft are deployed as the threat dictates.
6. The Division of Forest Resources utilizes written Division plans which address manpower, resources, response times, and mutual-aid; there is a specific Forest Service plan which addresses fire control; the District Plan expands on resources available from other counties and Districts in the State.
7. Residential development in wooded areas known as urban interface has increased the hazard posed by forest fires, brush fires and grass fires.

8. All fire departments (less the US Coast Guard Support Center) and Forest Service units in the counties rely on the Central Communications E-9-1-1 system for primary alarm notification and dispatching.
9. As private non-profits, incorporated volunteer fire departments are eligible applicants for Public Assistance provided through a Presidential Declaration of Disaster.

B. Hazardous Materials Response Situation

1. Hazardous material emergencies may occur from any of the following sources:
  - Fixed facility releases
  - Transportation accidents
  - Vandalism/Intentional releases
  - Agricultural incidents
2. There is no formal hazardous materials response team in either Pasquotank or Camden County; firefighters are the primary responders to any hazardous materials event, although capabilities are generally limited to defensive actions. (Elizabeth City Public Works has a HazMat Team trained for response to emergencies at their facilities).
  - a. The HazMat Regional Response Team for Northeastern North Carolina is located at Williamston Fire Department and available for response by request through Emergency Management.
3. Emergency responders are represented on the Local Emergency Planning Committee (LEPC); the LEPC has been established at the county level by the State Emergency Response Commission (SERC) to identify the magnitude of the local chemical hazard, assess the vulnerability of the community to the hazard, and provide planning guidance for emergency response to hazardous materials events.

4. A Facility Emergency Coordinator has been identified as a point of contact for each facility in the county that possesses threshold quantities of various chemicals defined as Extremely Hazardous Substances under SARA Title III, Section 302 of EPCRA.
5. The Emergency Management Coordinator serves as the Community Emergency Coordinator for the LEPC.
6. SARA Facilities can report releases of Extremely Hazardous Substances to the LEPC/Community Emergency Coordinator via notification to the 9-1-1 Communications Center.
7. Federal law requires that all first responders to hazardous materials (HAZMAT) incidents be trained to minimum specified levels. Federal law also requires that all responders to HAZMAT incidents follow an Incident Command System (ICS).
8. The NC Division of Emergency Management is the lead state agency for the utilization and coordination of state resources.
9. The US Coast Guard Marine Safety Office Hampton Roads oversees and responds to pollution incidents threatening the waterways of Pasquotank and Camden Counties. The Pasquotank/Camden Emergency Management Coordinator is a participant in the Northeastern Oil Spill Contingency Planning Task Force that is co-chaired by CG MSO and a NCEM representative.
10. Albemarle Hospital has been designated by the LEPC to handle emergencies involving hazardous substances in the counties of Pasquotank and Camden. Albemarle Hospital has a fully functional decontamination room and trained personnel to handle hazardous material emergencies requiring decontamination.

C. Assumptions

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

2. Existing fire personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements.
3. When additional or specialized support is required, assistance can be obtained from state and federal agencies.
4. Incidents may require response by multiple local, state, and even federal agencies.
5. Fire departments may be requested to perform tasks not associated with routine duties, such as search, emergency debris removal, alert and notification, evacuation, shelter staffing, etc.
6. Fire stations will become a community focal point where people seeking basic necessities and information may congregate following an emergency/disaster. It is expected that fire stations in affected areas will be manned during critical periods of an emergency/disaster and may be utilized as Emergency Care Stations for the community.
7. All SARA facilities have been identified.
8. All applicable facilities have reported chemical inventories.
9. Facility Coordinators will report the release of a hazardous substance to the LEPC/Community Emergency Coordinator in a timely manner.
10. Hazardous materials incidents may require emergency evacuation or sheltering-in-place of the threatened population.
11. Hazardous materials incidents for which a responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the incidents occur.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Incident Command will be implemented on an appropriate scale at the scene of every fire/rescue/hazardous material event in Pasquotank or Camden County. If fires, threat of fire, or hazardous materials are involved, **the fire chief of the district or his designated representative will be the incident commander.** Fire Chiefs and their representatives who assume Incident Command of the hazardous materials incident scene beyond the First Responder Awareness Level should be trained to the HazMat On Scene Incident Commander Level. All fire departments will establish HazMat "Operations" level as the minimum standard. When EMS response is necessary, the Director/Chief will be notified of that response.
2. When a disaster event appears likely, as in the case of hurricane, the County Manager will notify all departments to initiate record-keeping in anticipation of a Presidential Disaster Declaration; see the Recovery Section of this Plan for more explanation.
3. In times of Emergency Operations Center (EOC) activation, the Fire Chief will appoint a representative to the EOC. This representative's primary function is liaison between the EOC and the affected jurisdictions. The representative will be chosen from the primarily affected district or, in the event of wide range impact involving all jurisdictions, a representative from the Elizabeth City Fire Department will appoint a representative to the EOC and the Pasquotank and Camden County Volunteer Fire Departments will appoint a separate representative or may elect to have the Elizabeth City Fire Department representative serve as their representative.
4. Upon activation of the EOC, the 911 Tele-communicators will do an "all page" for the volunteer fire departments or their commanding officer to call the Pasquotank County Volunteer Department telephone number (333-3222) and notify the Emergency Management Coordinator or another EOC representative of who is in charge at their department, how they may be contacted, plans concerning their representation in the EOC, preparedness

activities in their department, and all other pertinent information.

B. Fire/Rescue

1. During the critical phases of an emergency/disaster, fire stations in the affected areas may be opened and manned, as safety and conditions permit. Communications will be established and maintained with the 9-1-1 Communications Center. All departments should develop Standard Operating Procedures (SOPs) for strategic evacuation of Fire equipment if threatened by a Category 3 or higher hurricane.
2. Fire stations **will not** be utilized as public shelters due to the following:
  - a. Interference with emergency operation
  - b. Liability associated with shelter openings
  - c. Possibility of long-term need for shelter space
  - c. Structural and design limitations

Fire stations may be utilized as Emergency Care Stations following an emergency/disaster if needed in the community.

3. The North Carolina Division of Forest Resources is the lead agency for wild land and forest fire control. During forest fire events, the local fire department's role will be to augment fire control and the protection of structures threatened by the forest fire.
4. Resources required by fire departments beyond those available through mutual aid will be requested through Emergency Management.

C. Hazardous Materials

1. As prescribed by Federal and State Right-to-Know laws, the Fire Chief will survey facilities within his district to identify types and volume of hazardous materials located within the district. The Chief will consider this information when developing response procedures for hazardous materials incidents within his district.
2. Facility emergency plans and procedures will coordinate with the overall community plan utilized by the LEPC.

3. The Pasquotank-Camden County Emergency Operations Plan will serve as the official LEPC plan for hazardous materials events.
4. When a release of a hazardous substance occurs, timely notification by the Facility Coordinator to the Communications Center will result in the following:
  - a. alerting of appropriate response agencies
  - b. notification of the Emergency Management Coordinator
  - c. notification of Albemarle Hospital of the situation
  - d. implementation of the Emergency Operations Plan as needed
  - e. coordinate with other potentially affected jurisdictions.
5. The Community Emergency Coordinator will warn the public of the threat through established systems and procedures, as described in EOP Section E, Notification and Warning.
6. The current US-DOT Guidebook will be utilized by First Responders to a hazardous materials incident.

D. Marine Emergencies

1. In the event a major oil spill, the counties will respond in accordance with the Northeast Coastal Area Oil and Hazardous Substance Contingency Plan and coordinate with the United States Coast Guard's On-Scene Commander, usually the Commanding Officer of the USCG Marine Safety Office, Hampton Roads. Local responders will generally play a support role under the authority of this plan.
2. The United State Coast Guard will conduct water search and rescue operations. With approval from US Coast Guard Group Cape Hatteras, USCG helicopters will assist with missing person searches when those persons are reasonably believed to be alive.
3. The Incident Command System will be utilized for body recovery operations.

4. With approval through the State EOC, locally based boats are available from the following State agencies:
  - a. NC DOT Bridge Maintenance
  - b. NC Division of Wildlife Resources
  - c. NC Division of Marine Fisheries
  
5. Locally based Federally-owned watercraft include:
  - a. USCG Support Center small boats
  - b. US Fish and Wildlife Service boats
  - c. USCG Auxiliary (thru USCG Group Cape Hatteras)
  
- E. Training programs for emergency responders in the county will be a combination of in-service training, community college courses, workshops, and specialized courses made available through Emergency Management.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**PUBLIC HEALTH SERVICES**  
**SECTION J**

I. PURPOSE

The purpose of this section is to provide for the public health and welfare of the population of Pasquotank and Camden Counties during emergency/disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Pasquotank County Health Department is located at 711 Roanoke Avenue, Elizabeth City. The Camden County Health Department is located at 117 North 343, Camden.
2. A portion of the population outside the city limits is dependent upon private wells, private sewage treatment systems and private septic systems. These systems are susceptible to flooding problems when flooding occurs.
3. The Health Departments, in conjunction with Social Services and Emergency Management, will maintain a current list of persons with special needs.

B. Assumptions

1. A large-scale emergency/disaster will result in increased demands on Public Health and medical personnel.
2. Emergency operations for Public Health personnel will primarily be an extension of normal agency duties.
3. Following an emergency/disaster, the Health Departments 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.

4. A catastrophic disaster could result in multiple fatalities necessitating extraordinary measures, including establishing a temporary morgue.
5. When local resources can no longer meet the demand of the situation, additional resource requirements will be requested through the Emergency Management Coordinator who will in turn contact the NC Division of Emergency Management.

### III. CONCEPT OF OPERATION

- A. The primary concern of public health is disease control. The County Health Departments will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
- B. The Health Departments will coordinate health care in approved shelters and Emergency Care Stations.
- C. Frequent inspections of damaged areas, Emergency Shelters and Emergency Care Stations will be necessary to determine the need for pest control, sanitation, and/or other protective measures.
- D. The Medical Examiner is in charge of bodies at a mass fatalities incident. The Health Directors will establish temporary morgues and coordinate with Medical Examiners in the identification and proper recovery of human remains.
- E. The Health Directors will oversee the expeditious testing of emergency water supplies to ensure pot ability.
- F. The Health Directors must coordinate with the Public Information Officer concerning distribution of information to the general public on disaster related health matters.
- G. The Health Departments will coordinate the movement of special needs populations, for example, the homebound patients normally attended by the Home Health nurses.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**RESTORATION OF ESSENTIAL SERVICES**  
**SECTION K**

I. PURPOSE

The purpose of this section is to provide for restoration of essential services during an emergency/disaster, including solid waste disposal, water distribution, electric distribution, sewer system, and debris removal.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. County/City Public Works/Water/Electrical Assets

- a. Neither Pasquotank nor Camden County has a Public Works Department. The City of Elizabeth City has a Public Works Department performing normal public works functions in the city.
- b. Pasquotank County operates a transfer station/Land Clearing and Inert Debris (LCID) landfill. This facility is located on Simpson Ditch Road in Pasquotank County and is used by Camden County, Pasquotank County and the City of Elizabeth City. At present, this facility can accept concrete, asphalt, bricks etc., and trees, limbs, stumps etc. In the near future this facility will be able to accept construction debris. All other solid waste is transported to a regional landfill (East Carolina Environmental) in Bertie County.
- c. All roads in Pasquotank and Camden Counties (excluding the City) are owned by the State or Federal government and maintained by the North Carolina Division of Highways. Some roads in the City are U.S. or State routes and as such are maintained by the NC Division of Highways. Other roads in the City are maintained by the City Public Works Department.

- d. No county sewer system exists; rural homes and small businesses not served by the City use private septic tanks. City residents are served by a city sewerage system. A sewerage system will serve the Pasquotank County Industrial Park on US17 North when it is completed.
  - e. County/City residents not served by a water system use private wells. The City of Elizabeth City, Pasquotank County, Camden County and the South Mills Water Association operate water systems that serve many customers in both counties and the city.
  - f. Electrical service is provided throughout the counties by the Elizabeth City Electric Department, North Carolina Power and Albemarle Electric Membership Corporation (AEMC).
  - g. The area's electric utilities have mutual aid agreements with other companies or municipalities that provide for augmentation of emergency repair crews during emergencies/disasters.
  - h. Land-based commercial and residential telephone service for both counties is provided by Sprint Telephone.
  - i. Cellular and mobile telephone service is available throughout both counties through several vendors. Similarly, several companies provide paging service that covers both counties.
  - j. The Elizabeth City-Pasquotank County and Camden County School systems have a limited public works capability that could be utilized during time of disaster.
  - k. Emergency fuel for county vehicles may be available from NC Division of Highways or the city garage if commercial availability is disrupted.
2. The amount of equipment owned by the counties and the city is inadequate for disaster operations.
  3. Debris is a consequence of certain disasters; the emergency removal of debris is critical to the restoration of vital/essential

services.

4. The North Carolina Division of Forest Resources maintains a District Office and equipment headquarters on Berea Church Road in Pasquotank County. The Forest service has equipment suitable for debris removal which may be made available if requested from the State by Emergency Management.
5. Certain facilities will receive priority in the restoration of essential services (See Section B, Vital Facilities).
6. State owned or supported vehicles can be refueled at the NC Division of Highways maintenance yard on US 17 North at Chicken Corner Road in Pasquotank County.

## B. Assumptions

1. A catastrophic event affecting multiple counties and/or states may result in the following consequences related to essential services:
  - a. loss of some or all essential services for extended periods of time.
  - b. a shortage of available outside assistance.
  - c. a shortage of materials for repair of utilities.
  - d. overall delay in restoration of essential services.
  - e. rapid exhaustion of local resources.
  - f. inability to relay resource requests/needs.
  - g. attempted price gouging for repair of essential services.
2. Volunteers will be available and willing to assist with emergency debris removal.
3. Interruption of some or all-essential services is an expected consequence of an emergency/disaster, resulting in large numbers of people without essential services.
4. Following a catastrophic event, many roads and streets may be impassable due to debris.
5. The NC Division of Highways will remove debris from the highway and state maintained roads. NC Division of Highways will not remove debris from private property except in extraordinary cases

cleared through the State EOC. If this assistance is needed, it must be requested by the Emergency Management Coordinator to NC Division of Emergency Management.

6. The North Carolina Division of Forest Resources can perform emergency debris removal beyond State property when requested by the Emergency Management Coordinator approved by NC Division of Emergency Management.
7. Privately owned volunteers assisting with debris removal would heavily utilize farm and industrial equipment.
8. Controlled burning of debris will be allowed as a means of disposal.
9. Inmate labor may be available through the Department of Corrections to assist in debris removal. If this assistance is needed, it must be requested by the Emergency Management Coordinator to the NC Division of Emergency Management.

### III. CONCEPT OF OPERATIONS

- A. The Pasquotank County Solid Waste Director, the Elizabeth City Public Works Director and the Camden County Manager (or designee) will develop Standard Operating Guidelines (SOG's) for the storage, disposal and sorting of large quantities of debris. They will receive requests for emergency debris removal, prioritizing and deploying public and private resources. It is critically important that the volume of debris removed (in cubic yards) be documented. If a Presidential disaster declaration is received and public assistance authorized, local government would be eligible for reimbursement for the number of cubic yards removed. Priority for emergency debris removal will be given to the following (not listed in order):
  1. Rescue sites
  2. Airport/airstrips
  3. Known helipads
  4. EOC
  5. Emergency services locations
  6. Medical facilities
  7. Primary streets and roads
  8. Vital utilities (power lines, substations, wastewater plants,

- communications sites)
- 9. Shelters
- 10. Emergency Care Stations
- 11. Staging areas/refueling areas
- 12. County Receiving and Distribution Point
- 13. County Courthouses/City Hall
- 14. Albemarle District Jail
- 15. Disaster Recovery Center sites

Temporary debris storage, sorting, and chipping sites may be established throughout the affected areas to facilitate management of debris. Sites will be located in areas where burning of debris can be accomplished within applicable regulations. If the volume of debris warrants, waivers will be requested to provide for burning.

- B. In cooperation with the Health Departments, Standard Operating Guidelines (SOG's) providing for the restoration and testing of water supplies following major disruptions should be developed jointly by the Pasquotank County Water Superintendent, The Elizabeth City Water department, Camden County Manager (or designee) and the South Mills Water Association. Sites will be established throughout the affected areas for distribution of emergency water supplies to the public following a disaster.
- C. If available, emergency generators will be deployed to vital public facilities that do not have power. If neither publicly owned nor leased generators are available, the Emergency Management Coordinator through the NC Division of Emergency Management can request State assets.
- D. If necessary and available, portable toilets will be provided to the general public and to work sites.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**DAMAGE ASSESSMENT**  
**SECTION L**

I. PURPOSE

This section describes the process of damage assessment occurring immediately after an emergency/disaster event.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A number of hazards that threaten Pasquotank and Camden Counties have the potential for causing damage. A planned damage assessment program is essential for effective recovery operations.
2. If a significant emergency/disaster occurs, the following series of damage assessment activities will be conducted by local government:
  - a. Initial impact assessment by field forces. (eg. Deputies/Firefighters reporting damage observed in their areas).
  - b. Apprise NC Division of Emergency Management continually as degree of damage becomes apparent. Advise if outside assistance/resources are needed.
  - c. Preparation of a Situation Report for the Control Group.
  - d. Notification/transmittal of Situation Report to the NC Division of Emergency Management.
  - e. Initiation of formal damage assessment activities by the Damage Assessment team.
  - f. Summarization of field information gathered by damage

assessment teams for the Control Group

- g. Submission of detailed damage assessment information to NC Division of Emergency Management.
3. The magnitude of the emergency/disaster may necessitate a need for additional personnel trained in damage assessment.
  4. Personnel in various county and city agencies have been trained to conduct expedient damage assessments. Expedient damage survey forms and maps are on file at law enforcement agencies, fire departments and the EMS station.
  5. Following a disaster, independent damage assessment activities may be conducted by a variety of organizations including, but not limited to:
    - a. State and Federal Damage Assessment Team
    - b. American Red Cross
    - c. Insurance companies
    - d. Utility companies
    - e. Local Church and Interfaith groups

B. Assumptions

1. A catastrophic disaster will exceed the damage assessment capabilities of Pasquotank and Camden Counties and will require additional damage assessment personnel trained for such events.
2. County and city personnel not impacted by the emergency/disaster may be available to assist with initial impact assessment.
3. A catastrophic disaster will impede the ability of emergency services to provide immediate situation reports.
4. The demand for information by the media may interfere with the county's ability to conduct impact assessment.
5. Damage to the utility systems and the communications systems may hamper the impact assessment process.

6. The thoroughness and accuracy of damage assessment can affect the receipt of recovery assistance, such as a Presidential Declaration of Disaster for the counties.
7. The various groups conducting independent assessments have different perspectives; thus, some duplication of damage assessment may occur.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Responsibility for general impact assessment, and rough estimates of damage lies with local government.
2. Damage assessment assistance may be request through the NC Division of Emergency Management as the situation dictates.
3. Following significant events, Federal (FEMA) officials will conduct a detailed damage assessment that will ultimately determine if a Federal Disaster Declaration is received by the city/county (ies).

#### B. Specific

1. Damage assessment activity will be coordinated from the Emergency Operations Center.
2. The Damage Assessment Officer(s) will coordinate the compilation of damage assessment information, the plotting of damaged areas on local maps, and the preparation of damage assessment reports.
3. Emergency protective measures, debris clearance activity, etc. must be documented as to cubic yards, truckloads, equipment hours, manpower hours, etc., as this information may support a request for a disaster declaration.
4. Damage Assessment Reports will be included with Situation Reports and forwarded to the NC Division of Emergency Management as quickly as possible following an emergency/disaster.

Section L

**PASQUOTANK-CAMDEN EMERGENCY OPERATIONS PLAN**  
**DISASTER RECOVERY**  
**SECTION M**

I. PURPOSE

This section presents a system for undertaking recovery from disaster, and describes the processes for obtaining Federal disaster assistance if a Presidential disaster declaration is received.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Recovery refers to those measures undertaken by a community following a disaster to restore the community to normal (or improved levels) following a disaster. Citizens generally initiate recovery by "picking up the pieces" and trying to resume the activities that make up community life; however, effective recovery consists of a complex array of interdependent and coordinated actions. These actions are undertaken at several levels (individual, organizational, community, national) over an extended period of time.
2. A properly managed recovery program will allow the prompt restoration of essential services, the reconstruction of damaged property, and the resumption of traditional lifestyles.
3. Recovery from a significant disaster will be managed in two identifiable phases:
  - a. Short Term Recovery Phase  
  
Emergency reaction phase beginning with the implementation of emergency plans. Actions under this phase will include:
    1. Initial emergency response to disaster (i.e., fire/rescue, law enforcement, EMS operations, mass

- care).
  - 2. Initial impact assessment (general damages).
  - 3. Emergency debris removal.
  - 4. Restoration of essential services.
  - 5. Security of damaged/evacuated areas.
  - 6. Management/distribution of donated goods.
  - 7. Assistance with temporary housing.
  - 8. Preliminary damage assessment (estimated damage).
- b. Long Term Recovery Phase
- Actions under this phase will include:
- 1. Completion of damage assessment (detailed damage estimates compiled).
  - 2. Completion of debris removal.
  - 3. Request for Disaster Declaration/assistance.
  - 4. Restoration of damaged essential facilities
  - 5. Repair/rebuilding of damaged public and private buildings and facilities.
  - 6. Repair/rebuilding of roadways and bridges.
  - 7. Repair/rebuilding of private homes and businesses.
  - 8. Hazard mitigation projects.
  - 9. Eventual delivery of any Federal disaster programs, subsequent to declarations
- 4. A request from the Governor to the President of the United States for a Presidential Declaration will be based on the magnitude and severity of the situation and the inability of the county and state to recover without assistance.
  - 5. The President's Disaster Relief Program is designed to **supplement** the efforts and available resources of State and local governments, voluntary relief organizations, and other forms of assistance such as insurance. The President's declaration of a major disaster or an emergency authorizes Federal assistance under the Stafford Act and triggers other Federal disaster relief programs.
  - 6. A full Presidential Declaration of Disaster includes all of the following emergency assistance programs:
    - a. Small Business Administration (SBA) assistance

- b. Public Assistance Programs (PA)
  - c. Individual Assistance Programs (IA)
  - d. Hazard Mitigation Programs
7. In lieu of a full Presidential Declaration, Federal assistance can also be delivered through a partial Declaration, and any combination of the following:
- a. Search and Rescue Assistance.
  - b. Fire Suppression Assistance.
  - c. Health and Welfare measures.
  - d. Emergency Conservation Program.
  - e. Emergency Loans for Agriculture.
  - f. Disaster Loans for Homeowners and Businesses.
  - g. Repairs to Federal Aid System Roads.
  - h. Tax Refunds/IRS Assistance to victims.
  - i. Voluntary Agency Assistance via Red Cross.
  - j. Department of Defense Predeclaration Emergency Assistance (on scene FEMA response) via the Stafford Act.
8. The President may declare an emergency in the absence of a Governor's request when the emergency involves a subject area for which the Federal Government exercises exclusive or preeminent responsibility and authority (i.e. military property)
9. Close cooperation among the agents of local, State, and Federal government will be essential in expediting assistance to the city/county (ies) after any Presidential Declaration.
10. The Federal Emergency Management agency is the lead Federal agency for recovery operations; Pasquotank and Camden Counties are in FEMA Region IV. The NC Division of Emergency Management will assume the role of "lead state agency".
11. As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset of an emergency/disaster. The need for each and every department/agency to thoroughly document any disaster related expenses cannot be overemphasized if reimbursement is to occur. Examples include: debris removal expenses (how many cubic yards of debris?), salaries/overtime costs, fuel costs, etc. **Without documentation, expenses will not be reimbursed.**

12. Hazard Mitigation Grants will be available through the Federal Emergency Management Agency (FEMA) after a Presidential Declaration; the grant total will be based on the amount of Public Assistance (PA) and Individual Assistance (IA) funds provided to applicants.

B. Assumptions

1. A major disaster will have a significant long-term economic impact on the area; a general understanding of the recovery process and assistance available will be beneficial to officials of both counties.
2. Unsolicited resources and donated goods can be expected from outside the area of impact. Pasquotank and Camden Counties must be prepared to manage this influx of resources and goods as part of the recovery effort (See Donated Goods Section).
3. Space will be available for the operation of Disaster Recovery Centers (DRC) following a Presidential Declaration of Disaster, if needed, for individual assistance.
4. A Disaster Field Office (DFO) will be set up in North Carolina in conjunction with the Federal Emergency Management Agency (FEMA) immediately following a presidential declaration.
5. The damage assessment process will identify most local individuals with unmet needs.
6. A minimum loss of 30% of one of the county's major crops will qualify the county's agribusiness community for USDA Disaster Assistance; however, the loss must be incurred as a result of natural disaster.
7. The state's and/or local's share of funds provided for Public Assistance will usually be 25%, supplementing the mandated Federal share of 75%; however, the magnitude of the disaster may result in alteration of this formula.
8. Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes.

### III. CONCEPT OF OPERATIONS

#### A. General

1. Responsibility for coordination and support of the recovery effort lies with local government.
2. Recovery operations will initially be coordinated from the Pasquotank-Camden-Elizabeth City Emergency Operations Center.
3. Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency/organization. Standardized forms have been developed for local government; these forms will be available through the County/City Finance Offices.
4. The President may authorize the utilization of any Federal equipment, personnel and other resources.
5. The Governor may request a Presidential Declaration or specific Federal Agency declarations, i.e., Small Business Administration, Department of Agriculture, Corps of Engineers, etc., to augment state/local/private disaster relief efforts.
6. There exists in each county a United States Department of Agriculture County Emergency Board responsible for providing leadership and coordination for all USDA emergency programs at the county level. The USDA State Emergency Board will provide guidance, direction, and assistance on emergency programs.
7. A Presidential Declaration of Disaster for Pasquotank or Camden County will initiate the following series of events:
  - a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal activities in the disaster counties.
  - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the

Governor to coordinate state recovery activities

- 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. Activation of FEMA's National Tele-registration Center (NTC), a toll free number, will be established within 24 hours and trained staff will be available to take applications.
  - e. Disaster Recovery Centers (DRCs) will be established in the affected county to accommodate persons needing Individual Assistance.
  - f. An "Applicants' Briefing" will be conducted by Public Assistance DFO staff to explain Public Assistance eligibility criteria to officials of the county, cities, and private nonprofit organizations. The Emergency Management Coordinator will assist with identification and notification of potential applicants.
  - g. Each eligible entity will submit a Notice of Interest (NOI) within thirty days of the Declaration.
8. A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:
- a. Individual Assistance (IA) - supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

Individual Assistance will consist of any or all of the following:

1. Temporary housing (100% federal dollars)
2. Individual and family grants (IF) [75% federal, 25% state/local funds]
3. Disaster unemployment assistance
4. Disaster loans to individuals, businesses, and farmers

5. Agricultural assistance/field debris
  6. Legal services to low-income families and individuals
  7. Consumer counseling and assistance in obtaining insurance benefits
  8. Veterans' assistance
  9. Casualty loss tax assistance.
- b. Public Assistance (PA) - supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families. (PA may also be referred to as Infrastructure Support)

Categories of Public Assistance include:

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.
9. Following the Public Assistance Applicant's Briefings and receipt of Notice of Interest (NOI), Damage Survey teams will be dispatched from the DFO to inspect damaged sites and prepare Damage Survey Reports (DSR) for each applicant. The DSR will provide a recommended scope of work and give estimated costs in accordance with FEMA eligibility criteria. The criteria allow repairs or restoration of facilities to their pre-disaster condition in accordance with applicable codes, specifications and standards.

**B. Specific**

1. A Public Assistance Damage Survey team will be comprised of the following:
  - a. A Federal representative who will serve as the DSR team leader.
  - b. A State representative
  - c. Local applicant's representative familiar with the disaster activity or damage

2. The Emergency Management Coordinator will take the lead in determining mitigation projects needed following a disaster, and make applications for available mitigation projects through the Hazard Mitigation Grant Program (HMGP).
3. Following any major emergency or disaster event, a critique will be held to evaluate the jurisdiction's response to the event. A critique will include the following issues related specifically to recovery:
  - a. Mitigation of potential problems through use of Hazard Mitigation Grants
  - b. Plan Revision based on lessons learned
  - c. Status of unmet individual/family needs
  - d. Management of Donated Goods
  - e. Interagency cooperation
  - f. Damage Survey Report process/documentation
  - g. Recovery training needed
4. The Consolidated Farm Service Agency will be the lead agency for agricultural disasters under an agency declaration. For natural disasters where loss is confined to agriculture, the following actions will occur:
  - a. Damage assessment
  - b. USDA County Emergency Board meeting
  - c. Submission of a USDA Flash Situation Report to the Consolidated Farm Service Agency Area Office.
  - d. USDA State Emergency Board meeting
  - e. Exchange of information on available programs/actions and other counties affected
  - f. State Review of damage assessments reports
  - g. Decision made by State Board on "concurring" and "not concurring" with information in the damage assessment reports
  - h. Forwarding of reports to Farmers Home national headquarters to support a request for designation of a county (ies) for FHA Emergency Loans

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**SHELTER/MASS CARE**  
**SECTION N**

I. PURPOSE

This section provides for the care of the population through the identification of shelters and provision of mass care.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Based upon the counties/city hazard analysis, there are several different emergencies/disaster which could require the counties/city to provide shelter/mass care. The most likely events that would require shelters to be opened are severe storms, tornadoes, hazardous materials incidents, fires and hurricanes.
2. There are no pre-hurricane shelters approved in Camden County. The Kermit E. White Building on Weeksville Road, Elizabeth City has been designated as the primary pre-hurricane shelter in Pasquotank County. This is an approved Red Cross shelter and has a capacity of approximately 500 residents.
3. There are several facilities located throughout Pasquotank and Camden Counties and the City of Elizabeth City suitable for post-hurricane, or other emergencies/disasters, which are approved by the American Red Cross for use as shelters.
4. The counties/city will assume NO RESPONSIBILITY/LIABILITY for unauthorized shelter openings during emergency events.
5. Various pre-hurricane shelters will be located in the I-95 area (Rocky Mount, Wilson, Tarboro). Information will be disseminated through the media concerning all shelter locations.

6. Emergency workers (essential personnel) and their immediate families will be provided a Rehab area. Family members choosing to stay at this Rehab area instead of going to a designated public shelter will understand that they will be required to assist in Rehab operations. (i.e. cooking, serving meals, cleaning, etc.) These shelters will require limited support from the Department of Social Services.
7. Special needs shelters will be opened to accommodate the special needs population, if needed. (See Section P of this Plan).

B. Assumptions

1. Local grocery stores, restaurants and other businesses 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 or at motel/hotels rather than go to public shelter.
4. Churches and other groups may open shelters independently. The county/city or American Red Cross cannot support these shelters.
5. Evacuees will be provided with public information in the shelters concerning the emergency event.

III. CONCEPT OF OPERATIONS

- A. The Pasquotank and Camden County Directors of Social Services, the Elizabeth/Chapter of the American Red Cross, the Pasquotank/Camden Health Departments will jointly develop Standard Operating Guidelines (SOG's) for shelter operations.
- B. The Control Group will make decisions on when and where to open shelters in emergencies affecting both counties and large portions of either county. However, in an isolated emergency the Incident Commander may request the opening of a shelter through the Emergency Management Coordinator.

Section N

- C. The American Red Cross (ARC), serving as the lead agencies for Shelter/Mass Care, will coordinate shelter location and operation with the Pasquotank and Camden County DSS, Pasquotank-Camden Health Department, The Salvation Army and the Albemarle Manna Food Bank and will mutually support shelter operations with shared personnel and support services whenever possible.
- D. If additional shelter support is needed following a disaster event, request for assistance should be made by Emergency Management to the NC Division of Emergency Management.
- E. Public and private providers in institutional care (medical and residential) remain responsible for shelter plans for their residents.
- F. The Control Group and/or Emergency Management Coordinator in coordination with the American Red Cross will decide when shelters should be closed.
- G. At each approved shelter location and Emergency Care Station, the city/counties will provide health/medical support, communications, fire protection and security, as needed.
- H. Churches, Fire Stations, and Community Centers can be used as pick-up points for persons or groups requiring transportation to shelters.
- I. Crisis intervention and mental health counseling should be provided at shelters, Emergency Care Stations, Donations Sites, etc., if needed.

**CAMDEN-PASQUOTANK COUNTY EMERGENCY OPERATIONS PLAN  
UNMET NEEDS/DONATED GOODS MANAGEMENT  
SECTION O**

I. PURPOSE

This section describes a process for addressing unmet needs following a disaster. It also describes the management of goods and services donated to the citizens of Pasquotank and/or Camden Counties following a disaster.

II. SITUATION AND ASSUMPTION

A. Situation

1. "Unmet needs" refers to needs of disaster victims that have not been met by traditional organizations such as the American Red Cross, Salvation Army, and government. This may be due to ignorance of assistance available, reluctance of individuals to seek charitable assistance, ineligibility for programs available, or the result of difficulty in identification of needy individuals.
2. Typical unmet needs can include the following:
  - a. Financial Assistance
  - b. Housing
  - c. Food
  - d. Transportation
  - e. Home furnishings
  - f. Special health Care
  - g. Debris removal
  - h. Replacement of lost personal items
3. Some national organizations have established telephone numbers for disaster relief inquiries; these include FEMA, the American Red Cross, and the Salvation Army. Besides government assistance, there are many sources of assistance available through church and civic groups, benevolent organizations, charities, foundations, and funds established during previous disasters in the United States.

4. Historically, persons not affected by a disaster are eager to assist disaster victims through donations of money, goods and/or services. In most cases, donated goods and services are essential to disaster recovery.
5. Following any disaster, an organized system of management for the identification, receipt and distribution of donated goods and services is essential. Suitable facilities, equipment and personnel and preplanning are necessary for the management of donated goods.
6. The distribution of donated goods and services must be coordinated with the identification of unmet needs within the community. The timely release of information to the public regarding needs, points of contact and telephone numbers is essential.

B. Assumptions

1. Following a disaster, there will be local people with legitimate unmet needs.
2. Organization is essential to identify unmet needs and match these needs with donated goods and services.
3. Assistance and volunteers will be available from traditional sources to help with resolution of unmet needs in Pasquotank and Camden Counties.
4. Pasquotank and Camden County Departments of Social Services and the County Health Departments, assisted by local churches, civic organizations, volunteers, etc., are capable of identifying most unmet needs in the counties.
5. Donated goods, services and cash will become available, and can be used to fulfill unmet needs; therefore, coordination of unmet needs and donated goods and services is essential to recovery.
6. Suitable space and equipment will be available to receive, sort and store donated goods.
7. Attempts to donate inappropriate and unwanted goods can be

expected; these goods include loose, unsorted or dirty clothing, perishable foods, and other unneeded items.

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

### III. CONCEPT OF OPERATIONS

- A. A committee to address unmet needs and donated goods and services has been established. The "Unmet Needs/Donated Goods and Services" Committee is comprised of the following:

1. Pasquotank and Camden County Directors of Social Services
2. Public Information Officers
3. Emergency Management Coordinator
4. American Red Cross
5. Albemarle Manna Food Bank
6. Salvation Army representative
7. County Health representative

Additionally, representatives will be solicited from Churches and Civic organizations in Pasquotank and Camden Counties.

The composition of the committee will expand as required by the disaster event.

- B. This committee shall have the following goals:

1. identification of citizens with unmet needs
2. assessment and verification of needs
3. prioritization of individual needs
4. identification of means to fill needs
5. coordination of effort/avoidance of duplication
6. donated goods management (receipt, sorting, and distribution)  
development of pertinent public information

- C. The committee will meet and train as necessary to prepare for its tasks. Training will include:

1. Review of the Committee's goal
  2. Review of guidance and lessons learned from other jurisdictions and events
  3. Review of the Pasquotank-Camden Emergency Operations Plan
  4. Development of Standard Operating Guidelines for the committee
  5. Review of the State and Federal roles in disaster situations
- D. Assistance from benevolent associations such as Baptist Men's Group, Mennonites, etc., can be anticipated. The committee will maintain close liaison with these groups in order to maximize the effectiveness of their assistance. These associations will be invited to participate in committee meetings when providing assistance locally.
- E. The State of North Carolina will maintain a centralized donations management system for supporting State, local, and voluntary organization needs with offers of donated goods, monies, and volunteer services. The State will maintain a central phone number for handling donation inquiries and maintain a data base system for recording offers of donated goods, monies, and volunteer services. The "Unmet Needs/Donated Goods and Services" Committee will liaise with the State through the NC Division of Emergency Management to solicit appropriate assistance.
- F. A central reception and sorting center(s) for donated goods will be established.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**SPECIAL NEEDS**  
**SECTION P**

I. PURPOSE

The purpose of this functional section is to provide guidance and direction to special needs facility managers and agencies, to provide guidelines for the establishment and maintenance of a special needs registry, and the opening and operation of a special needs shelter. This will result in increased safety for both the institutionalized and non-institutionalized special needs population within the two counties.

II. SITUATION & ASSUMPTIONS

1. The American Red Cross (ARC) will serve as the lead agency for Shelter/Mass Care in Pasquotank and Camden Counties and will coordinate shelter location and operation of public shelters with the Pasquotank and Camden Department of Social Services, the Salvation Army, and the Albemarle Manna Food Bank, and will mutually support public shelter operations with shared personnel and support services whenever possible.
2. “Special Needs Population” refers to those citizens whose particular situation requires special consideration by emergency planners and those individuals requiring assistance with medical or personal care during evacuations and sheltering because of physical or mental impairments. The level of care required would go beyond the basic first aid level of care that is available in general public shelters. Such situations may include impaired mobility, impaired eyesight, hearing, or other limiting condition or special care need. Special needs individuals may or may not be institutionalized.
3. Some individuals may have pre-existing health problems that may require some limited surveillance or special assistance by shelter medical staff. Such care must be within the guidelines of the ARC Disaster Physical and Mental Health protocols when the shelter is identified as an ARC Disaster Shelter.
4. Persons with impairments who are self-sufficient and capable of performing activities of daily living without assistance, including self-administering of medications, etc. are not included in this (special care) category as they may seek shelter in general public shelters.

5. During the activation of the Emergency Operations Center (in emergencies requiring shelter openings), a specified telephone number is disseminated to the public, by various means, for those needing assistance with transportation to the public shelter. Inter-County Public Transportation Authority vehicles that have handicapped access normally provides this transportation.
6. Pets are not permitted in Special Needs Shelter unless it is an animal that is used by an individual to assist with a disability.

A. SITUATION - (Involving Institutionalized Special Needs Population)

1. There are multiple facilities, which have responsibility for the safety of special needs population. In both counties these agencies include, but may not be limited to:
  - a. Winslow Memorial Home, Inc.
  - b. Guardian Care of Elizabeth City
  - c. Heritage Care of Elizabeth City
  - d. Harbours Edge Retirement Center
  - e. Carolina Living
  - f. Carolina House
  - g. Needham's Family Care
2. The local "special needs population" is very dynamic, and as the general population it is continually changing. As patient confidentiality must be respected, it is incumbent on the facility managers to maintain a current census and roster/contact numbers of the special needs individuals within their care.
3. 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 may be transported by car, bus, or van, while others are non-ambulatory and will require specialized means of transportation. Facility plans should address shelter-in-place situations, as well as evacuations.
4. The Pasquotank-Camden Emergency Medical Service/Rescue Squad has only five (5) ambulances. These vehicles will be reserved primarily for emergency response during any threat, and thus will not normally be available for evacuation of the special needs population. Therefore, the responsibilities for securing transportation for the evacuation of a facility should be accepted by the facility and include planning for any necessary evacuation and relocation of the special needs individuals from threatened areas to other facilities.

5. The Pasquotank-Camden-Elizabeth City Emergency Management Coordinator is available to assist facilities with the planning process. All special needs facilities may contact the Emergency Management office for guidance on emergency preparedness.
6. Facilities providing special needs care should arrange contingencies for emergency needs to include auxiliary power, ventilation/air conditioning, heat, medical supplies, linen and other such essentials.

**B. ASSUMPTIONS (Involving Institutionalized Special Needs Population)**

1. It is assumed that each special needs facility has a current emergency action plan, which includes procedures for evacuation, procurement of emergency transportation and patient relocation. It is assumed that facilities will take the initiative to train staff and residents, and inform families of these plans as needed.
2. Sheltering-in-place at facilities may be the best option for certain situations where evacuation cannot be accomplished in a safe or timely manner, such as a chemical/biological emergency.
3. It is assumed that various means of transportation other than ambulances have been identified to support an evacuation of special needs individuals; these may include school buses, moving vans, Inter-County Public Transportation Authority buses, etc.
4. It is assumed that some agreements currently exist between local facilities and facilities beyond the locality that address the relocation of individuals and patients with special needs.
5. It is assumed that the care provider facility will be responsible for the medications and special equipment of the individuals being relocated from their facility.

**C. CONCEPT OF OPERATIONS (Involving Institutionalized Special Needs Population)**

1. When an emergency occurs or threatens the area, the Pasquotank-Camden-Elizabeth City Emergency Management Agency will attempt to provide notification to the special need facilities in Pasquotank and Camden County in as timely manner as possible.

2. The Pasquotank-Camden-Elizabeth City Emergency Management Agency will provide information and assistance to these facilities with the care of their special needs residents during times of emergencies or threats of disasters.
3. For situations where public utilities have been severely damaged, the Emergency Management Agency will attempt to provide emergency sources of potable water, and other temporary sanitation services for affected facilities.
4. For emergency events that directly affect only one facility (such as a fire), immediate assistance will be sought from the other special needs facilities in Pasquotank and Camden counties and neighboring counties. Facilities will notify Pasquotank-Camden Central Communications (9-1-1) of any such event, and they will notify the Pasquotank-Camden-Elizabeth City Emergency Management Coordinator.
5. Each public and private facility will designate an emergency point of contact for receipt of notifications and other emergency information.

D. SITUATION (Involving Non- Institutionalized Special Needs Population)

1. The Pasquotank-Camden-Elizabeth City Emergency Management Agency coordinates with various human service agencies and organizations, which have the responsibility for the safety of special, needs population. Each maintains their own special needs registry based on the population they serve. In both counties these agencies include, but are not limited to:
  - a. Pasquotank & Camden Departments of Social Services
  - b. Albemarle Home Care
  - c. Health Services Personnel
  - d. Interim Health Care
  - e. Noble Health Care, Inc.
  - f. Gambro Health Care
  - g. Sentara Home Care

These agencies are encouraged to develop individual evacuation and sheltering plans with family, caregivers and others in their support system if possible.

2. The Pasquotank-Camden-Elizabeth City Emergency Management Agency will take an active role in an effort to identify those not affiliated with an agency or organization. A voluntary registry of special needs individuals will be established and maintained to identify individuals with special medical or transportation needs. This registry should include all identifying information on the individual including address; directions to residences; medical condition; physician, health care provider or family member who is providing home care; transportation needed in the event of a disaster; intended plans during a disaster (e.g., plans to stay with family or the need for sheltering); etc.
3. Inevitably, there will be some individuals who will seek emergency assistance through 9-1-1 who have not registered with the voluntary registry and are not affiliated with a facility or agency, but are a homebound person living alone or an individual in the care of family members.

D. ASSUMPTIONS (Involving Non- Institutionalized Special Needs Population)

1. A number of special needs individuals have caring families and friends who will assist them during times of emergency, thus relieving the burden on public agencies.
2. Identification of potential registrants for the voluntary special needs registry will be compiled with the cooperation of various human service agencies. Some of these agencies may include:
  - a. Pasquotank & Camden Counties Departments of Social Services
  - b. Pasquotank-Camden Health Department
  - c. Council on Aging
  - d. Albemarle Hospital
  - e. Regional Center for Deaf and Hard of Hearing
  - f. Albemarle Mental Health Agency
  - g. Various Home Health and Hospice Agencies
  - h. Various local Doctors Offices
  - i. Various Home Care Supply Businesses
3. Special needs registration forms may be placed at many of these locations while some agencies could routinely complete the registration forms at the same time they interview clients. The information revealed on these forms will be held in strictest confidence, respecting patient confidentiality, and be used for the sole purpose of providing safe shelter, transportation, and/or care and protection for the registrant.

4. Individuals needing special needs sheltering may require specialized transportation, as well as certain specialized equipment when reaching the special needs shelter.
5. Individuals will bring to the shelter with them their medication, O2, wheelchair and other specialized equipment that is ambulatory.

E. CONCEPT OF OPERATIONS (Involving Non-Institutionalized Special Needs Population)

1. When an emergency occurs or threatens the area, the Pasquotank-Camden-Elizabeth City Emergency Management Coordinator or designee will coordinate with the various agencies in an effort to provide notification to the non-institutionalized special needs individuals identified on the voluntary registry in danger of the emergency in as timely manner as possible.
2. Public Information related to the situation will be provided through the county/city Public Information Officers (PIO). Special needs providers' will attempt to coordinate outgoing emergency public information through the Pasquotank-Camden-Elizabeth City Emergency Operations Center/PIO.
3. For emergency events that affect an entire community (such as a hurricane or chemical/biological incident) the care for the special needs population may be provided through various avenues.
  - a. Albemarle Hospital
  - b. "Sister" Facilities
  - c. The establishment of a Special Needs Shelter.

The magnitude of the incident, as well as the number of special needs individuals being affected will determine which avenue is selected.

4. Should the establishment of a Special Needs Shelter become necessary the following locations will be considered.
  - a. K.E. White Continuing Education Center – Weeksville Road (a room separate from the public shelter area will be utilized.)
  - b. Pasquotank County Social Services/Health Department – Roanoke Avenue.

5. The Pasquotank-Camden Health Department and the Social Services Agencies of Pasquotank and Camden will be the lead agencies for the Special Needs Shelter. Assistance may be requested from Emergency Medical Technicians (EMTs) from the Pasquotank-Camden Emergency Medical Services/Rescue Squad, Albemarle Mental Health, and/or nurses from Albemarle Hospital.
6. In the event a Special Needs Shelter is established a nurse will be present at all times of operation.
7. Nurses, EMT's, etc. may be utilized from several areas to work in the special needs shelter. EMT's working in these special needs shelters will operate under their standard "field" protocol and drug formulary and will not at any time operate outside of this protocol without first contacting their medical control.
8. Arrangements for individuals in the Special Needs Shelter requiring special dietary meals will be accommodated through Albemarle Hospital.
9. Specialized medical equipment needed for special needs individuals is the financial responsibility of the individual.

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**SEARCH AND RESCUE**  
**SECTION Q**

I. PURPOSE

This section provides for the coordination of law, fire, and rescue activities to provide response and assistance for overdue, missing, stranded, or trapped persons within the counties of Pasquotank and Camden and the City of Elizabeth City.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. A major or catastrophic disaster may result in a substantial number of persons being in life threatening situations requiring prompt rescue and medical care. Since the first 72 hours are crucial to lessening the mortality rate, Search and Rescue (SAR) must begin immediately. Depending upon the type and magnitude of the disaster, either non-urban, or both, may be required. SAR personnel may potentially be required to deal with extensive damage to buildings, roadways, public works, communications, and utilities. Secondary to the precipitous event, effects such as fires, explosions, and hazardous material releases may compound the problems and may threaten both survivors and rescue personnel.
2. The most common SAR mission in Pasquotank and Camden Counties involve lost persons, missing aircraft and watercraft. The extent of the operation may vary from a few individuals looking for a single person to a full scale SAR operation involving local, State, private sector and volunteer groups looking for many individuals or missing water or air craft.
3. The most common SAR mission to the City of Elizabeth City involves building collapse. The extent of the operation may vary to mutual aid from various county departments for a full-scale SAR involving State, federal agencies, private sector and volunteer groups looking for trapped persons.

4. The United States Coast Guard Rescue Coordination Center control search missions over coastal and navigable inter-coastal waterways.
5. There are several non-urban trained SAR personnel available in our area. Emergency Management has a list of these local resources.
6. Resource for urban SAR will involve a state request. The FEMA USAR team is located in the Virginia Beach area.
7. The Elizabeth City Fire Department has personnel trained in confined space rescue and may be utilized if not committed to firefighting duties.

B. Assumptions

1. All available local SAR resources will be committed and additional help may be needed from the state.
2. Coordination and direction of local efforts, including volunteers, will be required.
3. Damaged areas will have access restrictions and may not be readily accessible.
4. Secondary events or disaster will threaten survivors, as well as SAR personnel.
5. In the event of a disaster involving building collapse there will be a convergent of volunteers, but these organizations and their capabilities will be limited.

III. CONCEPT OF OPERATIONS

- A. Law Enforcement agencies in Pasquotank and Camden Counties and the City of Elizabeth City will be the lead agencies for non-urban SAR. This includes searches for missing persons within the city of Elizabeth City. Emergency Management, EMS/Rescue, and fire will be support agencies.
- B. Fire Departments of Pasquotank and Camden Counties and the City of Elizabeth City will be the lead agencies for urban SAR (collapsed structure). Emergency Management, Law Enforcement,

and EMS/Rescue will be Support Agencies. EMS/Rescue will play an important role as immediate care of victims may be needed.

- C. Strategy and tactics, the ways in which resources are used, and good management are crucial to an efficient and effective search and rescue. The objective of a search mission is to find the lost/trapped person in the best possible condition. Resources are available to aid in this mission. When a SAR situation exceeds the capabilities of local agencies, assistance from the state may be requested through Emergency Management. Available resources include: equipment, dogs, trained SAR personnel, aircraft, etc.

# **Managing the Consequences of a Weapons of Mass Destruction Attack Command Action Guidelines**

## **Initial Response**

- o Stage Initial arriving units uphill and upwind from the incident.
- o Establish a Command Post.
- o Locate the Command Post away from direct involvement with casualties and personnel.
- o Establish a Staging Area.
- o Give detailed report and establish command.
  - Determine the number of casualties and designate a “hot zone” zone.
  - Instruct personnel to put on protective equipment.
  - Put on your own protective equipment.
  - Gather information on the agent (chemical/biological/explosive/radiological)
- o Immediately call for more resources: local, and county.
  - Additional alarms for EMS/Fire/Law Enforcement/Emergency Management
  - Hazardous Material Unit (USCG HazMat & NC HazMat Regional Response Team [Williamston Fire Dept.] )
  - Bomb squad
  - Mobile Command vehicle

## **On Scene Incident Management**

- o Set up and maintain a Unified Command.
- o Analyze the need to relocate the command post, or open an EOC.
- o Emphasize the possibility of secondary devices.
- o Ensure the use of Incident Management vests:
  - Fire/EMS/Law Command(Coordinator)
  - Safety officer
  - Hazardous materials officer/Operations Officer
  - PIO
  - Decon Officer
  - Accountability/Recorder
  - Rehab
  - Staging

## Managing the Consequences of a Chemical/Biological Attack Command Action Guidelines

- θ Alert hospitals to imminent mass casualties.
- Emergency Medical Services Operations
  - Coordinate triage, treatment and medical evaluation
  - Coordinate medical transportation
  - Coordinate medical evaluation of on scene personnel
  - Support decontamination of medical patients
  - Alert hospitals to the possibilities of mass casualties
  - Request transportation for ambulatory patients
  - Request portable tents to serve as field hospitals
- Fire Department Operations
  - Determine the need for mass decontamination.
  - Ensure that there are separate decontamination sites for different groups
  - Request portable tents
- Law enforcement Operations
  - Coordinate evacuation
  - Provide security
  - Maintain scene access for arriving departments
  - Collection of evidence
  - Criminal Investigations
- Emergency Management Operations
  - Set up Joint Information Center (JIC).
  - Make essential contacts.
    - ✍ Public Health liaison
    - ✍ Hospital liaison
    - ✍ Air Quality liaison
    - ✍ Laboratory
    - ✍ WMD Coordinator
    - ✍ Request any State or Federal resources
- HAZMAT Operations
  - Use HAZMAT teams to sample chemical/biological agent.
  - Use HAZMAT teams to assist with decontamination.
  - Preserve suspected evidence that may be used for criminal prosecution.
  - Establish an area to temporarily control citizens who may need decontamination.
- Rehab Operations
  - Arrange for replacement of contaminated protective equipment.
  - Request food and drink.
  - Consider the need for interpreters.

### **Post Incident**

- o Conduct a debriefing with all agencies involved.
- o Make accessible Critical Stress Debriefing Teams for those involved in the incident

**PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN**  
**TERRORISM**  
**SECTION R**

**I. PURPOSE**

The purpose of this plan is to define the responsibilities of emergency personnel in response to a domestic terrorist incident requiring coordination with other agencies. This plan includes terminology, assignments, and responsibilities. This document is condensed on the premise that emergency personnel apply similar practices during daily routines, and the efforts described herein will simply be an expansion of those services.

For a real disaster response, it shall be the responsibilities of the primary provider (Fire/EMS/Law Enforcement) in whose jurisdiction the terrorist attack occurred to direct, coordinate and implement the disaster/emergency response.

Two major complications that emergency personnel encounter during terrorist attack/ disaster situations are:

- (1) The limited number of trained Fire/EMS/Law Enforcement personnel available locally.
- (2) Individuals or groups working without authority and/or independently from organized efforts.

Review Federal Response Plan, April 1999 FEMA 9230.1-PL  
Review North Carolina Emergency Response Plan, June 1995

**II. SITUATION AND ASSUMPTIONS**

- A. The threat of a major incident involving terrorism has increased.
- B. Terrorist incidents could include the use of explosives, use of weapons of mass destruction (WMD), releases of hazardous materials in varying degrees throughout Pasquotank and Camden Counties. Weapons of mass destruction can include explosives, chemicals, biological, nuclear, and incendiary devices. Such situations could pose significant health and safety concerns to the population, property and the environment.
- C. Initial emergency response efforts would focus on protecting human health, environment, and property as well as contamination of the crime scene and becoming endangered by a secondary threat. Such measures could involve parallel efforts to include: rapid public warning, rapid notification to critical authorities/agencies, command and control, evacuation, fire suppression, rescue,

mass casualty/triage operations, containment/control, and cleanup. Additional response will be associated with scene security, criminal investigations, and recovery and consequence management. Emergency management agencies will expand their operations to close the incident.

- D. During emergencies, law enforcement agencies must expand their operations to provide the increased protection required to prevent disaster conditions. Numerous federal and state law enforcement agencies are available to support local law enforcement agencies.

Some possible targets within Pasquotank and Camden Counties may be:

- a. Federal Courthouse
- b. Federal/State/Local Government Complexes
- c. United States Coast Guard Air Station
- d. Infrastructure Components (waste treatment plants, Communications Center/towers, utilities or energy systems on which the above depend)
- e. Elizabeth City State University, College of the Albemarle, Roanoke Bible College and other local schools
- f. Albemarle Hospital
- g. Elizabeth City Municipal Airport
- h. Pasquotank County Correctional Facility/Jail Facilities
- i. Special Events (with large audiences)
- j. Fixed-Site Facilities (Chemical Storage facilities, storage tanks)
- k. Environmental Projects (Landfills, etc.)

### III. ASSUMPTIONS

- A. Major terrorist incidents could threaten a significant number of people within the two counties.
- B. Emergency response personnel (e.g., Fire/EMS/Law Enforcement/Emergency Management) and qualified technical experts will be available with equipment and resources to detect, analyze, evaluate and cope with most hazardous incidents.
- C. Planning, training, and coordination of emergency response personnel will serve to reduce hazards and associated risks. Proper development and execution of terrorist intelligence, on a need to know basis, through the law enforcement community and providing information and training to the emergency responders will significantly reduce the number of casualties from a terrorist attacks or WMD

incidents. Warning, detection, prevention and remedial measures will reduce the effect of these attacks.

- D. Most jurisdictions (emergency services) can effectively cope with minor situations. However, should an incident escalate into a major emergency situation, additional emergency resources could be rapidly deployed through existing mutual aid agreements, and further augmented, if necessary, by resources of the county, state and federal government and private industry.
- E. A combination of trained personnel and operational equipment can be positioned to detect, measure, report, analyze, evaluate and conduct counter-measure operations. Trained local emergency response organizations can effectively manage an accident scene with technical assistance from State and Federal Agencies.
- F. Hazardous substances involved in an incident can be identified within a reasonable period of time from many sources. These sources include:
  - U.S. DOT Emergency Response Guidebook
  - NIOSH Guidebook
  - Fire Protection Guide to Hazardous Materials
  - First Responder Chem-Bio Handbook
  - Defense against Toxin Weapons
  - Medical Management of Chemical Casualties Handbook
  - Medical Management of Biological Casualties Handbook  
*(these documents are "hard copies" available at the Emergency Management Office)*
  - Material Safety Data Sheets (MSDSs)
  - SARA Tier II Emergency and Hazardous Chemical Inventories
  - Shipping papers
  - Placards and product labels
  - Product containers
  - Emergency Support Information Services (e.g., CHEMTREC, etc).  
*(these documents are resources that may be available on scene or may be accessed)*
- G. Emergency planning efforts will assume that most of the population(s) potentially affected (including designated evacuees), will cooperate with local officials and follow recommended protective actions. Such measures could include evacuation instructions for relocation to designated reception/shelter areas.
  - 1. Private automobiles, school, and the Inter-County Public Transportation buses will be the primary means of transportation for evacuation

movement of “cleared” evacuees (this includes medical, law enforcement and environmental clearance). Additional/Alternate transportation will be provided for “non-cleared” evacuees. Inter-County Public Transportation buses and other alternate transportation resources would be coordinated to support evacuation of the public without transportation, special needs individuals (e.g., handicapped, mobility impaired, developmentally disabled), and the elderly.

2. The initial movement of population(s) at risk may occur immediately following the on-scene assessment of the situation by emergency response authorities or by the issuance of an evacuation order by incident commander.
3. Evacuees could be isolated from their homes for extended periods of time.
4. Terrorist activities could include the threat of, or the use of explosive nuclear devices. Therefore, the 50-mile radius of the northern portions of Pasquotank and Camden Counties to the Surry Nuclear Power Plant in Surry, VA must be considered and augmented into this plan.
5. The close proximity of the military bases in the Tidewater Virginia area as well as the Harvey Point base located in Perquimans County must be considered and augmented into this plan.
6. The first unit to arrive on the scene must not blindly rush to individual victims, but must first perform a rapid assessment of the situation and ensure that proper personnel, equipment and supplies are dispatched to provide essential lifesaving efforts. These actions and initial decisions (in the first few minutes) will influence the entire response and management of the incident. Proper actions and decisions will avoid confusion, chaos and inefficiency. The responders must take in account the possibility of secondary devices for intentionally injuring emergency responders.
7. It is essential that emergency response personnel familiarize themselves with the Pasquotank-Camden Emergency Operations Plan for Multi-Hazards including this Terrorism Annex and develop Standard Operation Guidelines (SOGs) for Emergency Personnel, the Fire/EMS/Law Enforcement for response to all such disasters.

#### IV. RESPONSE

- A. **Person(s) In Charge** - The person(s) in charge of the first arriving emergency unit shall be considered command and will assess the incident situation,

report conditions, request necessary mutual aid and remain in charge until properly relieved by an appropriate individual of authority. Law Enforcement will be command for all terrorism incidents. A unified command or individual commander will be assigned from the following agencies: fire, EMS, or Law Enforcement Agency. This group or individual shall be considered as Unified Command and be responsible for managing emergency responses to a hazardous material incident in accordance with the Incident Command System (ICS). (Reference: *NIIMS Incident Command System*).

B. Command Post:

An incident command post should be established and should handle communications to and from the incident scene, including any related news releases for public information. The Pasquotank (including the city of Elizabeth City) - Camden County ICS shall be implemented as a joint, coordinated endeavor, serving to effect intra-agency cooperation between authorities having responsibilities for public safety and environmental protection during emergency operations.

Command Post: Incident Commander, responsibilities of this individual shall be:

1. Coordination of overall response and rescue operations.
2. Coordination with other emergency service command post representatives (e.g., fire, law enforcement, emergency management, etc.).
3. Appointment of and coordination with:
  - a. Operation Officers (Sectoring)
  - b. Extrication Officer
  - c. Decontamination Officer
  - d. Staging Area Officer
  - e. Safety Officers
4. Coordination with the Municipal and County Government Officials.
5. Coordination of communications capabilities and related on-scene requirements.
6. Accountability of personnel, equipment, and the public.

C. Staging Area:

The individual in charge of the incident scene will review the circumstances keeping in mind dangers, traffic patterns, personnel needs, etc. for access and egress, then determine with the assistance of unified command, the best site for the staging area(s) well aware of and away

from potential sites of ongoing danger. This initial staging area is subject to change in ongoing incidents and will be constantly reevaluated. All responding resources will report to the staging area, unless otherwise directed.

Staging Area Officer -  
(Appointed by Command); is responsible for:

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

D. Emergency Medical Service:

The individual in charge of the first responding unit shall assess the need for additional emergency medical response. In cooperation with the Incident Commander of the scene, the emergency medical service will coordinate triage and medical evaluation, coordinate medical transportation, support decontamination, alert area hospitals, request additional equipment for on scene use.

EMS Director/Rescue Squad Chief - The Pasquotank-Camden EMS Medical Director/Rescue Squad Chief or their designee is responsible for the following:

1. Oversee medical command at the triage and treatment sector of the incident scene.
2. Issue treatment orders in accordance with local protocol or in accordance with Albemarle Hospital Medical Control.
3. Coordinate with any other physicians, nurses or other health care providers that may be on-scene.

E. Scene Control:

Law enforcement personnel shall be responsible for implementation of the Incident Command System (ICS) and coordination of efforts to ensure

maximum use of emergency personnel, equipment and supplies. Effective mass casualty/triage strategies to include concentration on victims most likely to be saved.

1. Access/crowd control.
2. Traffic control.
3. Coordinate and support evacuation.
4. Maintain scene access for arriving units

F. HAZARDOUS MATERIALS:

Fire department personnel shall be considered as the primary authorities responsible for managing hazardous material incidents that pose a threat to life and/or property. HAZMAT teams will be used for reconnaissance, decontamination, sampling, and for hazardous mitigation.

G. EMERGENCY MANAGEMENT:

The Emergency Management Coordinator will work closely with the Incident Commander and coordinate resources as needed to effectively manage the incident. Emergency Management will set up the Joint Information Center and coordinate with State and Federal Agencies. Emergency Management will serve as a liaison to the Public Health, Hospitals, Air and Water Quality, laboratories, State Emergency Management, FEMA and other agencies. Emergency Management will coordinate Rehab operations and consequent management for scene recovery.

H. Non-Committed Emergency Personnel:

It is understood and expected that emergency personnel and equipment responding to an incident are to assist as needed, in whatever role, and in coordination with the Incident Commander, Command Post staff and other responsible authorities on-scene and shall be sent to staging to be assigned as needed.

V. CONCEPT OF OPERATIONS

**All emergency response agencies will operate under a “crisis” response mode wherein each call received will be evaluated individually based on its impact on the citizens of the community.**

Incident command will use the following concepts to manage the operations.

**Crisis Management** “includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and resolve a threat or act of terrorism (Federal Response Plan).” Specific components of crisis management include activities to anticipate, prevent and /or resolve a threat or incident; identify, locate and apprehend the perpetrators; and investigate and gather evidence to support prosecution. The Federal Government is the primary authority for defense and investigation of terrorism, when in joint agreement it is determined to be a terrorist incident. Immediate notification of Federal authorities is critical, to ensure input in the assessment process and determination of what constitutes a terrorist incident, as well as the coordination and deployment of available Federal resources. Local and state agencies will service the initial response for fire/rescue, medical, law enforcement. Law enforcement will control the scene to include investigation and evacuations. The Federal Bureau of Investigation (FBI) has the lead role for crisis management, including, but not limited to, Weapons of Mass Destruction, National Infrastructure Protection and Domestic Terrorism matters.

**Consequence Management** “includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequence of terrorism (Federal Response Plan).” Specific components of consequence management include activities to protect public health and safety; restore essential government services; and provide emergency assistance to affected governments, businesses, and individuals. The local Emergency Management will implement consequence management with state and federal agencies providing assistance as required. FEMA retains the responsibility for consequence management for Federal agencies.

The basic types of local emergency conditions are as follows:

**A. Potential Emergency Condition:**

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

**B. Limited Emergency Condition:**

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

**C. Full Emergency Condition:**

An incident involving a severe hazard or a large area which poses an extreme threat to human health, the environment and property and will probably require a large-scale evacuation; or an incident requiring the expertise or resources of county, state, federal and/or private agencies/organizations.

In all probability, little if any advance warning of a WMD incident will occur. When notified of an incident, appropriate authorities will implement applicable portions of this plan.

The FBI provides the following terminology for increase in the range of incidents that can be used during the management crisis.

- **Credible threat** presented in verbal, written, intelligence-based form.
- An **act of terrorism** that exceeds local FBI capability.
- **Limited Consequence** with confirmed explosive/WMD with injury or death.
- **Major Consequence** of a detonation of an explosive/WMD with injuries and deaths.

## VI. ADDITIONAL LAW ENFORCEMENT REQUIREMENTS

- A. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.
- B. Other than by statutory requirements, 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.
- C. Law enforcement agencies will have responsibility for both warning and assisting the public relative to an evacuation, for traffic control in and near an evacuated area and for the security of such areas pending the return of the populace.
- D. During emergency situations, the Pasquotank or Camden County Sheriff or designee, or the Elizabeth City Police Chief or designee may coordinate law enforcement operations from the Pasquotank-Camden-Elizabeth City Emergency Operations Center (EOC) or Mobile Command Post.
- E. Coordination among law enforcement agencies will ensure security for vacated hazard areas, essential industries, prisoners, evacuating populations and congregate care facilities.

- F. Civil Disturbances: when groups with conflicting viewpoints form, law enforcement agencies may gather intelligence by both overt and covert means. By monitoring the conditions, the responsible officials may sense when such gatherings are most likely to precipitate a commotion. By pre-planning and utilizing mutual aid agreements, responsible officials can have reasonable assurance that adequate support is available to counter a civil disturbance and maintain/or restore order.

**Once a "State of Emergency" proclamation is issued by the city of Elizabeth City or Pasquotank or Camden County, the issuing governmental body has the additional authority to effectively address the situation.**

## VII. SPECIAL SERVICES

- A. In-county public shelter operations will be coordinated by the American Red Cross (ARC) liaison, assisted by the county Department of Social Services and the Salvation Army.
- B. Shelter operations will be appropriately assisted by Pasquotank-Camden-Elizabeth City Emergency Management and other county/city agencies, as necessary.
- C. The directors of Pasquotank and Camden County Social Services, in cooperation with the Pasquotank-Camden Health Department, will open and operate the special needs shelters/reception centers to care for the patients requiring special needs as defined by the *Pasquotank-Camden County Special Needs Population Plan for Shelters*.

## VIII. ASSIGNMENT OF RESPONSIBILITIES

- A. Responsibilities:
  - 1. **Law Enforcement** will have responsibility for both warning and assisting the public relative to an evacuation, crime scene investigation, and scene control.

2. **EMS** responsible for mass casualties, treatment, triage, recovery, and transportation of the medical patients.
3. **Fire Services** responsible for scene operations to include search and rescue, recovery, and HAZMAT operations.
4. **Pasquotank-Camden-Elizabeth City Emergency Management** is responsible for state and federal coordination of resources, consequence management, and recovery. Emergency management will develop, organize and maintain a WMD Standard Operation Guidelines and HAZMAT response data for County/City Resources. **The Pasquotank-Camden-Elizabeth City Emergency Management Coordinator** will serve as community emergency coordinator, the primary county point of contact for WMD planning and response coordination.
5. **The Albemarle Chapter of the American Red Cross** acts as the lead agency in the development and implementation of a comprehensive shelter programs, shelter activation and management for Pasquotank and Camden Counties. The Pasquotank or Camden County **Director of Social Services** will lend all possible assistance with mass care operations and coordination of family supports centers. The Pasquotank or Camden County **Director of Social Services** will coordinate with necessary agencies in the operation of special needs shelters/reception centers.
6. **The County Health Department (Environmental Services):** will provide technical support to emergency response officials regarding environmental health concerns, will monitor and coordinate environmental health functions.
7. **The County Health Director** is responsible for any temporary morgue operations.
8. **The County Medical Examiner** is in charge of bodies and will work with law enforcement to preserve any evidence needed to conduct an investigation.
9. **North Carolina Emergency Management** is responsible for providing augmentation of necessary emergency response capabilities. Most state agencies (especially those with a response role such as Environmental Management, Solid and Hazardous Waste, State Bureau of Investigation (SBI), State Highway Patrol, National Guard, etc.) are available to assist local jurisdictions upon application to the State Emergency Response Team (SERT). In accordance with state statutes, upon request by local jurisdictions, the State Division of Emergency Management and the Central Branch Area Coordinator has been empowered by the Secretary of Crime

Control and Public Safety to act on his behalf as prescribed in G.S. 166A, and, when requested by local government, is responsible to provide state assistance during an emergency.

#### IX. DIRECTION AND CONTROL

- A. Within Pasquotank and Camden counties and the City of Elizabeth City, there are four (4) primary categories of response agencies that generally respond to WMD incidents 24 hours per day. They are: **1)** Sheriff's Department/Municipal Law Enforcement, FBI, SBI and State Highway Patrol, **2)** Municipal/Volunteer Fire Departments and Municipal/County Fire Marshal, **3)** Pasquotank-Camden EMS/Rescue Squad and, **4)** Pasquotank-Camden-Elizabeth City Emergency Management. Mutual aid from the United States Coast Guard Base located in Elizabeth City is also available upon request. The initial response efforts, combined with on-scene incident management, will be provided by appropriate emergency response agencies. The first dispatched agency arriving on scene will establish direction and control based on the size and complexity of the incident. The Incident Commander will call in additional resources, as required.
- B. The county Emergency Operations Center (EOC) is located on the second floor of the Emergency Management office at 103 South Road Street in Elizabeth City.
- C. EOC staffing and internal operations will be in accordance with the Pasquotank-Camden-Elizabeth City EOC Standard Operating Guidelines (SOG). A current roster of the EOC staff, with positions, names and telephone numbers will be maintained as part of this SOG.
- D. EOC communications will include systems now in use by county and municipal governments on a day-to-day basis as well as NOAA and the Emergency Alert System (EAS), if activated.

#### X. ADMINISTRATION AND LOGISTICS

- A. The agencies that may become involved in a WMD incident will develop and maintain emergency guidelines and response capabilities as appropriate to address such incidences. Such capabilities will include appropriate hazardous materials training, coordination of the Incident Command System (ICS) and maintenance of mutual aid agreements.
- B. Specific Fixed Facility Information: Information about each facility identified under SARA, Title III, as having extremely hazardous substances exceeding the

threshold planning quantities, will be collected, catalogued and maintained by the Pasquotank-Camden-Elizabeth City Emergency Management office and made available to emergency responders and the public as required.

C. Training/Logistics:

1. Each agency and organization assigned WMD responsibilities will be trained in the employment of assigned emergency equipment.
2. Equipment and expendable supplies for WMD and HAZMAT operations will be coordinated by Pasquotank/Camden/Elizabeth City law/EMS/fire agencies.
3. Transportation as required by shelter operations, relocation operations, or as required for securing supplies and equipment will be coordinated by the Pasquotank-Camden-Elizabeth City EOC.
4. Training is required at the awareness level for all emergency responders in the subject of WMD, Incident Command, Search and Rescue, HAZMAT, and other assigned duties.

D. Reporting:

1. For weapons of mass destruction incidents will be in accordance with reporting requirements and standard operation guidelines.

XI. AUTHORITIES AND REFERENCES:

*NIIMS Incident Command System*

*Pasquotank-Camden County Multi-Hazard Plan*

*Appendix 1, Emergency Action Checklist for Hazardous Materials Incidents*

*Federal Response Plan, Terrorism Annex, April 1999 FEMA 9230.1-PL*

*Guidelines for Incident Commander's Use of Firefighter Protective Ensemble (FFPE) with Self-Contained Breathing Apparatus (SCBA) for Rescue Operations During a Terrorist Chemical Agent Incident*

*Emergency Response to Terrorism, US Dept. of Justice and FEMA*

*Medical Management of Biological Casualties Handbook, US Army Medical Research*

*Medical Management of Chemical Casualties Handbook, US Army Medical Research*

XII. COMMAND ACTION/DECONTAMINATION GUIDELINES CHECKLIST

# **PASQUOTANK-CAMDEN COUNTY EMERGENCY OPERATIONS PLAN ANIMAL DISASTER EMERGENCY OPERATIONS**

## **I. PURPOSE**

This section provides for the coordination and guidance of resources to meet the animal service needs, whether living or deceased during an emergency including: Rescue and capture of animals that have escaped confinement; Evacuation and transportation; Sheltering; Medical care for the sick and injured; Quarantine of infectious or contaminated animals; and Disposal of dead animals. This will include all livestock, wild, stray, or domesticated animals within the Counties/City, and ensures the humane care and treatment of animals in case of a large scale emergency, to include: floods, hurricanes, tornadoes, fire, explosion, building collapse, hazardous material release, transportation accidents, or any other situation that may involve animals.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. A major disaster may result in a substantial number of animals being in a life-threatening situation that may require immediate rescue and/or medical care.
2. A situation could involve evacuation, relocation and care of livestock and domesticated animals, from suffering related to the effects of flooding, fire, or a hazardous material release.
3. Dealing with extensive damage to buildings or collapsed structures used to house domesticated animals or livestock may result from hurricanes, tornadoes, fires, or explosions.

4. Rescue missions in Pasquotank and Camden Counties would involve various County/City agencies and volunteer groups.
5. The extent of the operation may vary due to the severity of the disaster. Mutual aid from various county departments may be used and for a full-scale disaster, aid from State and Federal agencies would be requested.
6. A major catastrophe involving mass fatalities may result in an immediate mission for cleanup and disposal of animal carcasses to avoid creating a health and/or environmental hazard to humans and other animals. Disposal may include: Rendering, Cremation, Incineration or Burial.
7. If a significant emergency/disaster occurs involving animals, damage assessment activities will be conducted by local government.
8. Mental health is a component of public health that is concerned with the psychological impact of disasters on people including; separation of owners and their animals, and the fear of loss for those who depend on animals for their livelihood.
9. Public health concerns regarding animals in disasters may include; contamination of the food and water supply, limited food supply, dog bites and zoonotic disease transmission. Zoonotic diseases are diseases that are transmittable between animals and humans. Examples of organisms that cause zoonoses include; Salmonella (diarrhea), Ringworm (skin infection), Rabies, Vector borne diseases (Equine Encephalitis), and Anthrax.
10. The Camden-Pasquotank-Elizabeth City Emergency Management Agency will maintain an inventory of public and private sector resources that may be used during an emergency/disaster.

11. Locally, there is a total of two Veterinary Hospitals that can be used for medical care and kennel purposes and one SPCA facility that can be used for boarding. All three of these facilities usually stay at or close to their capacity limit on a regular basis.

## **B. Assumptions**

1. During the time of a disaster involving animals, to include: livestock, domesticated animals or wildlife, Emergency Management may request individuals from agencies as representatives to the support group in the EOC (Emergency Operations Center). These agencies could include: County Animal Control, County Cooperative Extension agencies, Environmental Health, Wildlife agencies, SPCA, Veterinarian Associations, etc.
2. It is assumed that each facility/agency tasked with the responsibility of animal service needs has current standard operating guidelines which includes procedures for evacuation, emergency transportation, sheltering, rescues, medical care, animal identification and disposal, as needed.
3. All local resources may be committed and additional help may be needed from the state. Requests will be made through the Camden-Pasquotank-Elizabeth City Emergency Management Coordinator.
4. A large number of volunteers may require coordination and direction from local efforts.
5. Damaged areas will have access restrictions and may not be readily accessible.
6. Animal disaster operations will be managed under the Incident Command System.

7. Public information, regarding animal issues, will be conveyed through the County/City Public Information Officer (PIO) or designee, as the need arises.
8. Information concerning animal planning and preparedness activities will be disseminated through brochures and various broadcast medias.
9. Basic mitigation strategy is carried out through fire regulations, building codes, and other ordinances. An example of mitigation may be determining sheltering options for the owner and the pet.
10. Temporary shelters may be needed if local veterinary hospitals/kennels and the SPCA have reached their capacity limit.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. Animal Control in Pasquotank and Camden Counties and the City of Elizabeth City, in coordination with the SPCA and local veterinarian hospitals, would be the lead agency for the care and rescue of domesticated animals within the Counties and City.
2. Wildlife Resource Commission would be the lead agency to provide personnel and equipment as required to protect wildlife, excluding domesticated animals and/or livestock.
3. County Cooperative Extension agencies would be the lead agency to assess situations, determine resources needed, along with some hands-on and response, as needed, when dealing with livestock, excluding wildlife and domesticated animals.
4. When resources on a local level have been depleted, assistance from the state will be requested through Emergency Management.

## **B. Response Actions**

### **1. INITIAL**

- a. Assess the needs and numbers of affected animals. Report this assessment of damage in the Situation Report to NC Division of Emergency Management, including: number of animals injured or killed, number needing cages or fencing, and damages to animal related businesses (vet practices, animal shelters, farms, boarding and grooming facilities, etc).
- b. Perform animal rescue as required.
- c. Open animal shelters for stray, lost and homeless pets as needed. Examples of these may be:
  - Fair grounds
  - Farms
  - Boarding facilities
  - Kennels
  - Livestock Arena
- d. Take measures to control wild and exotic animals.

### **2. CONTINUING**

- a. Provide sheltering and feeding of animals as required.
- b. Open additional shelters as needed.
- c. Make media appeals based on needs for donations, search for owners, and other needs as required.

**C. Recovery Actions**

**1. INITIAL**

- a. Identify owners of lost, strayed and homeless animals.
- b. Take measures in the disposal of carcasses.
- c. Coordinate with Mental Health agencies as needed.

**2. CONTINUING**

- a. Continue with items 1.a., 1.b., and 1.c. as listed under Response Actions.
- b. Deactivate resources as the situation dictates.

# ***PASQUOTANK-CAMDEN EMERGENCY OPERATIONS PLAN***

## ***GLOSSARY***

### **Area, North Carolina Division of Emergency Management –**

Coordinator in the Eastern Branch field office that serves Pasquotank and Camden Counties (Area 2). The Area Coordinator serves as liaison between State and Local governments.

### **CHEMTREC - Chemical Transportation Emergency Center.**

CHEMTREC is operated by the Chemical Manufacturers Association to provide information and/or assistance to emergency responders during hazardous materials incidents.

### **Command Post –**

The location at which the primary command function is executed.

### **Common Program Control Station (CPCS) -**

The primary EAS (Emergency Alert Station) common control station.

### **Community Emergency Coordinator -**

A person appointed by the Local Emergency Planning Committee (LEPC) (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases. The CEC is usually the local Emergency Management Coordinator.

### **Comprehensive Emergency Management (CEM) -**

An integrated approach to the management of emergency programs and activities for all four phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

### **Continuity of Government (COG) -**

Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

### **County Receiving and Distribution Point (CRDP) –**

Facility designated by the city/county (ies) as a receiving point for incoming state and federal resources. These resources are to be redistributed out to the community to designated Emergency Care Stations.

**County Warning Point (CWP) -**

The County 911 Center where warnings are received and disseminated.

**Damage Assessment -**

The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident, and chemical explosion.

**Damage Survey Report (DSR) -**

A report written during recovery from a Presidential-declared disaster to determine a specific scope of work necessary for such activity as repair or replacement of damages, debris cleanup, and agency disaster expenses.

**Damage Survey Report Team (DSR Team) -**

A three-person team composed of Federal, State and Local representatives who prepare DSRs for each eligible Public Assistance applicant. DSRs are usually written following site visits by the team.

**Disaster Recovery Center (DRC) -**

Established by FEMA and the State in or near the affected area after a Declaration of Disaster; a Disaster Recovery Center is manned by relief agencies brought together accept applications from those effected by the disaster.

**(North Carolina) Department of Crime Control and Public Safety (CC&PS) -**

State agency responsible for disaster preparedness and response. Agencies under the Secretary of CC&PS include the National Guard, Highway Patrol, Emergency Management, Civil Air Patrol, Alcohol Law Enforcement, among others.

**Disaster Field Office (DFO) -**

A temporary administrative field office established in the State specifically to administer and coordinate relief authorized by a Presidential Declaration of Disaster.

**Disaster -**

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

**(North Carolina) Division of Emergency Management (EM) -**

The North Carolina state agency tasked with coordination of disaster preparedness, response, recovery and mitigation.

**Donated Goods and Services -**

(Disaster related) Items and services donated for the relief of disaster victims; may be goods, cash, equipment, or labor.

**Drill -**

A test of one particular emergency function, as of Notification and Warning.

**Eastern Branch Office, North Carolina Division of Emergency Management** One of three regional offices providing emergency coordination and field support to Local (County) Emergency Management Coordinators. The Eastern Branch Office in Kinston serves thirty-three (33) counties in northeastern North Carolina.

**Emergency Alert System (EAS) -**

A voluntary network of commercial broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Alert System Plan. EAS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at national, state, or local levels. This system is intended to provide warning and emergency information the public.

**Emergency Management -**

Organized analysis, planning, decision-making, assignment, and coordination of available resources for the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation, such as G.S.166-A1, the North Carolina Emergency Management Act.

**(Local) Emergency Management Coordinator (EMC) -**

Person tasked by a local jurisdiction with coordination of local disaster and emergency mitigation, preparation, response and recovery activities.

**Emergency Medical Services (EMS) -**

Local medical response teams, usually rescue squads or local ambulance services that provide medical services during a disaster.

**Emergency Operations Center (EOC) -**

The protected site from which civil government officials (municipal, county, State, and Federal) exercise centralized direction and control in an emergency. Operating for an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated. The person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this center. The EOC

visible to all EOC staff, and have communications capability so that the EOC staff may communicate with their departments and field forces. The EOC also serves as a Resource Center and coordination point for additional field assistance. It provides executive directives and liaison to state and federal government, and considers and mandates protective actions. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24-hour basis, depending on the situation.

**Emergency Operations Plan (EOP) -**

An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

**Emergency Public Information -**

Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

**Evacuation -**

A population protection strategy involving orderly movement of people away from an actual or potential hazard.

**Exercise -**

Simulated emergency condition designed to identify areas of strength and weakness of emergency plans and training. Exercises may be tabletop, functional, or full-scale, but in all cases should serve as a learning experience and a beneficial training activity.

**Extremely Hazardous Substances -**

Chemical identified by EPA list of 300-plus substances named in SARA section 302(a)(2). Section 302, 303, and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

**Facility Coordinator -**

Person or persons at a facility, covered under SARA Title III, who is responsible for reporting the release of a chemical/s to the Community Emergency Coordinator, as well as serving as a point of contact for planning and emergency activity.

**Federal Emergency Management Agency (FEMA) -**

A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for a Presidential declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

**General Statute (G.S.) -**

The specific form of state law codified and recorded for reference.

**Hazard Analysis -**

A process used by emergency managers to identify and analyze crisis potential and consequences.

**Hazard Identification -**

A structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

**Hazardous Materials (HazMat) -**

Any substance or material in a particular form or quantity that the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property.

**Hazardous Materials Team (Haz Mat Team) -**

An organized response team of persons with special knowledge, training and equipment necessary to contain or resolve hazardous material incidents in an appropriate manner.

**Helipad -**

Designated, unobstructed area, usually hard-surfaced, which is suitable as a helicopter landing zone.

**Heliport -**

An area designated and equipped for parking, servicing and loading helicopters.

**Helispot -**

An unimproved site suitable as a temporary helicopter-landing zone, as at a forest fire command post.

**Hurricane -**

Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

**Incident Command System (ICS) -**

Combination of facilities, equipment, personnel, procedures and communications operating with a common organizational structure, with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand, as situation requires without requiring new, reorganized command structure.

**Individual Assistance (IA) -**

Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided by the Federal Government or through State or local governments or relief organizations.

**In-Place Sheltering -**

Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat.

**Integrated Emergency Management System (IEMS) -**

A system that allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies.

**Local Emergency Planning Committee (LEPC) -**

Required under SARA Title III for emergency planning for response to hazardous materials incidents.

**Mitigation -**

An activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such measures as, zoning and land use management, adoption of safety and building codes, flood proofing of buildings, and public education.

**Mutual Aid Agreement -**

Formal or informal understanding between jurisdictions or organizations that pledge exchange of emergency or disaster assistance.

**National Contingency Plan (NCP) -**

Term referring to the National Oil and Hazardous Substance Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response system of the Clean Water Act (sec. 311); refer to 40 CFR Part 300. It establishes three organizational levels: the National Response Team (NRT), Regional Response Teams (RRTs), and On-Scene Coordinators (OSCs), and can be implemented using two sources of federal response funding. One fund enables the OSC to conduct oil spill activities; the other is used for chemical releases.

**National Response Center (NRC) -**

Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required. For release reporting call 24-hours a day (800) 424-8802.

**National Response Team (NRT) -**

Organization of representatives from 14 federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

**National Weather Service (NWS) -**

A federal Agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricane, tornados tropical storm, etc.

**Northeastern North Carolina Coastal Area Contingency Plan -**

Developed by the United States Coast Guard, Federal agencies, the State, and local governments in Emergency Management Areas 1 and 2 to address response to significant oil and hazardous substance spills in the Hampton Roads Marine Safety Office (MSO) area of responsibility.

**On-Scene Commander -**

Official who directly commands and allocates local resources and supervises all local operations at the scene; also, term for the USCG officer in charge of an oil spill response by the Coast Guard and Federal Agencies.

**Public Assistance (PA) -**

Supplementary Federal assistance provided under the Stafford Act to State and Local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families. Also known as Infrastructure Support.

**Public Information Officer (PIO) -**

On-scene official responsible for preparation, coordination, and dissemination of public information in cooperation with other responding Federal, State, and local government agencies.

**Recovery -**

Activity to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

**Regional Response Team (Federal definition) -**

Established under CERCLA and operated under the National Response Team, chaired by EPA and co-chaired by US Coast Guard; composed of representatives of Federal agencies and a representative from each State in the Federal region.

**Regional HazMat Response Team -**

A Hazardous Materials team contracted by the State to provide response to a designated region/area, which is normally not otherwise served by a team.

**Response -**

Activities occurring immediately before, during, and directly after an emergency or disaster; these activities invoke lifesaving actions such as the activation of warning systems, activation of an EOC, firefighting, implementation of shelter or evacuation plans, and search and rescue.

**Risk Analysis -**

Assesses probability of damage (or injury) due to probable hazards, in relation to hazard analysis and vulnerability analysis.

**SARA Title III-**

The "Emergency Planning and Community Right-to-Know Act of 1986"- Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum community plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annot., sec.1101, et. seq.-1986)

**Shelter -**

Facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days.

**State Emergency Operations Center (State EOC) -**

The state's facility in Raleigh operated by the Division of Emergency Management for coordination of emergency and disaster operations throughout the State; the State EOC is manned by the Division Monday through Friday, but is only fully activated and staffed by members of the SERT and state agencies during periods of high threat and disaster.

**State Emergency Response Commission (SERC) -**

A group designated by the Governor, responsible for establishing HAZMAT planning districts and appointing/overseeing Local Emergency Planning Committees.

**Staging Area -**

A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of and management of responding resources.

**Staging Officer -**

Person assigned to coordinate staging area activity, as in an Incident Command System.

**Standard Operating Guidelines (SOGs) -**

Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized guideline without loss of effectiveness, and implemented without a specific direct order from higher authority.

**State Emergency Response Plan -**

Plan designated specifically for State-level response to emergencies or major disasters; which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance. The NC Division of Emergency Management staff maintains the plan.

**State Emergency Response Team (SERT) -**

A team of representatives from various State agencies who man the activated State EOC, and who are dispatched to the scene of a disaster in order to evaluate conditions, offer advice, and coordinate all recovery activities. The Department of Crime Control and Public Safety is designated by Executive Order as the lead SERT agency.

**State Warning Point (SWP) -**

The designated State facility (State Highway Patrol Communications Center) that receives warnings, NAWAS information, and other emergency notifications and relays this information in accordance with current directives (1-800-682-7956).

**Superfund Amendments and Reauthorization Act of 1986 (SARA) -**

Act (PL99-499) reauthorizing the Comprehensive Environmental Response, Compensation, and Liability Act for another 5 years. Under Title III of SARA, new authorities are established for chemical emergency planning and preparedness, community right-to-know reporting, and toxic chemical release reporting.

**Threshold Report Quantity (TRQ) -**

The amount of Hazardous Chemical present in a facility at any one time which, when exceeded, subjects the facility to the Hazardous Chemical Reporting requirements of 40 CFR 370. The threshold reduces over several years to a base value that will be the reporting level thereafter.

**Traffic Control Points -**

Points along evacuation routes that are manned to direct and control movement to and from the area(s) being evacuated.

**Tropical Depression -**

Rotary circulation at surface, highest constant wind 38 miles per hour (33 knots).

**Tropical Disturbance -**

A moving area of thunderstorms in the Tropics that maintains its identity for 24-hours or more. A common phenomenon in the tropics.

**Tropical Storm -**

Distinct rotary circulation, constant wind speed ranges 39-73 miles per hour (34-63 knots).

**Tornadoes -**

Very localized destructive winds. May be spawned by severe thunderstorms and hurricanes.

**Unmet Needs Committee -**

A committee appointed by local government to evaluate the needs of those individuals or groups affected by an emergency/disaster. This committee will seek and manage assistance for those victims not otherwise served by conventional disaster programs, such as IA.

**Urban Interface -**

The mixing of structures within a wild land fire fuel zone.

Glossary

**USDA Emergency Board -**

A group of trained USDA emergency personnel at the county level prepared to respond to any agricultural emergency or disaster in their county or designated area. (This group should be aware of their individual Agency responsibilities assigned under the Federal Response Plan. Additionally, the group addresses such issues as supporting USDA State Emergency Board activities, providing reports on the impact of disasters or emergencies on agriculture, and also participates in the preparation of Flash and Damage Assessment Reports.)

**Vulnerability -**

The susceptibility to life, property, and the environment to damage as a hazard manifests its potential.

**Vulnerability Analysis -**

Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species.

**Warning Point -**

A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

**Zulu Time -**

Same as Greenwich Mean Time; Eastern Standard Time plus four hours. Used by aviators, weather services, and the military.

## ***ACRONYMS AND ABBREVIATIONS***

**ARES** - Amateur Radio Emergency Service

**CFR** - Code of Federal Regulations

**COE** - Corps of Engineers, U.S. Army

**CRDP** – County Receiving and Distribution Point

**DEM** - Division of Environmental Management, North Carolina

**DCI** - Division of Criminal Information (formerly Police Information Network)

**DFO** - Disaster Field Office

**DRC** - Disaster Recovery Center

**EAS** - Emergency Alert System

**EHS** - Extremely Hazardous Substance

**EM** - Emergency Management

**EMC** - Emergency Management Coordinator

**EMS** - Emergency Medical Services

**EMT** - Emergency Management Technician

**EOC** - Emergency Operations Center

**EOD** - Explosives Ordnance Disposal

**EOP** - Emergency Operations Plan

**FAA** - Federal Aviation Administration

**FCC** - Federal Communications Commission

**FEMA** - Federal Emergency Management Agency

Glossary

**GPS** - Global Positioning Satellite

**G.S.** - General Statute

**HAZMAT** - Hazardous Materials

**IA** - Individual Assistance

**IC** - Incident Commander

**ICS** - Incident Command System

**IEMS** - Integrated Emergency Management System

**LEPC** - Local Emergency Planning Committee

**MSDS** - Material Safety Data Sheet

**MSO** - Marine Safety Office (U S Coast Guard),

**NCEM** - North Carolina Division of Emergency Management

**NCERC** - North Carolina Emergency Response Commission

**NCGS** - North Carolina General Statutes

**NCP** - National Contingency Plan

**NFPA** - National Fire Protection Association

**NOAA** - National Oceanic and Atmospheric Administration

**NRT** - National Response Team

**NWS** - National Weather Service

**OSHA** - Occupational Safety and Health Act

**PA** - Public Assistance

**PIO** - Public Information Officer

**P.L.** - Public Law

Glossary

**RRT** - Regional Response Team

**SARA** - Superfund Amendments and Reauthorization Act

**SERC** - State Emergency Response Commission

**SERT** - State Emergency Response Team

**SOG** - Standard Operating Guidelines

**STATENET** - State (Emergency Management Radio Microwave) Network

**SWP** - State Warning Point

**TRQ** - Threshold Reporting Quantity

**USCG** - United States Coast Guard

**USDA** - United States Department of Agriculture