

**EOP**

**LINCOLN COUNTY  
EMERGENCY OPERATIONS  
PLAN**



**February 20, 2012**

**LINCOLN COUNTY  
EMERGENCY OPERATIONS PLAN**

**TABLE OF CONTENTS**

	<b>PAGE</b>
Board of County Commissioners Resolution #1 – Adopt the EOP	2
Board of County Commissioners Resolution #2 – Adopt NIMS	3
Introduction	4
Statement of Approval	5
Foreword & Record of Changes	6
Instructions for Use	7
<b>BASIC PLAN SECTION</b>	
Basic Plan	8
Appendix 1 Technological Hazards	36
Appendix 2 Natural Hazards	38
Appendix 3 Civil Disorders	40
Appendix 4 Hazardous Materials	42
Appendix 5 Glossary & Acronyms	44
<b>FUNCTIONAL ANNEXES</b>	
Annex A Direction and Control	57
Annex B Communications	62
Annex C Notification and Warning	66
Annex D Emergency Public Information	74
Annex E Law Enforcement	77
Annex F Fire Protection	83
Annex G Emergency Medical Services	88
Annex H Public Works	91
Annex I Health Services	93
Annex J Evacuation and Transportation	96
Annex K Shelter, Mass Care and Special Needs Care	101
Annex L Damage Assessment/Recovery	105
Annex M Resource Management	110
Annex N Donated Goods Management Function	113
Annex O Animal Control and Protection	118
Annex P Debris Management	120
Annex Q Mass Fatalities	125
Annex R Terrorism Response	128
Annex S Missing Persons	141
Annex T Recovery Operations	147
Annex U Vital Facilities	153
Annex V Public Information Officer	155



# COUNTY OF LINCOLN, NORTH CAROLINA

115 WEST MAIN STREET, 3RD FLOOR CITIZENS CENTER • LINCOLNTON, NORTH CAROLINA 28092

OFFICE OF THE COUNTY MANAGER  
GEORGE A. WOOD, COUNTY MANAGER  
MARTHA W. LIDE, ASST. COUNTY MANAGER  
(704) 736-8471  
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**RESOLUTION #2012-5  
RESOLUTION TO ADOPT THE EMERGENCY OPERATIONS PLAN –  
EMERGENCY MANAGEMENT – FOR LINCOLN COUNTY, NORTH CAROLINA**

**WHEREAS**, Lincoln County has identified natural and man-made hazards that have the potential to disrupt day to day activities and/or cause extensive property damage, personal injury and/or casualties; and

**WHEREAS**, 166A of the North Carolina General Statutes Emergency Management Act sets forth the authority and responsibility of local governments in prevention of, preparation for, response to and recovery from natural or man-made disasters; and

**WHEREAS**, the Lincoln County Emergency Operations Plan serves as a basis for effective response to any hazard that threatens Lincoln County and provides a coordinated response to a disaster or emergency in Lincoln County; and

**WHEREAS**, the Lincoln County Board of Commissioners deems it advisable and in the best interest of Lincoln County to approve the Lincoln County Emergency Operations Plan.

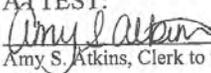
**WHEREAS**, the attached plan has been developed in conjunction with the various responding emergency agencies and departments, and has been reviewed by the Emergency Services Committee and the Lincoln County Local Emergency Planning Committee.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Lincoln County Board of Commissioners that the Emergency Operations Plan is hereby adopted and effective upon adoption.

**Adopted this 20 day of February 2012.**

LINCOLN COUNTY

By:   
Alex Patton, Chairman  
Board of Commissioners

ATTEST:  
  
Amy S. Atkins, Clerk to the Board of Commissioners



# COUNTY OF LINCOLN, NORTH CAROLINA

115 WEST MAIN STREET, 3RD FLOOR CITIZENS CENTER • LINCOLNTON, NORTH CAROLINA 28092

OFFICE OF THE COUNTY MANAGER  
GEORGE A. WOOD, COUNTY MANAGER  
MARTHA W. LIDE, ASST. COUNTY MANAGER  
(704) 736-8471  
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**RESOLUTION #2012-6**  
**RESOLUTION TO ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEM**  
**(NIMS)**  
**FOR HANDLING ALL EMERGENCIES IN LINCOLN COUNTY, NORTH CAROLINA**

**WHEREAS**, the President in Homeland Security Presidential Directive 5 (HSPD-5) directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS) which establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

**WHEREAS**, the NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting; and

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various incident management training programs, and the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

**WHEREAS**, the NIMS will assist Lincoln County to coordinate its efforts with Federal, State and other emergency agencies to insure that the highest level of incident management is provided to the public; and

**WHEREAS**, adoption of the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve Lincoln County's ability to utilize federal funding to enhance local agency readiness, maintain first responder's safety and streamline incident management processes.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** that the Lincoln County Board of Commissioners hereby adopt the National Incident Management System (NIMS) as the standard for incident management.

This resolution is hereby adopted and effective upon adoption this 20 day of February 2012.

LINCOLN COUNTY

By: *Alex Patton*  
Alex Patton, Chairman  
Board of Commissioners

ATTEST:

*Amy S. Atkins*  
Amy S. Atkins, Clerk to the Board of Commissioners

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## INTRODUCTION

### **I. PURPOSE**

To organize coordinated response to and recovery from emergencies in Lincoln County and in the City of Lincoln by:

- A. Defining responsibilities and authorities of county and municipal governments and emergency roles of departments.
- B. Outlining threat agreements designed by the Department of Emergency Management and requirements for action.
- C. Describing Incident Command for all hazards.
- D. Providing for resource listings for all hazards.
- E. Providing a framework for recovery available to individuals, businesses, industry and government.
- F. Providing an outline of communication systems among departments.
- G. Outlining procedures to determine proper notification of departments during emergencies.
- H. Describing requirements for the county and the city to obtain State and Federal assistance.

### **II. SCOPE**

The Lincoln County Emergency Operations Plan provides a framework for response to all hazards in Lincoln County by planning for shortfalls, such as:

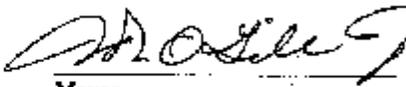
- A. Conflicting legal mandates
- B. Technical and logistical problems yet to be resolved
- C. Inadequate equipment and training

**STATEMENT OF AGREEMENT**

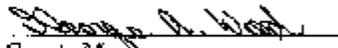
The undersigned agree to the responsibilities assigned to their organization in the Lincoln County Emergency Operations Plan.

  
Chairman  
County Board of Commissioners

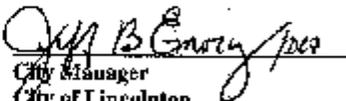
5-12-2012  
Date

  
Mayor  
City of Lincoln

5/12/12  
Date

  
County Manager  
Lincoln County

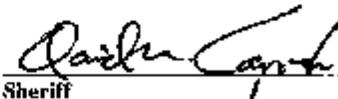
3/12/2012  
Date

  
City Manager  
City of Lincoln

5-21-12  
Date

  
Coordinator  
Emergency Management Agency

3-12-12  
Date

  
Sheriff  
Lincoln County

5/30/12  
Date



**LINCOLN COUNTY  
EMERGENCY OPERATIONS PLAN  
INSTRUCTIONS FOR USE**

It is intended that this plan be used by the Lincoln County response organizations to obtain maximum use of existing resources, organizations and systems in their response to emergencies and disasters that could and/or have occurred in the county. The format utilized is:

**Basic Plan:** To be used by chief executives and policy officials.

**Appendices:** Contain technical information, details, and methods for use by emergency response personnel.

**Annexes:** Address the specific functions for use by the operation managers.

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

Copies of this plan have been distributed to the following:

- Chairman – Board of Commissioners (1)
- Board of Commissioners (4)
- County Manager (1)
- City Manager (1)
- Emergency Management (1)
- Superintendent of Schools (2)
- County Fire Marshal (1)
- County VFDs (10)
- City Fire Chief (1)
- Rescue Squads (2)
- Carolinas Medical Center – Lincoln, Director (1)
- Lincoln County EMS (1)
- Sheriff’s Department (2)
- City Police Department (1)
- Department of Social Services (1)
- Health Department (1)
- Mental Health (1)
- School Transportation (1)
- Communications (1)
- Public Information (4)
- Public Works (1)
- Public Library (1)
- Cooperative Extension (1)
- American Red Cross (1)

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## BASIC PLAN

### I. PURPOSE

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

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

##### 1. General description:

General description of area: Lincoln County is located in North Carolina Emergency Management Area E and FEMA Region IV. Its geographic location is the piedmont section of the state. It is bound on the east by Mecklenburg County, on the south by Gaston County, on the north by Catawba County and on the west by Cleveland and Burke Counties. The City of Lincolnton is the only municipality located within the county. Total square miles are approximately 298. Population density is 263 persons per square mile. The current population of the county is estimated at just over 78,000. The major traffic arteries are: Highways 27, 150, 16, 73, 182, 274 and US 321. Railroads are: Southern, CSX and Norfolk Southern Railroad System. The Transcontinental Gas Pipe Line runs through eastern Lincoln County. The pipeline crosses Old Plank Road and NC 16. There is also a branch line that feeds the City of Maiden that comes off of this line. The county contains the Lincolnton/Lincoln County Airport located off NC Highway 73 with the runway of 5,500 feet.

##### a. The following services, which may have expanded duties during disasters, are provided by Lincoln County:

- Animal Control
- Building Inspections
- Education
- Emergency Management
- Emergency Medical Services
- Fire Departments
- Fire Marshal
- Health Department
- Law Enforcement
- Mental Health

- Public Works
  - Social Services
  - Solid Waste Operations
  - Transportation
  - Volunteer Rescue Squads
- b. The City of Lincoln provides these services that may be expanded during a disaster or their duties may be directly impacted by the hazard:
- Lincoln Police Department
  - Lincoln Fire Department
  - Lincoln Public Works
- c. The county is exposed to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties. The county has experienced many hazards which have caused disruption to communities, great amounts of damage and in some cases created casualties. Potential natural/man-made hazards for Lincoln County are:
- Aircraft Accidents
  - Civil Disorder/Rioting
  - Drought
  - Earthquake
  - Nuclear Facility
  - Floods
  - Forest Fires
  - Hazardous Materials
  - Hurricanes
  - Landfill Fires
  - Structural Fires
  - Mass Casualty
  - Pipeline Break
  - Power Failure
  - Severe Thunderstorms
  - Terrorist Activity
  - Tornados
  - Winter Storms

**B. Assumptions**

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

- Loss of electric power
  - Failure of the water distribution system
  - Severance of road/highway network
  - Evacuation of people from the county
  - Necessity for mass care and feeding operations
  - Need for debris clearance and removal
  - Multiple injuries and fatalities
  - Drastic increase in media attention
  - Damage to the communications and telephone networks
  - Economic impact
  - Increased number of vermin
  - Need for official public information and rumor control
  - Need for State and/or Federal assistance
  - Re-entry of essential personnel and equipment
  - Re-entry of the public
  - Damage to vital records
  - Need for damage assessment
  - Need for coordination of donated goods
  - Contamination of private wells
  - Need for law enforcement support
  - Need for emergency medical and rescue support
  - Need for fire protection support
  - Need for additional hospital/medical support
  - Over taxing local resources
  - Depth of staffing problems
  - Loss of facilities vital to maintaining essential services
  - Environmental impact to wildlife, natural resources and agricultural
  - Management of reconstruction
  - Coordination of staged resources
  - Isolation of populations
  - Presidential Disaster Declaration
2. It is necessary for the county to plan for and to carry out disaster response and short term recovery operations utilizing local resources, however, it is likely that outside assistance would be needed and available in most major disaster situations affecting the county.
  3. Officials of Lincoln County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fill these responsibilities as needed.

### III. CONCEPT OF OPERATION

1. As required by North Carolina General Statute 166A, it is the responsibility of Lincoln County government and the City of Lincoln government to organize and plan for the protection of life and property from the effects of an emergency/disaster. If this task becomes greater than the capabilities of the city or county, then the County Office of Emergency Management will request additional resources from state and federal government.
2. Lincoln County utilizes the four phases of Comprehensive Emergency Management in designing and implementing the emergency services program. These phases are:
  - a. **Mitigation** – Through the planning and building inspection programs the county and municipal governments use codes and standards to prevent industry from impacting on residential areas and prevent sub-standard building construction. Education of the public about potential disaster effects also prevents injury and death from disasters. Public participation in preparedness exercises can also prevent injury and death from disasters.
  - b. **Preparedness** – Through disaster planning and recognition of hazards likely to affect the area, the county and municipal agencies prepare for potential disasters. County agencies are offered training in preparing for a disaster and each department is responsible for seeing that their responders have adequate training to carry out assigned functions. Many other programs are offered to the residents of Lincoln County to help them also be prepared, such as printed materials and public education programs. Members of the public are kept informed and urged to prepare for disasters by local media and Emergency Management.
  - c. **Response** – When a disaster occurs, the county and municipal agencies respond either as direct assistance to the disaster area or as a support agency to the first responders on-scene. The response agencies will act within their scope of training and will call upon outside resources as needed to mitigate further damages. Additional resources will be requested by the Lincoln County Emergency Operations Center.
  - d. **Recovery** – After the immediate short-term emergency needs of an area are controlled, the county and municipal governments begin a recovery process that may take several days, months or years. Response agencies will determine what impacts have been made on the community and what will need to be done to put the community back to pre-disaster conditions. Many times this effort will overwhelm the jurisdiction and assistance from state and federal government will be needed.

3. Lincoln County provides many emergency services to the citizens of the county on a daily basis. While the cities/towns within the county provide many services to their citizens, they also depend on Lincoln County for services such as emergency medical, social services, health, and emergency management.
4. The City of Lincolnton, in Lincoln County will maintain its own operations in the event of a disaster. However, if the City's resources prove to be inadequate during emergency operations, requests for county resources will need to be made to keep the city government's normal operations functional.
5. As requests for resources become overwhelming, the county will coordinate with adjoining counties for additional available resources while also working with North Carolina Emergency Management to utilize state resources when county capabilities become exhausted.
6. When needed, the Lincoln County Commissioners can declare a "State of Emergency" as directed by State Statute 166A-8, to assist the local emergency response agencies in carrying out their duties and for the protection of the citizens and property within the disaster area. Cities can independently declare a "State of Emergency" in the event of a disaster or sign off on a county "State of Emergency".
7. When a disaster overwhelms the capability of state and local governments, resources of federal departments and agencies will be needed.
8. Local governments will use their normal channels for requesting assistance to the State Emergency Operations Center. If state resources have been exhausted, the state will arrange to provide the needed resource(s) using the Emergency Support Functions as described in the Federal Response Plan. The county and the municipalities are also signature agencies of the "Statewide Mutual Aid Agreement."
9. The Federal Response Plan establishes the basis for fulfilling the federal government's role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster of any kind.
10. Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Coordinating Officer will be appointed as the President's representative to coordinate overall delivery of federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the state, under the overall direction of the Federal Coordinating Officer. The Disaster Mitigation Act of 2000, also known as the 2000 Stafford Act Amendments are important changes in the ways in which the federal government will provide assistance.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

Most of the departments within local government have emergency responsibilities in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency response and preparedness guidelines. Specific responsibilities are outlined below. Responsibilities for certain organizations which are not a part of local government are also presented because these agencies provide a vital function in emergency operations.

### **B. Assignment of Individual Responsibilities**

#### **1. Chairman, County Commissioners**

- Establish policy and incident guidelines in coordination with other officials.
- Carry out appropriate provisions of state general statutes, in addition to local ordinances, relating to emergencies.
- Issue and distribute, if appropriate, a local proclamation declaring a State of Emergency or terminating the State of Emergency.
- Assume or delegate direction and control of emergency operations after declaring an emergency at county level.
- Request assistance from state government through the Emergency Management Coordinator.
- Perform coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the county.
- Assure the protection of public documents and public facilities during the emergency.

#### **2. City Mayor**

- Establish policy and incident guidance guidelines in coordination with other officials.
- Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.

- Issue and distribute, if appropriate, a local proclamation or resolution declaring a State of Emergency or terminating the State of Emergency, in coordination with the county.
- Request assistance through the Emergency Management Coordinator.
- Perform coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the city.
- Assure the protection of public documents and public facilities during the emergency.
- Assume or delegate direction and control of emergency operations after declaring an emergency at the municipal level.

### **3. County Manager**

- On behalf of the county, implement direction, control, coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the county. Establish incident guidelines in coordination with other officials.
- Ensure county agencies continually update their annexes to the Emergency Operations Plan and develop internal Standard Operating Guidelines (SOGs) as needed to respond to emergencies through Emergency Management.
- Ensure that exercises and tests of the emergency systems are conducted on a periodic basis to test the functions of the Emergency Operations Plan through the Office of Emergency Management.
- To report to the Emergency Operations Center upon activation to provide direction, control, and ensure that representatives for Emergency Operations Center staff are designated (e.g. Radiological Officer, Health Director, Public Information Officer, etc.).
- On behalf of the Lincoln County Commissioners, implement or delegate direction, control, coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the county, including management of the Emergency Operations Center.

- Implement emergency policies/ordinances on behalf of the governing body. When directed, act on behalf of the Chairperson, County Commissioners or the mayor in the control of emergency operations.
- Ensure that financial records of expenditures are kept during emergencies. Function as the official county/town spokesperson and Public Information Officer or assure that a qualified trained PIO is acting on their behalf.

#### **4. City Manager**

- On behalf of the city/town council, implement direction, control, coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the city.
- Establish incident guidelines in coordination with other officials.
- Implement emergency policies/ordinances as appropriate for the governing body.
- Ensure that financial records of expenditures are kept during emergencies.
- Develop plans for the security of municipal public documents and facilities.
- Develop a roster of key personnel who must remain during an emergency or return, subsequent to an evacuation, to relieve other key personnel.
- Provide municipal personnel and equipment resources to the county to support emergency operations and evacuations.

#### **5. Emergency Management Coordinator**

- Perform assigned duties according to state statutes and local ordinances to include serving as the chief of staff and where delegated, the incident commander for all disaster operations.
- Set priorities on available resources and implement resource controls to restore essential services.

- Responsible for developing, coordinating and updating the county plan in accordance with federal and state guidelines, coordinating emergency operations within the county, and coordination of emergency activities with adjoining counties.
- Establish and equip the County Emergency Operations Center (EOC) to include primary and backup radio communications, fixed and mobile, and provide for operations on a continuous basis as required.
- Ensure that a system is developed and implemented to manage information, including internal messages, pertaining to the emergency situation and disseminate it to other levels of government and private sector.
- Acquire maps, status boards and other display devices for the Emergency Operations Center which identify high hazard areas and pre-selected control/monitoring points.
- Ensure that an events log containing casualty and health concerns, property damage, fire status, size of risk area, scope of hazard, number of evacuees, radiation dose, etc., is compiled and displayed in the Emergency Operations Center throughout the duration of the emergency.
- Provide for acquisition of food, water, supplies and other equipment necessary for the effective operation of the Emergency Operations Center.
- Develop a schedule for testing, maintaining and repairing the Emergency Operations Center and other emergency equipment, as well as, coordinate exercises and test of the emergency systems and plans within the county.
- Alert staff and activate Emergency Operations Center for 24-hour coverage, if necessary, when notified of potential emergency situations.
- Ensure that Emergency Operations Center staff acknowledge and authenticate reports.
- Ensure staff briefings are conducted periodically during the emergency.
- Establish and maintain coordination with other county/state Emergency Operations Centers.

- Provide for adequate coordination of recovery activities among private, state and federal agencies/organizations.
- Identify and maintain current inventories of available resources for emergency purposes including vital facilities.
- Maintain administrative records as required.
- Receive requests for assistance from the city and direct aid to areas where needed.
- Develop guidelines to warn areas not covered by existing warning systems.
- Coordinate warning resources with neighboring counties.
- Develop and maintain a public information and education program for disaster preparedness.
- Direct and assist the Public Information Officer in disseminating public information during emergencies.
- Identify potential evacuation areas in accordance with the county's hazard analysis.
- Develop evacuation procedures.
- Identify population groups requiring special assistance during evacuation, senior citizens, the very ill and disabled, nursing homes, prison populations, etc.
- Monitor the progress of the evacuation and modify evacuation guidelines when needed.
- Establish and equip Disaster Assistance Centers with the state when needed.
- Identify shelter facilities for short-term use, which have lodging and mass feeding capabilities.
- Develop guidelines to activate and deactivate shelters and ensure that the American Red Cross and Department of Social Services develop shelter SOGs.
- Designate shelter facilities with the shortest commuting distance to the hazard area for essential workers and their families.

- Initiate the return of the population as soon as conditions are safe at the direction of the Chairman, Board of County Commissioners.
- Assign a Damage Assessment Officer to coordinate overall damage assessment operations.
- Provide damage assessment training.
- Maintain sufficient quantities of needed forms and supplies for damage assessment teams and other departments/agencies assisting with assessment/recovery operations.
- Secure resources to support and assist with damage assessment activities such as maps, tax data, cameras, identification, etc.
- Establish a Utilities Liaison to coordinate information flow between the Emergency Operations Center and affected utilities.
- Assist with identification and notification of applicants that may be eligible for Public Assistance programs, local government entities, private nonprofit organizations, Native American tribes, etc.
- Develop mutual aid agreements for use of resources.
- Develop procedures to alert key officials.
- Develop procedures to activate the Emergency Alert System (EAS).
- Coordinate resource use under emergency conditions and provide a system to protect these resources.
- Provide for the storage, maintenance and replenishment of essential equipment and materials, medical supplies, food and water, radiological instruments, etc.
- Request additional resources in those cases where county resources cannot meet response or recovery requirements.
- Provide backup communications for Emergency Operations Center through the mobile command post.
- Develop a flood warning system for areas in the county subject to frequent flooding.

## **6. County/City Emergency Operations Center Representatives**

- Report to the Emergency Operations Center and ensure continuous representation throughout activation.
- Provide support personnel and services to the Emergency Operations Center as necessary.
- Ensure all information related to the emergency/disaster situation is coordinated with other response agencies/organizations.
- Maintain Incident Command System (ICS) records for required training (ICS 100, 200, 300, 400, 700, 800, etc.)

## **7. Public Information Officer**

- Prepare guidelines for the conduct of public information services during disasters.
- Maintain current inventories of public information resources.
- Coordinate all media releases pertaining to emergency planning and operations.
- Provide for rumor control and emergency instructions. Publicize the telephone number of a rumor control line where official disaster information can be obtained by the public.
- Develop media advisories for the public.
- Maintain working relationships with the media and a current list of radio stations, television stations and newspapers to be used for public information release.
- Prepare written statements of agreements with the media to provide for dissemination of essential emergency information and warnings to the public, including the appropriate protective actions to be taken.
- Arrange points of contact for releases of public information in an emergency and for briefings to media representatives when appropriate.
- Assist in the preparation and review of Emergency Public Information materials for all hazards affecting the county.

- Report to the Emergency Operations Center upon activation and coordinate the release of disaster related information with local agencies, state and federal governments.
- Clear information with the chief executive before release to the media.
- Prepare and distribute pre-scripted Emergency Public Information Center materials to the media.
- Ensure that all sources of information being received are authenticated and verified for accuracy.
- Assist in handling inquiries and informing families about places of contact for missing relatives, continued emergency services, restricted areas, etc.
- Review and update the Emergency Public Information Annex and SOGs regularly.
- In the event of a Nuclear Facility incident, maintain contact with the Joint Information Center (JIC) to provide information for news releases, review news releases for accuracy and coordinate rumor control for Lincoln County.

## **8. Sheriff**

- Plan for conducting traffic control and other law enforcement operations throughout the county during disasters.
- Develop mutual aid agreements with other law enforcement agencies.
- Provide transportation for Emergency Operations Center personnel under emergency conditions, as requested by Emergency Management.
- Maintain current internal notification/recall rosters and communications systems.
- Assist in warning and notifying the affected population of an emergency.
- Assist in evacuation of the disaster area and movement to shelter.
- Provide security and protection for the damaged area and critical facilities and control access to the affected area.

- Provide security in the Emergency Operations Center, reception centers, shelters, lodging and feeding facilities during emergency operations.
- Relocate and house prisoners when necessary during periods of evacuation.
- Coordinate additional law enforcement support with State Highway Patrol and other counties and municipalities during response activities.
- Deliver radiological monitoring kits or other supplies if requested.
- Establish radiological monitoring kits or other supplies if requested.
- Establish staging areas in conjunction with fire departments, rescue squads and the Transportation Coordinator.
- Review and update the Law Enforcement Annex and SOGs regularly.

#### **9. City of Lincolnton Police Department**

- Maintain law and order within the city.
- Provide mobile units for warning operations.
- Provide security for essential facilities.
- Request assistance through the Emergency Operations Center, as needed.

#### **10. Fire Marshal**

- Plan for coordination of firefighting operations throughout the county in time of disaster.
- Develop mutual aid agreements.
- Analyze fire potential and identify fire service requirements.
- Develop and update Fire SOGs for coordination of firefighting during emergencies.
- Prepare inventories of all fire equipment and personnel.
- Report to Emergency Operations Center upon activation and direct and control firefighting operations.

- Ensure responders are provided protective equipment, instruments, antidotes and clothing, within the resources of Lincoln County, to safely perform assigned tasks in a hazardous chemical or radiological environment to include decontamination.
- Request firefighting aid from other counties to the disaster site as needed.
- Advise decision makers and emergency support services on the hazards associated with technological hazards and the areas most likely to be affected by a release of a hazardous material.
- Provide support personnel to assist in traffic control and damage assessment operations.
- Conduct fire inspections at vital facilities and in the disaster area during recovery.
- Coordinate fire control between city, county and forest services.
- Advise about fire security during operations.
- Review and update the Fire Protection Annex and SOGs regularly.

#### **11. Radiological Officer**

- Develop a Radiological Protection System for the county and develop and maintain a radiological decontamination program.
- Establish a radiological protection reporting network.
- Provide for maintaining exposure records and ensure that dosimeters are read and reported at appropriate frequencies.
- Assist in determining radiation levels for emergency workers and determine appropriate exposures.
- Coordinate with county personnel and equipment for radiological monitoring and decontamination.

#### **12. Fire Departments**

- Assist in warning and notifying the affected population of an emergency.

- Deploy fire personnel and equipment during emergencies.
- Designate staging areas for mutual aid and volunteer forces responding from other areas.
- Support rescue operations.
- Provide radiological and hazardous material decontamination and monitoring support.
- Maintain fire security in evacuated areas.
- Assist in debris clearance for emergency access in the disaster area.

### **13. Rescue Squads**

- Rescue of injured people during emergency operations.
- Provide a support role for emergency operations as needed for public warning and traffic control.
- Deploy rescue personnel and equipment in an emergency.
- Provide radiological and hazardous material decontamination and monitoring support.
- Support the evacuation of special institutions and handicapped/disabled individuals.
- Provide search and rescue services for missing individuals and for individuals unable to evacuate due to injury.
- The EMS Director reports to the Emergency Operations Center to assist in coordination of rescue operations.
- Assist in debris clearance for emergency access in the disaster area.
- Provide emergency backup services to the county Emergency Medical Services (EMS).

### **14. Emergency Medical Services Director**

- The EMS Director reports to the Emergency Operations Center to assist in coordination of rescue operations.

- Plan for coordination of emergency medical activities throughout the county during disasters.
- Develop Emergency Medical Services guidelines and mutual aid agreements.
- Coordinate with hospital disaster coordinator on use of medical facilities within the county for mass casualty incidents.
- Establish liaison with medical facilities and maintain field communications with other response groups.
- Maintain liaison with the American Red Cross (ARC) and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster situations.
- Provide for the dispatch of ambulances and the transport of victims to medical facilities.
- Coordinate response capabilities utilizing the rescue and ambulance units.
- Maintain a casualty tracking system.
- Implement the Incident Command System (ICS) as needed.
- Review and update the Emergency Medical Services Annex and SOGs regularly.
- Provide medical surveillance and medical decontamination for emergency workers at incidents involving radiological and hazardous materials.

#### **15. Social Services Director**

- Plan for coordination of social services operations during disaster.
- Coordinate with medical/health care facilities, nursing homes, rest homes, etc. to insure development of emergency guidelines in conjunction with appropriate agencies.
- Develop Mutual Aid Agreements.
- Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, Council on Aging and other volunteer organizations.

- Assist the American Red Cross in recruiting shelter staff from Social Services.
- Maintain current internal notification/recall rosters.
- Report to Emergency Operations Center upon activation to assist in shelter operations.
- Coordinate with health, mental health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.
- Train and prepare for the operation of shelters for the county's special needs residents, nursing homes, rest homes, etc.
- Direct operations for all special needs shelters and/or facilities in coordination with the American Red Cross.
- Provide for medical care of special needs population.

#### **16. Communications Administrator**

- Develop and maintain equipment, methods and SOGs for communication and warning systems, including two-way radio systems throughout the county, providing methods of communications between Emergency Operations Center, field forces, shelter facilities, adjacent jurisdictions and area/State Emergency Operations Center.
- Maintain current internal notification/recall rosters.
- Ensure information pertinent to the emergency/disaster situation is provided to the Emergency Operations Center.
- Disseminate warning information.
- Review and update the Communications Annex and SOGs regularly.
- Ensure that communications guidelines are established for the use of logs, message forms and message control.
- Develop guidelines for restoring telephone services during emergencies.
- Develop Mutual Aid Agreements.

- Identify potential sources of additional equipment and supplies.
- Provide radio repair capabilities and maintenance operations under emergency conditions.
- Ensure program training for all county communications personnel.
- Provide for the delivery of primary and backup radio communications (fixed and mobile).
- Report to the Emergency Operations Center upon activation and provide direction and control for communications operations.
- Coordinate radio and telephone resources in the county.
- Develop guidelines which define agency responsibilities, describe activation guidelines and detail the warning systems for notifying the general public.
- Develop listing of warning equipment locations and areas of coverage.
- Provide for testing of the communication, warning and alerting systems on a regular basis.
- Arrange with public services agencies to augment warning capabilities.
- Coordinate with the Public Information Officer to distribute necessary information to the media and public.
- Receive warning information from the National Warning System or the Division of Criminal Information (DCI) and other official sources.
- Provide for backup electrical power to the Emergency Operations Center.

#### **17. Facilities Maintenance Supervisor**

- Prepare guidelines to provide county maintenance functions during emergencies.
- Develop and maintain resource lists with location and availability of equipment, fuel and operational personnel to support response/recovery operations with assistance from the Emergency Management Coordinator.

- Provide emergency potable water as required.
- Store and provide fuel for emergency vehicles.
- Provide sanitation services during emergencies.
- Prepare required reports and forward to the Emergency Operations Center.
- Maintain emergency power, water and sanitation resources at vital facilities in the county during emergencies.
- Assist in damage assessment operations and relay damage assessment information to the Emergency Operations Center and be familiar with FEMA Schedule of Equipment rates (located in the EOP Supplement).
- Plan for emergency repair and restoration of vital facilities and utilities during disasters.
- Assist in shelter marking and upgrading.
- Conduct and assist with debris removal on county owned property.

#### **18. Public Works Director (County – City)**

- Maintain water supplies and sanitary facilities at shelter sites within the county/city during emergencies.
- Jointly with county emergency management, request public works mutual aid from other jurisdictions and the state.
- Conduct debris clearance and removal operations in conjunction with the North Carolina Department of Transportation.
- Provide support to state agencies, as needed, for water sampling and intake control.
- Review and update the Public Works Annex and SOGs regularly

#### **19. Health Director**

- Develop guidelines for emergency public health operations.
- Develop and implement health awareness and public information programs regarding personal health.

- Coordinate the distribution of exposure-inhibiting or mitigating drugs, vaccines or other preventatives according to the Lincoln County SNS Plan located in the EOP Supplement.
- Report to the Emergency Operations Center upon activation and provide direction and control for emergency health operations.
- Plan for inspection of food and water in shelters and issuance of instructions for decontamination, distribution and usage.
- Conduct sanitation inspections of shelters.
- Develop mutual aid agreements.
- Provide for health care support at emergency facilities and shelters.
- Provide health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable diseases.
- Coordinate environmental health activities for waste disposal, water control and vector/vermin control and sanitation.
- Provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.
- Arrange for the re-supply of health response agencies.
- Coordinate the distribution of exposure-inhibiting or mitigating drugs, vaccines or other preventatives.
- Coordinate public information with the Public Information Officer.

## **20. Mental Health Services Provider**

- Develop guidelines to provide mental health services during emergencies.
- Develop a Disaster Training Guide for counseling personnel.
- Provide crisis intervention training for personnel assigned to Critical Incident Stress Debriefing Teams.
- Implement disaster plans for mental health facilities.

- Provide mental health professionals for treatment of disaster victims.
- Assist the American Red Cross with inquiries from families on status of individuals injured or missing.
- Maintain a 24-hour Crisis Line during periods of evacuation.
- Identify evacuees in reception centers, shelters and Disaster Application Centers who have experienced mental stress and provide them with mental health services.
- Ensure continuity of mental health treatment and medication for persons in shelters.
- Provide crisis counseling to professionals and support staff working with the relocated population.
- Coordinate with the Mental Health Coordinator and provide crisis counselors to shelters.

## **21. Medical Examiner/Coroner**

- Respond to notifications of fatalities from local authorities and establish an adequate morgue.
- Supervise the morgue and the transportation of the remains of the deceased.
- Establish the cause of death of the deceased victims and issue death certificates.
- Notify families and release the remains and personal effects to proper representatives.
- Issue press releases in conjunction with the Public Information Officer.
- Identify resource equipment and needed supplies.
- Coordinate with search and rescue teams during body recovery.
- Coordinate with funeral directors, ambulance services, pathologists, ARC, dentists, X-ray technicians and law enforcement in a mass fatality incident.
- Assist in handling inquiries and informing families about places of contact for missing relatives.

## **22. Finance Director**

- Develop financial accounting record guidelines for all agencies to report their emergency expenses.
- Maintain a separate account of disaster related expenditures and expenses and be familiar with the FEMA Schedule of Equipment rates (located in the EOP Supplement).
- Develop guidelines for the procurement and delivery of essential resources and supplies on a timely basis.
- Report to the Emergency Operations Center upon activation and assist the Emergency Management Coordinator in the direction and control of resource management operations and staffing.
- Insure that response agencies initiate documentation of all costs incurred subsequent to the emergency/disaster.

## **23. Damage Assessment Officer/Tax Administrator**

- Develop, review and annually update guidelines for damage reporting and accounting.
- Train personnel in damage assessment organization, techniques and reporting procedures and be familiar with the FEMA Schedule of Equipment rates (located in the EOP Supplement).
- Maintain a current damage assessment team notification/recall roster.
- Report to Emergency Operations Center upon activation and coordinate damage assessment operations in conjunction with the Emergency Management Coordinator.
- Assign damage assessment teams and deploy as appropriate. Assure each team has communications with the Emergency Operations Center.
- Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- Assist the Emergency Management Coordinator and other county or city agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected government facilities.

- Collect and compile incoming damage reports from teams in the field to include county and private agencies such as American Red Cross, School systems, private nonprofit/government utilities.
- Collect and compile damage assessment information for the State Emergency Management Office.

#### **24. Superintendent of Schools**

- Develop emergency guidelines for all school facilities as well as support transportation operations by providing buses and drivers for evacuations of the general public along with medical and health care facilities.
- Provide support personnel as needed.
- Provide school facilities for temporary medical treatment facilities or shelters.
- Provide for fuel support for buses being used in transportation activities.
- Direct the evacuation of school populations.
- Plan for transportation of county residents in a disaster, including special population groups.
- Coordinate transportation operations and keep Emergency Operations Center advised of status.

#### **25. American Red Cross Liaison**

- Coordinate shelter/mass care operations for city and county and identify those functions required for shelter operations.
- Provide support personnel as requested.
- Provide a stocking plan for American Red Cross (ARC) shelters.
- Provide shelter managers to operate ARC shelters. Ensure managers follow ARC guidance guidelines.
- Train shelter managers and staff to handle the day-to-day needs of evacuees while the shelter is in operation.
- Arrange for staffing of ARC shelters and feeding of evacuees.

- Identify evacuees within ARC shelters with special needs.
- Develop letters of agreement and guidelines for shelter activities and secure cooperation of building owners for use of shelter space.
- Assist in handling inquiries and informing families on the status of individuals injured or missing.
- Inspect shelter sites for serviceability.

## **26. Local Non Profit Organizations**

- Provide appropriately trained personnel to response teams.
- Assist the American Red Cross in handling inquiries and informing families on the status of individuals injured or missing.
- Provide support personnel for counseling services for disaster victims.
- Assist and support the American Red Cross in the feeding operation for workers and victims at the disaster site.

## **27. RACES – Radio Amateur Civil Emergency Service**

- Coordinate and provide communications for outlying areas and local shelters with the Communications Center and/or Emergency Operations Center. Provide backup communications from county EOC to state EOC.

## **28. Cooperative Extension Agent**

- Operate out of the County Emergency Operations Center as needed for technical advice and liaison with the agricultural community.
- Maintain contact with State Emergency Operations Center for coordination of agricultural activities.
- Assist sampling teams operating in the county during radiological or hazardous materials incidents.
- Work with the county agencies to provide personnel for agricultural damage assessment teams.
- Coordinate releases of public information with the Public Information Officer and the Health Department.

### **29. Animal Control Director**

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

### **30. Solid Waste**

- Serve as debris management coordinator to the Emergency Operations Center on issues dealing with debris generated by the disaster.
- Develop an emergency plan dealing with solid waste issues and debris disposal in a disaster.
- Develop policies regarding tipping fees, truck weighing and disposal of debris in the landfill during a disaster and in the recovery phase of disaster operations.
- Develop contracts for all contractors regarding debris removal.

### **31. Information Technology**

- Provide needed IT related support for any emergency operation.

## **V. CONTINUITY OF GOVERNMENT**

### **A. General**

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

### **B. Line of Succession**

1. The line of succession of the County Board of Commissioners and the City Council proceed from the Chairman to the members of the Board in accordance with jurisdictional policy or law.

2. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate guideline.

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

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

### **D. Relocation of Government**

1. The county provides for the relocation of the governing body to the Emergency Operations Center during times of emergency.
2. If the primary Emergency Operations Center is determined inoperable, the governing body will relocate to an alternate Emergency Operations Center facility.
3. City government will relocate to a city facility or to the county EOC.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. General**

1. The Emergency Services/911 Communications Center operates continuously 24 hours per day and is administered by Lincoln County. Day-to-day operations are under the 911 Administrator who reports to the County Manager's Office.
2. The operational readiness and operations of the Emergency Operations Center is the responsibility of the Director of Emergency Management.

### **B. Records and Reports**

1. County and city government must maintain records of expenditures and obligations during emergency operations.
2. Narratives and operational journals of response actions will be kept.

### **C. Consumer Protection**

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

### **D. Non-Discrimination**

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

### **E. Agreements and Understandings**

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

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The County Manager, through the Emergency Management Coordinator, will insure all officials involved participate in development, annual review and revisions of this plan. This shall include review of those portions of the plan actually implemented in an emergency.
- B. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) four-year exercise plan to insure a readiness posture for those who have an emergency responsibility.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## APPENDIX 1 TECHNOLOGICAL HAZARDS

### I. PURPOSE

This appendix provides additional information to the basic plan for response to technological emergencies that are faced by Lincoln County. Although there are many kinds of technological disasters, the most common involve fires or explosions and may or may not involve hazardous materials. Some other examples of technological disasters would be transportation accidents and structural failures. Specific hazards are referred to in attachments to this appendix.

### II. CONCEPT OF OPERATIONS

- A. The level of response required for a technological incident will be determined by:
  - 1. the quantity and the toxic effects of a hazardous material if released
  - 2. the population and/or property threatened
  - 3. the type and availability of protective equipment required for the incident
  - 4. the probable consequences should no immediate action be taken
- B. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include shelter in-place, evacuation or isolation of the area.
- C. Response procedures for each type of incident will be according to departmental policies and guidelines in compliance with worker safety standards.
- D. Notification of an incident may be provided by anyone who recognizes that an incident is or has occurred. The telephone will be considered the primary means of alerting communications of an incident. Other methods including two-way radios and alarm systems may be used for the initial notification.

### **III. ORGANIZATION**

- A. The head of each agency that may be involved in response to a technological incident is responsible for the safety training of its own personnel. Training, emergency response guidelines and medical surveillance shall comply with state and federal regulations. Training will address the dangers of hazardous materials, emergency response techniques, protective measures, protective clothing and equipment, and medical monitoring of personnel, etc. The head of each agency is responsible for developing, maintaining, and updating training programs and standard operating guidelines.

### **IV. ADMINISTRATION AND LOGISTICS**

- A. The agencies that may become involved in a technological incident will develop guidelines to cope with a major incident. The Emergency Management Coordinator and the Local Emergency Planning Committee will ensure that all identified hazards are evaluated.
- B. Equipment and supplies for response to technological hazards will be provided initially from the responding agencies' resources. Additional resources will be obtained through mutual aid agreements with other agencies, jurisdictions or private organizations. State and federal aid may be requested after local resources have been exhausted or determined to be inadequate for the task.
- C. Training programs for emergency responders of the county will be through individual agency in-service training, community college courses, and other offerings of related training. Schedules of these courses will be through the local community college and/or the Lincoln County Emergency Management Office as they become available.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## APPENDIX 2 NATURAL HAZARDS

### I. PURPOSE

This appendix provides additional information to the Basic Plan for response to Natural Hazards. The main natural hazards that affect Lincoln County are listed in the Basic Plan under Section II.

### II. CONCEPT OF OPERATIONS

- A. The National Weather Service will detect and track potentially dangerous storm systems. The Weather Service begins issuing advisories containing strategic information on any storm system that might affect Lincoln County and continues to issue updated advisories, watches, and warnings as long as any threat exists. Such advisories are broadcast over the NWS/NOAA Weather Radio System, local radio and television stations.
- B. The Lincoln County Emergency Management Office will coordinate with the National Weather Service to maintain up-to-date information concerning potential storms. Such information will be provided to the citizens, as well as to county, city or other local agencies.
- C. The National Weather Service has an agreement with the Amateur Radio Emergency Services (ARES) to be spotters and report weather conditions including sightings of tornados.
- D. The Lincoln County Emergency Management Office has identified low lying areas that are prone to flash flooding and upon receipt of potential problems in these areas, will notify the down stream residents to evacuate to higher ground.
- E. Owners of high-risk dams should have facility plans that address how to report to the local Emergency Management Office. When a call is received, the local emergency management coordinator will monitor the situation and make appropriate calls to state regulatory agencies through the area office. If needed the coordinator will make evacuation recommendations.

- F. Forest fires are the responsibility of the North Carolina Forest Service; however, the local emergency management office will coordinate with the forest service when there becomes potential urban interface problems. In addition the local fire departments may be called to assist the forest service.

### **III. ORGANIZATION**

- A. The head of each agency that may be involved in a response to a natural hazard is responsible for the safety training of its own personnel. Topics addressed during training sessions should include the dangers associated with severe weather, forest fires, earthquakes, flash flooding, etc.
- B. The local emergency management office will be the lead agency due to the multi-jurisdictional problems associated with natural hazards.

### **IV. ADMINISTRATION AND LOGISTICS**

- A. The agencies that may become involved in a natural hazards incident will develop guidelines to cope with a major incident. The Emergency Management Coordinator and the Local Emergency Planning Committee will ensure that all identified hazards are evaluated.
- B. Equipment and supplies for response to natural hazards will be provided initially from the responding agencies' resources. Additional resources will be obtained through mutual aid agreements with other agencies, jurisdictions or private organizations. State and federal aid may be requested after local resources have been exhausted or determined to be inadequate for the task.
- C. Training programs for emergency responders of the county will be through individual agency in-service training, community college courses, and other offerings of related training. Schedules of these courses will be through the local community college and the Lincoln County Emergency Management Office as they become available.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## APPENDIX 3 CIVIL DISORDERS

### I. PURPOSE

There is a need to maintain law and order during times of gathering of citizen protest groups or other type groups. This appendix describes the operational policies to be implemented for the purpose of minimizing the impact of civil disturbances upon the citizens and property of Lincoln County.

### II. CONCEPT OF OPERATIONS

- A. The Lincoln County Sheriff's Department and/or the City of Lincolnton Police Department will be the lead agencies to deal with a Civil Disturbance. It is recognized that this is considered primarily a law enforcement function and that other county and city agencies will respond in a support role.
- B. When groups with conflicting viewpoints form and the potential for direct conflict exists, law enforcement should gather intelligence by both overt and covert means.
- C. By monitoring the intelligence, the Lincoln County Sheriff and/or the City of Lincolnton Police Departments may predict when such gatherings are likely to become disorderly.
- D. 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.
- E. A "State of Emergency" proclamation may be issued by the City of Lincolnton or Lincoln County and gives the issuing governmental body additional authority to effectively address the situation.
- F. Assistance from North Carolina Law Enforcement Agencies and the North Carolina National Guard may be done directly by the police chief and/or sheriff during a civil disturbance. The local emergency management coordinator may also request this assistance for the local law enforcement agencies.

- G.** Mutual Aid agreements have been put in place between the City of Lincolnton Police Department and the Lincoln County Sheriff's Department as well as with surrounding county law enforcement agencies.
- H.** Each law enforcement agency in Lincoln County will develop guidelines to effectively deal with civil disorders.
- I.** After the situation is brought under control the local emergency management coordinator will be responsible for directing damage assessment and recovery of damaged areas.

### **III. ORGANIZATION**

- A.** The head of each law enforcement agency involved in a response to a civil disturbance is responsible for the safety training of its own personnel. Topics addressed during training sessions should include material related to control of all aspects of civil unrest.
- B.** Equipment and supplies for response to a civil disturbance will be provided initially from the responding agencies' resources. Additional resources will be obtained through mutual aid agreements with other agencies, local jurisdictions or from private organizations and facilities. State and federal aid may be requested after local resources have been exhausted or determined to be inadequate for the task.
- C.** Training programs for emergency responders of the county will be through individual agency in-service training and other offerings of related training.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## APPENDIX 4 HAZARDOUS MATERIALS

### I. PURPOSE

This attachment provides additional information to the basic plan for response to hazardous material emergencies and to meet the county and city responsibilities pursuant to the Emergency Planning and Community Right to Know Act of 1986.

### II. CONCEPT OF OPERATION

- A. There are two types of incidents involving hazardous materials; (1) incidents at fixed facilities and (2) transportation incidents.
- B. In Lincoln County there are several industries that have quantities of extremely hazardous materials as defined by the Superfund Amendment and Reauthorization Act that would require special facility planning. There are other industries reporting other quantities of hazardous materials that will require special attention in the event of spill or fire.
- C. A Lincoln County Emergency Planning Committee (LEPC) has been established to identify the magnitude of the local hazard, assess the vulnerability of the community to the hazard, and provide planning guidance for emergency response. Representation on the committee is prescribed by the policy of the North Carolina Emergency Response Commission, and those agencies or groups that have an interest in hazardous materials may have a representative on the committee. A point of contact will be established for each reporting industry and referred to as the facility emergency coordinator. At the county level the Emergency Management Coordinator will be utilized as the community emergency coordinator to receive industrial information from the facility coordinator and to make this information available to the public as required by SARA Title III.
- D. When responding to an incident where hazardous materials are known to be stored, the responders will assume the involvement of the most toxic substance at that location until otherwise informed.

- E.** Warning and notification of the public, including special populations will be in accordance with the Notification and Warning Annex (Annex C) of this plan and also the Emergency Public Information Annex (Annex D).
- F.** As necessary, emergency vehicles with effective sound devices (sirens and/or public address systems) will be used as a public alerting system. If a fixed notification system is in place around the facility or emergency area the vehicles may be used as a backup system. The vehicles will be dispatched within the evacuation area and will stop at each quarter ( $\frac{1}{4}$ ) mile in populated areas and at each house or group of houses that are more than  $\frac{1}{4}$  mile apart. The emergency vehicle will notify the public of the situation and recommended protective action. Each route should be run twice if possible to ensure receipt of the initial warning by all members of the community. The second run will be to confirm alert and notification. Backruns need only stop at houses that are dark at night or where it is apparent that people are not complying with instructions. If necessary, door-to-door alerting will be accomplished during the second run.
- G.** Many sources of guidance for specific information about hazardous materials exists to help responders in their decision making process. The primary initial guidance that is most readily available is the Emergency Response Guidebook (ERG) developed by the Department of Transportation (DOT), however, it should not be considered the only source of information and other information sources should be sought after making an initial assessment of the scene.
- H.** The State of North Carolina through the Division of Emergency Management has resources as well as reference material that can be utilized in the decision making process.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## APPENDIX 5 GLOSSARY

**Annex (functional):** Parts of the EOP that provide specific information and guidelines; should focus on operations, what the function is and who is responsible for carrying it out, emphasize tasks, guidelines and operational actions that pertain to the function being covered.

**Appendix (Hazard-specific):** Addresses each hazard that threatens the jurisdiction. Unique characteristics of various hazards will not be adequately covered in the functional annexes; to properly treat such unique factors is the purpose or role of the hazard-specific appendices.

**CAMEO:** Computer-Aided Management of Emergency Operations. Computer database for storage-retrieval of pre-planning data for on-scene response use in hazmat incidents. Includes systematic MSDS data on common chemicals, an air-plume modeling program and pre-planning displays of chemical storage sites and amounts of storage available at designated sites, based on prior input of data received from facility managers. “Codebreaker” feature can identify wide range of substances by instant cross-reference procedure. Developed by and available through the United States Coast Guard (USCG) and National Oceanic and Atmospheric Administration (NOAA).

**Civil Air Patrol:** Volunteer pilots who offer their time and aircraft for emergency use in search and rescue, messenger service, light transport flights, air borne communications, and reconnaissance support.

**Civil Preparedness Guide (CPG):** Serves as FEMA policy documents.

**Civil Preparedness Guide 1-5 (CPG 1-5):** Objectives for Local Emergency Management, prepared by FEMA. Describes and explains functional objectives that represent a comprehensive and integrated emergency management program.

**Civil Preparedness Guide 1-8 (CPG 1-8):** Guide for development of State and Local Emergency Operations Plans, prepared by FEMA.

**Civil Preparedness Guide 1-8a (CPG 1-8a):** Guide for the review of State and Local Emergency Operations Plan, prepared by FEMA. Provides FEMA staff with a standard instrument for assessing EOPs that are developed to satisfy the eligibility requirement to receive Emergency Management Assistance (EMA) funding. Also called the “crosswalk” checklist. Utilized in development of National Response Teams (NRT).

**Civil Preparedness Guide (CPG) 1-35:** A planning tool to guide local jurisdictions through a logical sequence for identifying hazards, assessing capabilities, setting priorities, and scheduling activities to improve capability over time.

**Code of Federal Regulations (CFR):** “49 CFR” refers to Title 49, the primary volume regarding hazmat transportation regulations.

**Command Post:** A centralized base of operations established near the site of an incident.

**Community Right-to-Know:** Legislation requiring the communicating of chemical information to local agencies or the public.

**Comprehensive Cooperative Agreement (CCA):** For each state, a single budgetary vehicle for applying for and receiving financial assistance for several FEMA-administered programs. Negotiated separately for each state thru FEMA Regional offices. Mechanism for distribution of Title III training grants.

**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 or manmade, and for all levels of government and the private sector.

**Continuity of Government (COG):** Plans and guidelines 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.

**Damage Assessment/Estimation:** The 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.

**Department of Crime Control & Public Safety (CCPS):** The North Carolina department responsible for state crime control and preparation for and response to disasters.

**Disaster:** An occurrence of widespread or severe damage, injury or loss of life or property resulting from any natural or man-made event.

**DOT:** Department of Transportation

**Emergency Alert System (EAS):** A public warning system. A network of broadcasting 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 television stations and non-governmental electronic communications operating in a voluntary organized manner during natural or manmade emergencies or disasters at local, state or national levels.

**Emergency Management:** Organized analysis, planning, decision-making, assignment and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

**Emergency Management Assistance (EMA):** FEMA program of financial contributions to assist the states and their political subdivisions to develop a capability for civil defense on a 50-50 funds matching reimbursement basis.

**Emergency Management Coordinator (EMC):** The Emergency response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry and public forces at work in the disaster.

**Emergency Medical Services (EMS):** Local medical response teams, usually rescue squads or local ambulance services which provide medical services during a disaster.

**Emergency Medical Technician (EMT):** Person nationally or state-certified as trained to provide a specific level of emergency medical care prior to transport to a hospital.

**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 from 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 should have adequate work space, be supplied with maps, status boards, etc. which are 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 or fully activated, 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 or man-made disasters. The plan identifies authorities, relationships and the coordinated actions to be taken based on predetermined assumptions, objectives and existing capabilities.

**Emergency Public Information (EPI):** Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency. Includes rumor-control processes. During an emergency it is essential that the community receive official emergency public information. An effective public information program is instrumental in saving lives and limiting the loss of property. A Public Information Officer (PIO) must be appointed to provide a single source of information to the media. Information thus will be non-conflicting, and key officials will be free to concentrate on the response. The PIO

must have the capability to fully utilize the media to provide fast, accurate, official information and instructions to the public. A location should be designated where press conferences will be given and news releases issued. This will be the only source of information for the media so that key emergency operating facilities and activities will not be disrupted by media attempts to gain access.

**Emergency Response:** The response to any occurrence of a natural or man-made emergency.

**Emergency Response Guidebook (ERG):** Published and distributed by Department of Transportation (DOT) for response personnel's initial use on-scene at HazMat events.

**Emergency Worker:** Trained workers utilized during an emergency.

**Evacuation:** A population protection strategy involving orderly movement of people away from a hazard.

**Evacuee:** That individual which is moved to an area of less risk.

**Extremely Hazardous Substance:** A list by the Environmental Protection Agency (EPA) defined in Section 302 of the US Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11002). The list can be found as an appendix to 40 Code of Federal Regulations (CFR) 355.

**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 Presidentially declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning. It also deals in flood insurance, temporary housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

**Fire Department:** A paid or voluntary professional fire department with jurisdiction over local emergency response; receives reports from facilities under SARA Title III.

**Fixed Nuclear Facility (FNF):** Nuclear power plants, reactor fuel fabrication or processing plants, test and research reactors or any other facility using or producing large quantities of radioactive material.

**Flash Flood Warning:** Means a flash flood is imminent within an area, take immediate action.

**Flash Flood Watch:** Indicates that a flash flood is probable within an area, stay alert.

**General Statute (G.S.):** The specific form of state law coded and recorded for reference.

**Hazard:** Any situation that has the potential for causing damage to life, property and the environment.

**Hazard Analysis:** A process used by emergency managers to identify and analyze hazard potential and consequences.

**Hazard Identification:** A part of FEMA’s Civil Preparedness Guide 1-35 (CPG 1-35) of the “Hazard Identification, Capability Assessment, and Multi-Year Development Plan” (HICA/MYDP) information system, which is completed and updated annually by state and local emergency management organizations. The Hazard Identification provides a structured approach for identifying those hazards that pose a significant threat to their jurisdiction.

**HazMat (Hazardous Materials):** Any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property. Substances so designated may include explosive, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons, oxidizing or corrosive materials, and flammable gases. Defined by rulemaking process, under authority of Public Law (PL) 93-633.

**Hazardous Materials Incident (Stationary):** Uncontrolled, unlicensed release of hazardous materials from a fixed site.

**Hazardous Materials Response Team:** A team of specifically trained personnel who respond to a hazardous materials incident. The team performs various response actions including assessment, firefighting, rescue, and containment.

**Hazardous Materials Transportation Incident:** Uncontrolled, unlicensed release of hazardous materials during transport.

**Incident Command System (ICS):** Combination of facilities, equipment, personnel, guidelines and communications operating within 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 more resources, without requiring new reorganized command structure.

**Joint Information Center (JIC):** A center established in the event of a disaster or emergency for collecting, verifying and issuing emergency information. It provides a central location for the joint issuance of accurate information to news media representatives by all levels of government and private industry. This center should be a large room with limited access where the media can receive information and be provided with workspace. A JIC is established for written and verbal news releases to the media.

**Liability:** A state of being legally obligated to act.

**Local Government:** Political subdivision of the State.

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

**Mutual Aid Agreements:** Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

**National Oceanic And Atmospheric Administration (NOAA):** Central agency in development of CAMEO computer system for hazmat response and planning use, especially air-plume and surface-slick dispersion modeling. Functions under the Department of Commerce. Provides Scientific Support Coordinators (SSCs) in coastal and marine areas. SSCs serve as members of the on scene commander's staff, as scientific and technical advisors. Their capabilities include contingency planning, surface/subsurface trajectory forecasting, resource risk analysis, technical hazard assessment and general communications. The SSC serves as principal point-of contact for members of the scientific community.

**National Warning System (NAWAS):** The Federal Warning System, used to disseminate warnings of imminent natural or man-made disasters into a Regional Warning System which passes it to the State Warning Points for action.

**National Weather Service (NWS):** A Federal Agency tasked with forecasting weather and providing appropriate warning of imminent disaster such as hurricanes, tornados, tropical storms, etc.

**National Incident Management System (NIMS):** A Homeland Security presidential Directive. NIMS is a core set of doctrine, concepts, principals, terminology and organizational processes applicable to all hazards. This is a template for all agencies to work together as a team in emergency situations.

**NRT-1:** Emergency Planning Guide issued by National Response Team (NRT), dated March 1987; fulfills Congressional requirement for unified federal guidance document for HazMat emergency planning. Product of numerous inputs from state and local governments, industry, emergency planners, environmental groups, and the public. Known to some as the "orange book", and is a key, central document for Local Emergency Planning Committee (LEPC) and State Emergency Response Commission (SERC) guidance.

**NRT-1A:** Criteria for "Review of Hazardous Materials Emergency Plans", issued by National Response Team (NRT) in May 1988, to assist communities in assessing the effectiveness of their plans. Derived in part from FEMA documents such as Civil Preparedness Guide 1-8, 1-8a and NRT-1.

**On-Scene:** Total area that may be impacted by the effects of an emergency situation. The on-scene area is divided into mutually-exclusive on-site and off-site areas. Area boundaries may be circular or irregular in shape and will be established by local, state or federal officials.

**On-Scene Commander:** Official who directly commands and allocates local resources and supervises all local operations at the scene.

**Occupational Safety and Health Administration (OSHA):** Responsible for workplace safety regulation, including HazMat responders training standards.

**Public Information Officer (PIO):** Official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding local, state and federal government agencies. Also called Public Affairs Officer (PAO).

**Reception Center:** If an evacuation is ordered, suitable facilities to be used as reception centers must be designated. The centers will be used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted. Persons requiring temporary shelter will be directed to a shelter location. Reception and shelter facilities may be at the same location.

**Recovery:** Activity involves assistance 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.

**Response:** Activities that occur immediately before, during, and directly after an emergency or disaster. They involve lifesaving actions such as the activation of warning systems, manning the EOCs, implementation of shelter or evacuation plans, and search and rescue.

**Rumor Control Center:** An established part of JIC to provide a contact point for the public to call for correct and reliable information.

**State Emergency Response Commission (SERC):** Designated by the Governor, responsible for establishing hazmat planning districts and appointing/overseeing Local Emergency Planning Committees.

**Shelter:** A facility to house, feed and care for persons evacuated from a risk area for periods of one or more days.

**Shelter In-Place:** Directing of county residents to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat, i.e. vapor cloud or explosion. Sheltering in-place is defined as “the indoors sheltering of people to prevent external contact or inhalation of harmful chemicals”. All air circulating devices should be shut off and windows and doors closed. It is anticipated sheltering in-place will last a short time.

**Shelter Manager:** An individual who provides for internal organization, administration and operation of a shelter facility.

**Staging Area:** A pre-selected location having large parking areas such as a major shopping area, school, etc. The area is a base for the assembly of persons to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees. Several of these areas should be designated to each evaluating jurisdiction.

**Standard Operating Guidelines (SOG’s):** Set of instructions in giving uniform guidelines covering possible actions during natural or man-made disasters.

**State Emergency Operations 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.

**State Emergency Response Team (SERT):** A team of emergency response personnel from the Department of Crime Control and Public Safety who are dispatched to the scene of a disaster in order to evaluate conditions, offer advice and coordinate all recovery activities.

**State Warning Point (SWP):** The State Highway Patrol Communications Center that receives warnings and other emergency information in accordance with current directives.

**Superfund Amendments and Reauthorization Act of 1986 (SARA):** Public Law 99-499 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.

**Traffic Control Points:** Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

**Vulnerability:** The possibility for loss of life, property and harm to the environment if a natural or man-made disaster occurs.

**Vulnerability Analysis:** Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone in terms of size and types that could be expected, 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. Refer to the DOT's Emergency Response Guidebook to obtain information on the vulnerable zone for a hazardous materials release. A standard vulnerability analysis has been developed by EPA to assist communities in addressing section 303 of SARA Title III.

**Warning:** The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects of natural or man-made disasters.

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

# **LINCOLN COUNTY EMERGENCY OPERATIONS PLAN**

## **ACRONYMS**

AED	Automated External Defibrillator
AG	Attorney General
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
CAD	Computer Aided Dispatch
CFR	Code of Federal Regulations
CPCS	Common Program Control Station
CPG	Civil Preparedness Guide
DAC	Disaster Application Centers
DAO	Damage Assessment Officer
DCI	Division of Criminal Information
DEHNR	Department of Environment, Health and Natural Resources
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DOT	Department of Transportation
DSR	Damage Survey Reports
DSS	Department of Social Services
EAS	Emergency Alert System
EM	Emergency Management
EMA	Emergency Management Assistance (Federal Program)
EMC	Emergency Management Coordinator

EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPI	Emergency Public Information
ERG	Emergency Response Guidebook
ERT	Emergency Response Team
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FSA	Farm Service Agency
GAR	Governor's Authorized Representative
GS	General Statute
HAZMAT	Hazardous Materials
HHW	Household Hazardous Waste
HICA/MYDP	Hazard Identification, Capability Assessment/Multi-Year Development Plan
IA	Individual Assistance
IC	Incident Commander
ICS	Incident Command System
IFG	Individual and Family Grants
IRT	Initial Response Team

JIC	Joint Information Center
JOC	Joint Operations Center
LEPC	Local Emergency Planning Committee
MAMA	Mountain Area Medical Airlift
NAWAS	National Warning System
NCEM	North Carolina Division of Emergency Management
NCFC	North Carolina Fire Code
NCGS	North Carolina General Statutes
NCSHP	North Carolina State Highway Patrol
NIMS	National Incident Management System
NLETS	National Law Enforcement Telecommunications System
NFPA	National Fire Protection Association
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Interest
NRT	National Response Team
NWS	National Weather Service
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PNP	Private Nonprofit
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point

RACES	Radio Amateur Civil Emergency Service
RDP	Receiving and Distribution Point
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SBI	State Bureau of Investigation
SCO	State Coordinating Officer
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SHP	State Highway Patrol
SOG	Standard Operating Guidelines
SPCA	Society for the Prevention of Cruelty to Animals
TL	Threat Level
USDA	United States Department of Agriculture
VPN	Virtual Private Network
WENS	Wireless Emergency Notification System
WMS	Weapons of Mass Destruction

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX A DIRECTION AND CONTROL

### I. PURPOSE

This annex outlines the direction and control guidelines 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. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and guidelines.
2. Many hazards exist within or near the county that have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control function in order to conduct effective and efficient emergency operations.
3. Municipalities within the county may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the County Emergency Operations Center (EOC) and other municipalities. Requests for state/federal assistance will be directed to the County EOC or Emergency Management Coordinator prior to EOC activation.
4. Centralized county-wide direction and control is desirable when one or more of the following situations occur:
  - a. there exists an imminent threat to the public safety/health
  - b. extensive multi-agency/jurisdiction response and coordination are necessary to resolve or recover from the emergency situation
  - c. local resources are inadequate and state and/or federal resources must be utilized to resolve the emergency situation

- d. the disaster affects multiple political jurisdictions within the county which are relying on the same emergency resources to resolve the emergency situation
  - e. local emergency ordinances are implemented to control the emergency situation
5. The County Emergency Operations Center (EOC) serves as the central direction and control point for countywide emergency response activities.
  6. The primary County Emergency Operations Center (EOC) is located in the basement of the Lincoln County Courthouse, Court Square, Lincolnton, NC.
  7. In the event the primary EOC is inoperable, an alternate EOC may be established.

**B. Assumptions**

1. The designated EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to the EOC in a timely fashion.
2. The County EOC facility and equipment is adequate for coordinating countywide emergency operations.
3. Sufficient guidelines have been developed to effectively direct and control disaster operations/recovery.
4. Emergency operations and coordination at all levels of government will be carried out according to Standard Operation Guidelines (SOGs).

**III. CONCEPT OF OPERATION**

**A. General**

1. Emergency operations shall include all activities establishing situation control and restoration of normal operations within the county.
2. The Emergency Management Coordinator (EMC) will activate, organize and operate the EOC in a flexible manner based on the magnitude of the situation.

3. The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency. Municipalities will provide representation in the County EOC for inter jurisdictional coordination when the event severely affects the jurisdiction.
4. The Chairman of the Board of Commissioners will be notified by the Emergency Management Coordinator when EOC is activated to direct and control emergency operations.
5. The EOC will be managed in accordance with the County EOC Standard Operating Guidelines (SOGs).
6. On-scene activities of emergency response personnel will be managed utilizing the Incident Command System (ICS).

**B. Staffing**

Personnel assigned to the EOC will operate in one of five functional sections as assigned by the Emergency Management Coordinator (EMC).

1. The Executive Group, under the direction of the Chairman of County Commissioners, consists of the elected officials, city management and liaison officials, Public Information Officer (PIO) and is responsible for:
  - a. the approval of policies and strategies pertinent to the emergency/disaster situation.
  - b. conducting briefings of the EOC staff to assure coordination of information.
2. The Operations Group, under the direction of the County Manager and consisting of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, rescue, EMS, others as appropriate), is responsible for the direct supervision of on-scene operations including the allocation of resources necessary to implement the approved strategies and policies.
3. The Planning Group, consisting of the radiological officer, damage assessment officer and other technical advisors pertinent to the type of emergency/disaster, may be established to:

- a. collect, evaluate, display, and disseminate information regarding the incident and status of resources
  - b. maintain a journal, post data, and maintain status boards
  - c. analyze the probable course of emergency incident events
  - d. develop strategies (action plans) and alternatives to control operations for the incident
  - e. anticipate resource requirements
4. The Logistics Group, consisting of the communications supervisor and representatives of emergency support agencies (i.e. shelter and mass care, public works, communications, etc.), may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.
  5. The Finance Group, under the direction of the County Finance Director, may be established to:
    - a. compile and maintain documentation of purchases, acquisitions and utilization of emergency supplies, equipment and other services
    - b. perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.
  6. Deactivation will follow National Incident Management System (NIMS) standards.

#### **IV. ORGANIZATION**

- A.** The onset of an emergency adds to the normal day-to-day role of existing agencies and organizations within the county in order to protect the population and property.
- B.** Through the County Office of Emergency Management, the County Board of Commissioners exercises its responsibilities during emergencies and disasters to provide for the health and safety of the public.
- C.** The Emergency Management Coordinator is appointed in accordance with county personnel policy to manage the county emergency management program.

- D.** When activated, the EOC serves as a central, coordinating point for obtaining, analyzing, reporting and retaining disaster related information.
- E.** The first arriving emergency official with two-way communications capability will establish the initial Incident Command System (ICS), and will serve as the Incident Commander until relieved by appropriate senior personnel.
- F.** For long-term emergency/disaster situations, the “Incident Commander” will be designated by the on-scene senior officials of the emergency response agencies or by the County EOC (when activated) based on the type, nature or location of the incident.
- G.** In situations where the disaster effects are widespread (many incident sites), the EOC may select to establish the county fire districts or any other distinguishable boundaries as the “incident site” in order to achieve a manageable span of control.
- H.** A single “Command Post” will be established by the Incident Commander. Senior officials of the emergency response will report to this facility to afford optimum coordination. This facility will serve as the central command and control point for all on-scene resources and will disseminate pertinent situation information and resource requests to the County EOC.

**V. CONTINUITY OF GOVERNMENT**

- A.** Staffing assignments for positions in the EOC will allow for continuous 24-hour operations. Selection and assignment of personnel will be the responsibility of the agency.
- B.** In the event that the primary EOC is not functional, an alternate EOC will be activated.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX B COMMUNICATIONS

### I. PURPOSE

This annex describes the county's communications systems and presents available communication sources, policies and guidelines to be used by County government agencies during emergency situations.

### II. SITUATION AND ASSUMPTIONS

#### A. **Situation**

1. Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout the county. Properly coordinated, these facilities provide for effective and efficient response activities.
2. The Emergency Communications Center is located within the Harven A. Crouse Law Enforcement Center, 700 John Howell Memorial Drive, Lincolnton, NC.

#### B. **Assumptions**

It is assumed that the communications system will survive the effects of a disaster. This annex will provide coordination of all communications systems during an emergency situation.

### III. CONCEPT OF OPERATIONS

#### A. **General**

1. The Lincoln County Communications Administrator at Lincoln County Communications Center controls emergency communications systems and services used by the county.
2. The County Warning Point is the Communications Center and is operated 24 hours a day and serves as the Emergency Communications Center.

3. The Lincoln County Manager will notify the Communications Coordinator to expand the Emergency Communication Center as required.
4. The Communications Administrator will implement emergency communications guidelines and activate backup capabilities as necessary.
5. The Communications Administrator will notify appropriate personnel.

**B. Specific**

1. Telephone Service
  - a. Telephone service for county government is provided by AT&T.
  - b. The telephone companies will be provided with a list of essential users of telephone service.
  - c. Essential users will receive priority telephone service and restoration during emergencies.
2. Two-Way Radio Systems
  - a. The county two-way radio system is designated as the principal system to be used for direction and control activities. It provides voice communications between mobile units, portable units and County Communications Center.
  - b. The following county/city departments, agencies and organizations operate two-way radio systems:
    - 1) Lincoln County Sheriff's Department
    - 2) Lincoln County Emergency Management
    - 3) Duke Power Radio
    - 4) Lincoln County Fire Departments
    - 5) City of Lincolnton Police Department
    - 6) City of Lincolnton Fire Department
    - 7) City of Lincolnton Public Works Department
    - 8) Lincoln County Life Saving Crew

- 9) West Lincoln Rescue Squad
- 10) Carolinas Medical Center - Lincoln
- 11) Lincoln County EMS
- 12) Lincoln County Fire Marshal
- 13) Radio Amateur Communications Emergency Services (RACES)

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

- (1) National Warning System (NAWAS)
- (2) State Emergency Management Area Coordinator FM Voice Radio
- (3) Commercial Telephone

### **3. Additional Communications System**

The following communications systems can be accessed from the communication center:

- a) NC AWARE
- b) County Fire Protection Network
- c) Division of Criminal Information (SBI)
- d) National Crime Information Computer (FBI)
- e) The Local Area Police Network
- f) The Public Works/Utilities Network
- g) National Law Enforcement Telecommunications System (NLETS)
- h) Emergency Management Satellite Phone
- i) Medical Phone
- j) Motobridge Radio

- k) Interstate Identification Index

#### **4. Mobile Communications Systems**

In time of emergencies and when necessary for planned or unplanned events, the County Communications Center operates a Mobile Command Communications back-up Public Safety Answering Point (PSAP) center.

### **IV. ORGANIZATION**

- A. The Communications Administrator is the principal coordinator for planning and developing of emergency communications system.
- B. The County Warning Point is the central control point for coordinating communications.

### **V. CONTINUITY OF GOVERNMENT**

The line of succession is:

1. County Manager Lincoln County
2. Communications Administrator
3. Communications Coordinator
4. Operations Supervisor
5. Shift Supervisor

### **VI. ADMINISTRATION AND LOGISTICS**

#### **A. Facilities and Equipment**

1. The County Emergency Communications Center is equipped with communications equipment (radio, telephone, computers, etc.) allowing contact within Lincoln County, surrounding counties and the state EOC.
2. The organizations involved in emergency communications will follow the administrative and logistical guidelines established by their individual organizations.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX C NOTIFICATION AND WARNING

### I. PURPOSE

This annex describes the process for staffing, operating and maintaining a warning system in the event of an emergency. It also provides instructions for dissemination of warning information to response agencies and the general public throughout the county.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. The County Warning Point will normally initiate notification and warning by radio broadcast and/or LincAlerts Emergency Notification System.
- B. Broadcast media will be relied upon to assist in the dissemination of warnings to the general public.
- C. Operational telephone, radio communications and/or LincAlerts Emergency Notification System using text, e-mail, telephone, or desktop alert options may be utilized to notify public officials, Emergency Operations Center staff, emergency personnel and others as required.
- D. Special Needs groups or persons in group quarters may have to be provided special warnings and notification.

#### B. Assumptions

1. Current forms of warning may necessitate augmentation in order to provide sufficient warning to the general public and special needs populations.
2. Use of mobile public address systems and/or house-to-house alert warning may be necessary when the urgency of the particular hazard requires immediate evacuation actions or when there is a failure of other fixed warning systems.

### **III. CONCEPT OF OPERATION**

#### **A. Emergency warning**

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

1. National Warning System (NAWAS)
2. National Weather Service (NWS)
3. Emergency Alert System (EAS)
4. State Operated Two Way Radio Systems
5. N.C. Division of Criminal Information (DCI)
6. Local Government Radios
7. Sirens, horns, or mobile public address systems
8. Telephone
9. LincAlerts - Emergency Notification System (WENS)

#### **B. Receipt and Dissemination of Warning**

1. The N.C. Highway Patrol serves as the State Warning Point at the Raleigh Communications Center. NAWAS and NWS alerts are received there from Federal agencies.
2. Warning received from the site of an emergency is normally reported to the County Warning Point via NAWAS phone or over DCI (SBI Division of Criminal Information) VPN Internet terminal from NWS.
3. Notification of governmental officials and emergency response personnel from the County Warning Point will follow established guidelines.

#### **C. Dissemination of Warnings to the General Public**

Dissemination of Warnings to the General Public of major emergencies will be by:

1. Siren system

2. Emergency Alert System (EAS)
3. Weather alert radios
4. Mobile public address systems
5. House to house alert by emergency personnel
6. LincAlerts Emergency Notification System (WENS)

**D. Dissemination of Warning to Special Populations**

1. Hearing impaired, special needs groups, persons in group quarters and non-English speaking groups are notified by the most expedient means possible.

**IV. ORGANIZATION**

- A. The County Warning Point, located at the Communications Center, serves on a continuous 24-hour basis from which key officials and the public can be alerted. The County Warning Point has the capability to activate warning devices for the public.
- B. The Emergency Alert System (EAS) provides an operational public warning capability to local, state and national governments.

**V. CONTINUITY OF GOVERNMENT**

- A. The line of succession is:
  1. County Manager, Lincoln County
  2. Communications Administrator
  3. Communications Coordinator
  4. Operations Supervisor
  5. Shift Supervisor
- B. Lines of succession for agencies that support the warning operation are in accordance with their agencies established policies.

**VI. ADMINISTRATION AND LOGISTICS**

**A.** The County has the following warning systems available for use in an emergency:

1. McGuire Sirens
2. LincAlerts Emergency Notification System (WENS)

**B.** Special needs populations in the county will be identified to ensure that they are contacted during alert conditions.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX C APPENDIX 1 EMERGENCY ALERT SYSTEM (EAS)

### I. PURPOSE

This appendix provides guidelines for Lincoln County Government and the designated administrative officials to follow in the dissemination of emergency alerting and warning information and protective action instructions to the citizens of Lincoln County over the Emergency Alert System (EAS).

### II. AUTHORITIES

- A. See Basic Plan, Section VII
- B. CFR 47-Part 73, Subpart G and H, Federal Communication Commission Rules and Regulations

### III. REFERENCES

- A. See Basic Plan, Section VII
- B. N.C. State EAS Plan

### IV. DEFINITIONS

- A. **Emergency Alert System (EAS):** The EAS is composed of AM, FM and TV broadcast stations and industry entities operating on a voluntary, organized basis during emergencies at local, state or federal area levels.
- B. **Primary Station:** Broadcasts a common emergency program for the duration of the activity of the EAS at local, state or national area level. The EAS transmission is intended for direct public reception as well as inter station programming.
- C. **Common Program Control Station (CPCS):** This is a Primary Station in a local area which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

**V. CONCEPT OF OPERATIONS**

This plan calls for:

- A. The prompt reporting of emergency information and recommended protective actions by federal, state, business, industry and utility officials to the County Warning Point. These reports include severe weather watches and warning as well as other hazards such as dam failures, hazardous materials and other threats to the citizens of Lincoln County as shown in the Basic Plan.
- B. The prompt reporting of emergency information and recommended protective action to the County Warning Point by emergency service personnel or others at the scene of the emergency.
- C. The decision by local government to disseminate the emergency alerting, warning and protective actions instructions over the primary station within Lincoln County.
- D. The preparation of the information to be disseminated in written form.
- E. The activation of the EAS.
- F. The termination of the EAS when it is no longer required.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX C APPENDIX 2 EMERGENCY ALERT SYSTEM GUIDELINES

### **I. PURPOSE**

This appendix provides a list by title of government persons who are authorized to activate the Emergency Alert System (EAS) at the local level and describes the steps to be followed by government to disseminate emergency information to the general public.

### **II. AUTHORIZED PERSONNEL**

The individuals shown below are authorized to request activation of the EAS in order to disseminate emergency information and instructions. A list of these individuals by title has been provided to the Charlotte operational area primary station and a method of authentication by code has been established. The EAS primary station has furnished the county with a list of telephone numbers to be used by the authorized personnel when requesting activation of the EAS.

- A. Chairman of the Board of County Commissioners or designated representative
- B. The Mayor or designated representative
- C. The Sheriff or designated representative
- D. City or County Managers or designated representative
- E. Emergency Management Coordinator or designated representative

### **III. ACTIVATION REQUEST GUIDELINES**

#### **A. Notification Guidelines**

- 1. Prepare in writing the exact information to be broadcast.
- 2. Call the Primary Station Control Room and give title, name and political subdivision represented and request the EAS be activated for the Lincoln County Area.
- 3. Upon request, give authentication code.

4. The Primary station will acknowledge authentication code.
5. In the event that an authentication code is not available, the station will call by telephone to the requesting county's warning point and request confirmation of the Emergency Action Notification.
6. Read text prepared for emergency action notification.
7. The caller should be prepared to do a live broadcast if requested.

**B. Broadcast Activation Guidelines**

1. The Primary Station will disseminate the emergency information through AM-FM radio or TV according to the State Plan.
2. Follow-up messages will be broadcast as needed.

**C. Termination Guidelines**

1. Prepare a written notice specifying the emergency notification to be terminated.
2. Call the Primary Station Control Room and give title, name and political subdivision represented and request the EAS in the Lincoln Operational Area be terminated.
3. Upon request, give authentication code.
4. Upon request, read the termination message, concluding with the statement "This concludes this activation of the Emergency Alert System".

**IV. TESTING THE EAS PLAN**

Scheduled or random tests should be conducted so that the radio station and county operations become familiar with these steps on all shifts.

**V. GUIDELINE DEVELOPMENT AND MAINTENANCE**

1. North Carolina Division of Emergency Management will be responsible for updating the authentication code annually.
2. Each county will be responsible for advising the stations of current warning point telephone numbers.

Counties will confirm current authentication code lists have been received by the stations.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX D EMERGENCY PUBLIC INFORMATION

### I. PURPOSE

This annex presents guidelines to provide prompt, authoritative and understandable emergency information to the public for natural and man-made emergencies.

### II. SITUATION AND ASSUMPTIONS

#### A. **Situation**

1. The county is vulnerable to a variety of hazards. Media outlets exist which if effectively employed, can be used to inform the population of the events that are occurring and how they may best respond to them.
2. The County is served by the news media outlets listed in Annex D, Appendix 1.
3. During periods of emergency, the public needs detailed information regarding protective action to be taken for minimizing loss of life and property.
4. The public may accept as valid rumors, hearsay and half-truth information which may cause unnecessary fear and confusion.

#### B. **Assumptions**

1. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster-related instructions to the public.
2. Depending on the severity of the emergency, telephone communication may be disrupted. Local and regional radio/television stations without emergency power may also be off the air. If this occurs, public address systems and door-to-door sweeps may be initiated.
3. Demand for information may be very heavy, therefore, sufficient staff will be provided and trained.

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

#### **A. General**

1. Emergency Public Information (EPI) efforts will focus on specific event-related information.
2. This information generally will be of an instructional nature focusing on such things as warning, evacuation, and shelter. It also is important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions. Rumor control will be a major aspect of the information program and will operate from the EOC or JIC.

#### **B. Execution**

1. Ongoing public education programs will be conducted to increase public awareness of potential hazards and necessary responses.
2. The County Public Information Officer (PIO) will coordinate with area media to provide information and education programs relating to emergency management.
3. EPI documents for major hazards will be prepared and maintained during normal periods of readiness. When evacuation is imminent, public information will expand its capabilities to answer public inquiries and prepare public announcements.

### **IV. ORGANIZATION**

- A. The Public Information Officer (PIO) is appointed by the County Manager.
- B. The county will establish an emergency information center at the EOC as a point of contact for the media during an emergency and provide necessary staff and equipment to support its operation.

### **V. CONTINUITY OF GOVERNMENT**

The line of succession is:

1. County Manager or designee
2. Public Information Officer

3. Assistant Public Information Officer

**VI. ADMINISTRATION AND LOGISTICS**

- A. Media Organizations: a list of media organizations involved in local emergency management programs can be found in Annex D, Appendix 1 Media Outlets.
- B. Safety and Preparedness Resources: Videos and publications dealing with various aspects of emergency management are available from many sources including Lincoln County Emergency Management, State Office of Emergency Management and the Federal Emergency Management Agency.
- C. Accounting guidelines to recover costs incurred for emergency operations will be established by the County Finance Director.

Media names and contact numbers can be found in the EOP Supplement.

# **LINCOLN COUNTY EMERGENCY OPERATIONS PLAN**

## **Annex E Law Enforcement**

**PRIMARY AGENCY:** Lincoln County Sheriff's Office

**SUPPORT AGENCIES:** Lincolnton Police Department  
Caldwell County Sheriff's Office  
Catawba County Sheriff's Office  
Charlotte Mecklenburg Police Department  
Cleveland County Sheriff's Office  
Gaston County Police Department  
Gaston County Sheriff's Office  
Iredell County Sheriff's Office  
Maiden Police Department  
Mecklenburg County Sheriff's Office  
Newton Police Department  
Rutherford County Sheriff's Office  
North Carolina Division of Emergency Management  
North Carolina State Highway Patrol  
North Carolina License and Theft Division  
North Carolina Alcohol Law Enforcement  
North Carolina Wildlife Resources Commission  
North Carolina State Bureau of Investigation  
North Carolina National Guard  
Federal Bureau of Investigation

### **I. PURPOSE**

This annex provides for crime control and public safety, preservation of life and property, maintenance of law and order, and traffic control during natural or man-made emergency situations.

### **II. SITUATION AND ASSUMPTIONS**

A. The Lincoln County Sheriff's Office is responsible for the enforcement of laws, court orders, ordinances and maintaining the peace in Lincoln County. The Sheriff, or his designated representative, will act as the law enforcement representative in the Lincoln County Emergency Operations Center for the duration of a given situation.

- B. Large scale disasters will necessitate the coordination of all law enforcement agencies in order to expedite assistance to agencies and departments of government in affected areas.
- C. Even in cases of large-scale disasters, local law enforcement agencies will be the primary enforcement agency in their particular jurisdiction. With a widespread and large-scale emergency, mutual aid from surrounding jurisdictions may be unavailable and state resources will be stretched.
- D. In extended response operations, law enforcement logistical support as well as personnel, may be required in cases of excessive use, extended stress and hazardous conditions.
- E. Additional law enforcement support will be needed for the maintenance, control and support of evacuation traffic control patterns, community reception and care facilities and for institutions such as hospitals, prisons, and mental institutions.
- F. Each local, state and federal law enforcement organization has an established chain of command prepared to integrate and coordinate law enforcement activities within and between organizations during an emergency.

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

#### **A. Overview**

1. In an emergency operation response, the Sheriff or his designee will effect primary coordination of law enforcement missions from the Lincoln County EOC. This includes maintenance of command structure and tracking of deployed law enforcement personnel and resources.
2. In an emergency operation response, Sheriff's Office personnel will be responsible for the employment of law enforcement communications equipment and the security of law enforcement facilities, to include the Lincoln County EOC.
3. State-level law enforcement response and recovery activities may include:
  - a. Maintaining law and order within legal authorities.
  - b. Assisting in the dissemination of alerts, warnings and notifications.
  - c. Providing security for the Lincoln County EOC, key governmental facilities and emergency locations.
  - d. Providing 24-hour security services for evacuated jurisdictions.
  - e. Staffing roadblocks, traffic control points and other sites when required.
  - f. Providing communications support when necessary.
  - g. Supporting the relocation and temporary detention of persons who are confined to institutions.

- h. Furnishing status reports on casualty and damage observations to the EOC and other designated authorities.
- i. Maintaining and protecting logs, records, digests and reports essential to government and emergency operations.
- j. Continuing law enforcement activities consistent with legal authority.
- k. Assisting in the provision of law enforcement support for phased-in returns to evacuated areas.
- l. Supporting recovery operations at the site of the disaster.
- m. Plus any other support needed by the county as personnel permits.

**B. Relationship Between Levels of Government**

- 1. The NC Division of Emergency Management will coordinate with local and federal law enforcement organizations in the event of an emergency within the state that would require a multilevel government response.
- 2. The Federal team includes the following organizations:
  - a. Federal Bureau of Investigation
  - b. US Department of Agriculture
  - c. US Department of Commerce
  - d. US Department of Energy
  - e. US Department of Homeland Security
  - f. US Department of Interior
  - g. US Department of Justice
  - h. US Environmental Protection Agency
  - i. US Department of the Treasury

**C. Line of Command/Succession of the Lincoln County Sheriff's Office is:**

- 1. Sheriff (or his designee)
- 2. Major
- 3. Captain
- 4. Lieutenant
- 5. First Sergeant
- 6. Sergeant

**D.** Requests for Lincoln County Sheriff's Office support outside of the county will be coordinated and prioritized through the Sheriff or his designee.

**E.** The Sheriff of Lincoln County may enter into a mutual aid agreement with the chief law enforcement officer of any surrounding local agencies to include Sheriff's Offices and Police Departments.

**F.** The Sheriff of Lincoln County may contact the Governor to request aid of the North Carolina National Guard.

- G. Lincoln County Sheriff's Office Enforcement Response Plan is a tool for acquiring law enforcement resources in response to a domestic terrorist attack, a major disaster, or other emergencies. When the Lincoln County EOC is activated, a resource request alert is sent to appropriate agencies.
- H. The mutual aid system can only be activated through a Sheriff's (or his designee's) request for mutual aid inside of the county. Mutual aid resources are divided into seven major categories: personnel, standard vehicles, specialized vehicles, aircraft, specialized teams, watercraft and equipment.

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. General Responsibilities for all Law Enforcement Organizations**

1. Maintain routine law enforcement functions, including protection of life and property, enforcement of laws, conducting criminal investigations and related tasks throughout the duration of the emergency. Priorities for emergency response will be coordinated from the Lincoln County EOC or the Communications Center.
2. Provide traffic control, including evacuation/relocation assistance and the movement of essential supplies.
3. Support warning and notification efforts.
4. Ensure security for key governmental facilities and coordinate with agencies responsible for the protection of vital private sector sites.
5. Report the following information to the Lincoln County EOC as required: personnel and resource needs, damage assessments, exposure reports, casualty reports, evacuation status and traffic control reports.
6. To restrict access into an affected area, the Chairman of the County Board of Commissioners may require vehicle passes. The order for requiring passes will be issued from the Lincoln County EOC. The Lincoln County Sheriff's Office and assisting law enforcement agencies will be responsible for issuing passes and enforcing this order. After this order is implemented, vehicles without passes will be denied entry into the exclusion area.
7. The Sheriff or his designee will maintain, or cause to be maintained, records and reports to include detailed law enforcement expenditures, operations and other activities to assist with FEMA reimbursements.

8. Support the following actions based upon the availability of resources and training:
  - a. Search and rescue operations
  - b. Forensic laboratory support
  - c. Victim identification
  - d. Non-law enforcement tasks required by the Lincoln County EOC as personnel allow

**B. Organizational Responsibilities**

1. Provide liaison support to the Lincoln County EOC as required.
2. Coordinate with NC DOT in the determination of routes and control points for evacuation actions.
3. Coordinate with the NCSHP on the issuance and enforcement of guidelines pertaining to specific materials, hazardous materials or carriers on roadways during an emergency.
4. Coordinate with the NC Department of Corrections should the evacuation and transfer of the inmate populations become necessary.
5. Assist in traffic control actions in the event evacuations are necessary and access limitations to the site of the disaster have been established.
6. Assist in specialized search and rescue.
7. Provide law enforcement support for state facilities, institutions, services, officials and resources.
8. Assist in evacuation support for institutional persons.
9. Evaluate assistance needs and requests and coordinate subsequent relief actions with local forces within resource and jurisdictional limitations.
10. In the event of a riot, or other civil disorder, and upon the request of the Sheriff, or the Lincoln County Chief of Police; the Governor may order the NCSHP and other state law enforcement agencies to enforce criminal laws in the area affected by the riot/disturbance, when conditions indicate that local authorities are unable to contain the situation.

11. After being activated by the governor, the North Carolina National Guard will be utilized for civil order and provide assistance to include:

- a. Security of critical facilities to guard against criminal activity
- b. Road blocks and traffic control
- c. Mobile security/stationary security
- d. Search and Rescue actions
- e. Evacuation assistance
- f. Limited construction support, debris clearance and removal actions
- g. In a prison riot situation, NC National Guard may serve as a secondary response team for local and state law enforcement officers should the situation worsen and warrant intervention. NC National Guard may also provide guards at the prison entrances and inmate intake entrances and at designated sites within the cell blocks if needed.

12. North Carolina Attorney General's Office

The North Carolina Attorney General, or designee, will advise and assist the Governor and other agency heads with regard to legal questions arising from emergency response and recovery operations. The AG's office is also a good source for advice on the local level of emergency response.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX F FIRE PROTECTION

### **I. PURPOSE**

This annex provides for the coordination of fire protection activities to ensure the safety of life and property within the county during emergency situations.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

Fire prevention, control and rescue operations are daily problems faced by fire service personnel.

#### **B. Assumptions**

Fire personnel and equipment will be able to cope with emergency situations through the use of mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies. If and when any assistance is needed from state or federal agencies or agencies from outside Lincoln County all requests will need to be coordinated through the Lincoln County Emergency Management Office.

### **III. CONCEPT OF OPERATION**

- A.** During emergencies the fire service will be prepared to support each other utilizing available expertise, equipment and manpower.
- B.** In an emergency that requires a number of emergency services agencies, all units and personnel regardless of service, will use the (ICS) Incident Command System and will be coordinated by an incident commander.
- C.** All fire service agencies will follow the radio guidelines developed and approved by the Lincoln County Fire Marshal's Office to be known as the Standard Operating Guidelines for Fire Dispatch, Radio Traffic, Radio Purchasing and Programming.

1. The Fire Service will be incident commander during the following emergencies:
  - If fire or threat of fires is involved
  - All Hazardous Materials Incidents
  - The fire chief or officers of the fire department in charge at the scene of a fire or other emergency involving the protection of life or property or any part thereof, shall have the authority to direct such operations as necessary to extinguish or control any fire, perform any rescue operations, investigate the existence of suspected or reported fires, gas leaks or other hazardous conditions or situations, or take any other action necessary in the reasonable performance of duty. In the exercise of such power, the fire chief is authorized to prohibit any person, vehicle, vessel or thing from approaching the scene and is authorized to remove, or cause to be removed or kept away from the scene, any vehicle, vessel or thing which could impede or interfere with the operations of the fire department and, in the judgment of the fire chief, any person not actually and usefully employed in the extinguishing of such fire or in the preservation of property in the vicinity thereof. (North Carolina Fire Code (NCFC) Section 104.11)
  
3. EMS will be incident commander during the following emergencies:
  - Medical Emergencies
  
4. Law Enforcement Agencies will be incident commander during the following emergencies:
  - All missing persons operations
  - All bomb threats, explosive incidents with no fire, suspicious packages incidents and rapid deployment incidents
  - Terrorism incidents
  
5. Emergency Management will be lead agency during the following emergency:
  - All nuclear incidents
  - Severe floods, tornados, hurricanes
  - Severe Weather (ice, snow, etc.)

- D. Under the North Carolina Hazardous Materials Right to Know Law, the Fire Chief should survey all facilities within their jurisdiction to identify types and volume of hazardous materials located within the county. He should consider this information when developing response guidelines for hazardous materials accidents within the county. Coordination of facility emergency response guidelines with the local Emergency Operations Plan will be included in the fire service planning. In addition the Local Emergency Planning Committee (LEPC) has the responsibility to review plans for facilities with extremely hazardous materials, as defined by SARA Title III. The planning should be done by the facility, the fire departments and the Fire Marshal's Office. All hazardous materials produced, handled or used at any facility or transported through the county falls under the NC State Building Codes Fire Prevention Code, which is looked after and enforced by the Fire Marshal's Office.

#### IV. ORGANIZATION

- A. Fire departments in Lincoln County are made up of organized and trained units utilizing paid and volunteer personnel and serve a specific geographical area, providing service to citizens who live, work, and pass through the fire district they serve. The primary concern of these departments is fire protection, they are also asked to provide the following services upon request during times of emergencies and disasters: (1) debris removal; (2) debris clearance; (3) traffic control; (4) search & rescue; (5) evacuation; (6) motor vehicle accidents; (7) rescue operations (8) AED calls and unresponsive patient calls; (9) assist EMS & Rescue as needed; (10) assist during floods, tornados, hurricanes, severe weather and any other lifesaving and property protection measures as necessary within their jurisdictions.

The county is divided geographically into:

**East Section:** Denver Fire Department, East Lincoln Fire Department, Pumpkin Center Volunteer Fire Department and Alexis Volunteer Fire Department

**Central Section:** North 321 Volunteer Fire Department, Boger City Volunteer Fire Department, South Fork Volunteer Fire Department and City of Lincolnton Fire Department

**West Section:** Crouse Volunteer Fire Department, Howards Creek Volunteer Fire Department, Union Volunteer Fire Department and North Brook Volunteer Fire Department

- B. The control and prevention of forest fires is the responsibility of the State Division of Forest Service and Lincoln County Forest Service. Through mutual aid agreements, local fire departments support the State Division of Forest Resources and Lincoln County Forest Service in this responsibility.

**V. CONTINUITY OF GOVERNMENT**

**A.** The line of succession for the Fire Marshal is:

1. Fire Marshal
2. Deputy Fire Marshal

**B.** The line of succession for the fire departments is:

1. Fire Chief
2. Command Staff

**VI. ADMINISTRATION AND LOGISTICS**

**A.** A listing of the personnel, equipment and supplies for fire services under contract for services within Lincoln County will be found in the County Resource Manual.

**B.** Reports and records of fire service activities during an emergency/disaster will be collected and maintained by the Emergency Management Office.

**C.** Contracts between the county and the fire departments will be kept on file in the Fire Marshal's Office. Contracts between the county and rescue service organizations will be kept on file in the EMS Director's Office.

**D.** Fire services will maintain current maps and charts of their district and current notification/recall rosters.

**E.** Fire service will need to turn in any roster changes within 10 days to the Fire Marshal's Office. The Fire Marshal will then notify Emergency Management of those changes.

**F.** Each fire department must have all fire call reports assigned to the department put in Fire House data base by the 15<sup>th</sup> of each month for the previous month.

**G.** County fire investigations will be performed by the fire department and if assistance is needed the Fire Marshal's Office will be called to aid in the investigation. If the Fire Marshal's Office is not available, the Sheriff's Department will be called to assist. If further assistance is needed, the Fire Marshal's Office or the Sheriff's Department will call for help from the SBI.

## **H. Fire Channels Down or Out of Service**

If communications center is unable to tone out the fire departments or communicate with them due to storm damage or mechanical failure, they are to notify the Fire Marshal on call. The Fire Marshal on call will then notify each fire department to have the station manned until communications are restored.

## **I. Dispatch Channel and Fire Ground Channels**

Fire Channel 1 will be main dispatch channel. Channel 1 will be used for dispatching only unless all fire ground channels are being used. Fire Channels 2, 3 & 5 and State Fire will be used as fire ground channels. Once the first unit arrives on the scene they will be assigned a fire ground channel. Fire Channel 4 is our talk around channel and can also be used as a fire ground channel.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX G EMERGENCY MEDICAL SERVICES

### **I. PURPOSE**

This section provides for emergency medical services during natural and man-made emergencies.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

Lincoln County is served by ten medical facilities:

1. Carolinas Medical Center - Lincoln
2. Catawba Memorial Hospital
3. Frye Regional Medical Center
4. Lake Norman Regional Medical Center
5. Gaston Memorial Hospital
6. Cleveland Regional Medical Center
7. Carolinas Medical Center - Main
8. Carolinas Medical Center - Northeast
9. Presbyterian Hospital - Huntersville
10. Presbyterian Hospital - Main

Full-time, part-time and volunteer Rescue Squad/EMS/Fire personnel provide first responder services. Advanced Life Support is provided by Emergency Medical Services.

Medical helicopters serve Lincoln County from MEDCENTER Air, Baptist Aircare, Mountain Area Medical Airlift (MAMA) and Regional One Air Medical Service and Med Trans One out of South Carolina.

#### **B. Assumptions**

1. A large-scale emergency will result in increased demands on all EMS and medical personnel, and a mass casualty event could overwhelm response capabilities.

2. Following a disaster many of the injured will be transported to medical facilities by persons other than trained medical personnel.
3. Disruption of the county's communications system will severely impede delivery of emergency medical service.
4. Debris on roadways may hamper first responders.
5. Catastrophic disasters may affect large areas of the county and surrounding counties and medical resources may be damaged, destroyed or unavailable.
6. Following a major disaster occurrence, field emergency medical facilities may have to be established. This could include a temporary morgue.

### **III. CONCEPT OF OPERATION**

#### **A. The Line of Succession for Emergency Medical Services is:**

1. Lincoln County Emergency Medical Services Director
2. Lincoln County Emergency Medical Services Deputy Director
3. Lincoln County Emergency Medical Services Training Coordinator
4. Lincoln County Emergency Medical Services Shift Supervisor

#### **B. General**

1. Emergency operations for public health and medical services will be an extension of normal agency and facility duties.
2. Coordination between health and medical providers is necessary to ensure emergency operational readiness.
3. Coordination of resources beyond that of the county emergency response agencies will be directed through the Lincoln County Emergency Management Office.

#### **C. Health**

1. The primary concern of public health is disease control.

#### **D. Medical**

1. EMS will provide field medical care during emergency situations and coordinate necessary medical transportation.
2. EMS capabilities will be expanded by qualified volunteers, rescue squads and fire department first responders.
3. During mass casualty incidents, EMS will establish patient triage, treatment and transportation areas.
4. When necessary an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals through the Emergency Communications Centers or the EOC.
5. Transfer of authority on-scene will be in accordance with established guidelines.

#### **E. Mortuary**

1. The Medical Examiner will identify and take charge of human remains.
2. Local companies may be called upon to provide specialized equipment.
3. Refrigerated trucks may be requested from the Department of Emergency Management.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX H PUBLIC WORKS

### I. PURPOSE

The purpose of this annex is to provide essential public works services during an emergency to reduce the impact of the emergency.

### II. SITUATION AND ASSUMPTIONS

#### A. **Situation**

In an emergency there is frequently a need for manpower and equipment to remove obstructions to an accident site and restore essential utilities.

#### B. **Assumptions**

Public work departments have a limited but immediate capability to provide emergency services for debris removal, restoring of essential utilities and shelter support.

### III. CONCEPT OF OPERATION

A. In non-emergency periods, the role of public works is confined to trash collection, landfill operations, facilities, water and sewage utility service and transportation and equipment operations and maintenance.

B. During emergencies, the Public Works function expands and coordination of Public Works emergency operations is essential. Public Works will provide support to the other agencies as directed by the EOC.

### IV. ORGANIZATION

The Lincoln County Public Works Department is managed by the Public Works Director. During emergency situations operational control remains the same as during day-to-day activities. Operations may then require twenty-four hour coverage.

**V. CONTINUITY OF GOVERNMENT**

**The line of succession is:**

1. Lincoln County Public Works Director
2. City of Lincolnton Public Works Director
3. Lincoln County Assistant Public Works Director

**VI. ADMINISTRATION AND LOGISTICS**

**A. Records and Reports**

1. Records of personnel and equipment will be maintained.
2. Informational data and maps pertaining to county facilities, streets and utility systems will be maintained in the Department of Public Works.
3. Records and reports regarding expenditures incurred during emergency response activities will be kept.

**B. Communications**

The communications system will make maximum use of available radio and telephone communication resources.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX I HEALTH SERVICES

### I. PURPOSE

This annex provides for protection of the public health and provisions for medical services during natural and man-made emergencies.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Emergency situations can lead to public health and medical problems.
2. Depending on the nature of the incident, complications may include general health problems, traumatic injury, communicable disease, contamination of food and water and mental health ailments.
3. The release of toxic or hazardous materials may result in air, water or soil contamination.

#### B. Assumptions

1. Resources available through local and regional health services will be provided.
2. When local resources can no longer meet the demand of the situation, state agencies will be contacted through the county Emergency Management Office to request additional resources.
3. Catastrophic disasters may affect large areas of the county and resources may be damaged, destroyed, or unavailable.

### III. CONCEPT OF OPERATION

#### A. General

1. Emergency operations for public health will be an extension of normal agency and facility duties.
2. Coordination between health/medical providers is necessary to ensure emergency operational readiness.

## **B. Health**

1. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing, and health education practices to minimize the incidence of disease.
2. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, food safety or other protective measures.
3. During flooding situations the Health Department will make recommendations for inspection of private wells, housing and other properties as they relate to health and safety.

## **C. Mortuary**

1. The Medical Examiner will identify and take charge of human remains.
2. After assessment of a mass fatality situation the Medical Examiner will coordinate with the State Medical Examiner's Office for assistance through the County Emergency Management Office.
3. As needed the counties morgue capabilities will be expanded. Coordination of this activity will be by the Medical Examiner.

## **D. Mental Health**

1. County Mental Health Director will provide staff to assist in the disaster area and in shelter operations.
2. When disaster relief application centers are opened, Mental Health will provide personnel to assist disaster victims.
3. The Mental Health Director will assist in the coordination of Critical Incident Stress Debriefing for emergency workers as requested.

## **IV. ORGANIZATIONS**

- a. The County Health Director will coordinate, organize and supervise emergency public health operations.
- b. The Medical Examiner will coordinate activities relating to the identification of the dead and mortuary services.

**V. CONTINUITY OF GOVERNMENT**

**A. Health**

The line of succession is:

1. Health Director
2. Medical Director
3. Director of Nursing

**VI. ADMINISTRATION AND LOGISTICS**

- A.** The County Department of Health will arrange for the collection and processing of vital statistics and other documentation.
- B.** Data related to disease outbreaks will be collected and forwarded to appropriate local, state and federal officials.
- C.** Health inspections will be conducted with increased frequency.
- D.** The Health Director and EMS Coordinator will determine what operating records will be essential for post disaster analysis and will require maintenance of these records.
- E.** In the event of a shelter being opened the Health Department will be contacted by DSS for staffing needs.
- F.** In the event of a nuclear disaster, the health director will report to the EOC. If the Health Director is not available, the Community Health Manager or Director of Nursing will serve as the representative at the EOC.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX J EVACUATION AND TRANSPORTATION

### I. PURPOSE

This annex provides for an orderly, coordinated evacuation of the county population during emergencies while outlining the organization and direction of transportation resources.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Several emergency situations may require evacuation of all or part of the county.
2. Facilities and populations within the county that pose special evacuation problems have been identified.
3. An evacuation may require substantial physical resources for transportation, communication and traffic control.
4. Large-scale disasters may necessitate the rapid evacuation of hospitals, nursing homes and non-ambulatory populations.

#### B. Assumptions

1. Sufficient warning time will be available to evacuate the threatened population.
2. The principal mode of transportation will be private vehicles.
3. Particular areas of the county or special populations within the county will need additional time to accomplish an evacuation.
4. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate dangerous areas promptly when advised to do so.
5. If there is sufficient advanced warning, some residents may evacuate prior to being advised to do so by public officials.

6. Most evacuees will seek shelter with relatives or friends rather than seek public shelter.
7. Some residents may 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.

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

#### **A. General**

1. The ultimate responsibility for ordering an evacuation rests with local government. If a municipality is to be evacuated, the mayor will issue the order. If the evacuation involves more than one jurisdiction, or an area outside of a municipality, the order will be issued on a county level by the Chairman of the County Commissioners, or designated representative.
2. By monitoring the progress of the evacuation, any impediments to the evacuation can be recognized and contingency options can be implemented.

#### **B. Specific**

1. Movement Control and Guidance
  - a. The size of the threatened area to be evacuated will be determined at the time of the emergency.
  - b. Traffic movement during evacuation will be controlled by use of designated routes and traffic control points. The evacuation area will identify at least two routes of egress. One lane of each route will be kept open to permit ingress of emergency vehicles.
  - c. Traffic movement is directed to pre-designated reception centers and shelters within the county and in adjacent counties as needed.
  - d. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles or by emergency response personnel.
2. Staging Areas and Pick-up Points and Routes
  - a. The county will determine designated staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the county.

- b. Pick-up points and/or routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point. Pick-up routes will be designated for the rural areas. Emergency vehicles will travel these routes at least twice during the evacuation to assure all evacuees without vehicles are assisted.

### 3. Evacuation of Special Populations

- a. Institutions within the county have developed guidelines for evacuation.
- b. Most patients and staff of the county's medical facilities will be evacuated by buses. Ambulances and vans will be provided for evacuation of non-ambulatory individuals. Guidelines for rapid evacuation or sheltering in-place have been included for facilities in the danger zone for hazardous materials spills.
- c. Schools have developed evacuation guidelines. Buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop guidelines for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
- d. The public will be given a telephone number(s) for handicapped or disabled persons without transportation. The EOC will arrange pick-up of these individuals by the county Rescue Squads, and Fire Departments. The County Department of Social Services (DSS) will advise the EOC of individuals known to need transportation assistance.
- e. Each prison and detention center within the County will develop guidelines for the relocation of prisoners to jails outside of the threatened area.
- f. Evacuation from city or county parks and recreation areas will be coordinated by the appropriate City or County Recreation Department. Evacuation of state parks and recreation areas in the county will be coordinated by the local field staff of the Parks and Recreation Division, Department of Environment, Health & Natural Resources (DEHNR). Facilities having a large number of employees within the county have guidelines for evacuation of their employees. These guidelines include the temporary shutdown of their facilities.

#### 4. Emergency Public Information Brochures

- a. For fixed nuclear facility emergencies, emergency public information materials have been prepared. They identify staging areas for people requiring transportation to reception centers.
- b. For other emergencies, warnings to the public and information concerning evacuation will be broadcast through the local WENS (LINCALERTS) emergency alerting system (via text, voice, email and pagers) and over the EAS network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

### **IV. ORGANIZATION**

- A. The County Emergency Management Coordinator is responsible for implementing the County Evacuation and Transportation Annex to facilitate the evacuation process during emergencies.
- B. During an evacuation, county emergency operations will be directed by the Chairman of the County Commission and coordinated by the County Office of Emergency Management. The EMS Director will provide coordination of all public transportation resources.

### **V. CONTINUITY OF GOVERNMENT**

#### **A. Evacuation**

The line of succession is:

1. Chairman, Lincoln County Commissioners
2. County Manager, Lincoln County
3. Emergency Management Coordinator

#### **B. Transportation**

The line of succession is:

1. Director, Lincoln County EMS
2. Transportation Manager
3. Transportation Supervisor

- C. When evacuees are relocated outside the county, a representative will be appointed to act as liaison between the county and the reception center government. The evacuees will be subject to the laws of the reception center for the duration of their stay.
- D. Lines of succession to each agency that supports the evacuation/transportation operation are in accordance with the agency's established policy.

**VI. ADMINISTRATION AND LOGISTICS**

- A. Instructional materials identifying evacuation zones, routes, parking facilities and shelters will be developed for evacuees.
- B. Emergency public information instructions for a nuclear attack/disaster will be prepared in advance and distributed as necessary.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX K SHELTER, MASS CARE AND SPECIAL NEEDS CARE

### I. PURPOSE

This annex provides for the protection of the population from the effects of hazards through the identification of shelters and provision of mass care and special needs care.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Based upon the county's hazard analysis, there are several emergencies for which shelters may be required including severe storms, tornadoes, floods, hazardous material accidents, loss of power and fires.
2. Lincoln County has within the general population, special needs individuals and special needs groups that will require special assistance in the event evacuation is required.
3. Some persons with special needs may be able to function in a mass care shelter, while those persons with special health needs requiring constant care and/or life support systems will require a special needs shelter or a medical facility.

#### B. Assumptions

1. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disasters.
2. In the event of an out-of-county evacuation, sufficient shelter capacity exists in adjacent counties.
3. A high percentage of evacuees will shelter at home or seek shelter with friends or relatives rather than go to public shelter.
4. Any person with special needs for whom care can be provided by that person or by family members should be accepted in the shelter serving his family.

5. Sheltering for special needs is essential to the county and the special needs shelter may be in a separate designated area of a building housing a mass care shelter or in a separate facility depending on the resources available in the county.
6. Private and government operated residential facilities caring for special needs groups such as nursing homes, rest homes, group homes for the mentally ill or developmentally disabled, etc. are responsible for their clients continual care during and after the time an evacuation is authorized to include financial responsibility.
7. Private and government operated facilities caring for special needs groups for less than 24 hours, such as daycare, pre-school, day health, etc. are responsible for their clients continual care during and after an evacuation is authorized until the client is released to a parent or a responsible adult.

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

- A. The NC Department of Health and Human Services through the NC Division of Social Services and the Lincoln County Department of Social Services is responsible for shelter and mass care matters. The American Red Cross (ARC) through written agreement with the State of North Carolina and by NC General Statute 166a-9 may provide shelter and mass care to the general population. In Lincoln County the American Red Cross will be the lead agency for Shelter Operations.
- B. Lincoln County Social Services will work in conjunction with the American Red Cross to provide care for disaster victims.
- C. The Lincoln County DSS and the ARC will coordinate shelter locations and operation, and will mutually support shelter operations with shared personnel and support services.
- D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans which are approved by local DSS and the Fire Marshal's Office, and for continued care of their clientele when in a shelter.
- E. Sheltering for special needs populations will be accomplished through the coordinated efforts of private facilities, governmental agencies and mutual aid agreements.

- F. The NC Department of Health and Human Services has lead responsibility for sheltering and mass care in North Carolina. Within the Department of Health and Human Services (DHHS), the State Division of Social Services and locally the county DSS are designated as the lead agencies to insure that shelter care is provided for special needs groups. This will involve team planning for special needs shelters with public agencies, private facilities and the medical professions.
- G. The Local Emergency Management Coordinator will assist Lincoln County DSS and other local agencies with issues related to special needs when a publicly operated special needs shelter is necessary.
- H. Divisions under the Department of Health and Human Services that operate residential facilities are required to have current plans in place for the evacuation and sheltering of special needs populations.
- I. Private facilities will be responsible for the evacuation and sheltering of their patients, to include transport to and from shelters.
- J. Sheltering needs of special needs groups may be met in the county if an appropriate facility is available or in adjoining counties if out of county evacuation is needed with oversight provided by Lincoln County DSS.

**IV. ORGANIZATION**

- A. The Emergency Management Coordinator is responsible for ensuring that the county has a comprehensive shelter program.
- B. When the local American Red Cross provides shelter care, the agreements will be contained in letters of understanding with the county department of social services and the school system.
- C. Lincoln County DSS remains responsible for answering the provision of shelter care for special needs groups within the general population.
- D. DHHS works with local Emergency Management to assure that all public and private special needs care providers plan for shelter and mass care needs of their populations and that personnel are provided when necessary for comprehensive shelter care.

**V. CONTINUITY OF GOVERNMENT**

The line of succession for agencies which have been designated through agreements to support the shelter and mass care operations will be in accordance with their established policies.

**VI. ADMINISTRATION AND LOGISTICS**

- A. Shelter supplies consisting of appropriate forms, handbooks and identification will be provided by ARC. The shelter supplies will include, but not be limited to shelter registration forms, shelter occupancy reports, inventory reports and event log forms.
- B. The primary communications link between shelters and the EOC will be telephone. Amateur radio operators and law enforcement personnel assigned to the shelters will provide additional radio support.
- C. Shelters will be stocked with appropriate supplies in accordance with agencies' Standard Operating Guidelines.
- D. Sheltering will follow a non-discrimination policy; however shelter assignments may be required for evacuees with special needs.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX L DAMAGE ASSESSMENT/RECOVERY

### I. PURPOSE

This annex presents a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Hazardous events which affect the county have the potential for causing damage. A planned damage assessment program is essential for effective response and recovery operations.
2. An initial damage assessment will determine the severity and magnitude of the disaster and identify what type of supplemental assistance is necessary to recover from its effects.
3. If a disaster occurs of such magnitude that it could result in a Presidential declaration of “major disaster” or “emergency”, a countywide initial damage assessment of public and private property is required. This information will provide a basis for the determination of actions and resources needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what outside assistance will be required to restore the affected area to pre-disaster condition.

#### B. Assumptions

- a. The county will continue to be exposed to various hazards resulting in damage to both public and private property.
- b. Implementing damage assessment guidelines will expedite relief and assistance for those adversely affected.

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

#### **A. General**

Initial responsibility for damage assessment and recovery operations lies with local government.

#### **B. Specific**

1. Emergency and recovery operations will initially be coordinated from the County Emergency Operations Center. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization.
2. Damage Assessment personnel will be assigned to the “Plans Section” of the EOC organization.
3. The Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. These personnel will report to the affected area to conduct the initial damage assessment.
4. The DAO will organize, equip and assign teams to the affected areas to conduct the initial damage assessment.
5. The DAO will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator and plot damaged areas on local maps.
6. The Emergency Management Coordinator will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
7. The Emergency Management Coordinator will forward damage assessment reports and any requests for assistance to the NC Division of Emergency Management, by the quickest means available. The Secretary of the NC Department of Crime Control and Public Safety is authorized to commit any state resources to assist with the emergency/recovery efforts.
8. Based upon the local damage assessment reports, the NCEM Director will determine what recovery capabilities are available to meet the anticipated requirements. If the capabilities of local/state/private resources appear to be insufficient, he may request a joint local/state/federal Preliminary Damage Assessment (PDA) be conducted.

9. The Governor may request a Presidential declaration of a major disaster, major emergency, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment local/state/private disaster relief efforts.
10. The President, under a “major emergency” declaration may authorize the utilization of any federal equipment, personnel, and other resources.
11. The President, under a “major disaster” declaration, may authorize two basic types of disaster relief assistance:
  - a. Individual Assistance (IA)
    - (1) temporary housing (100% federal dollars)
    - (2) Individual and Family Grants (IFG) [75% federal, 25% local/state funded
    - (3) disaster unemployment assistance
    - (4) disaster loans to individuals, businesses, and farmers
    - (5) agricultural assistance
    - (6) legal services to low-income families and individuals
    - (7) consumer counseling and assistance in obtaining insurance benefits
    - (8) social security assistance
    - (9) veteran’s assistance
    - (10) casualty loss tax assistance
  - b. Public Assistance (PA) [75% federal, 25% state/applicant funds]
    - (1) debris removal
    - (2) emergency protective measures
    - (3) permanent work to repair, restore, or replace road systems, water control facilities, public buildings and equipment, public recreational facilities, etc.
12. In the event a major disaster or emergency is declared:
  - a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
  - b. A State Coordinating Officer (SCO) and Governor’s Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.

- c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
- d. For IA only, Disaster Application Centers (DAC) will be established central to the affected areas where individuals may apply for assistance.
- e. If the area is declared eligible for Public Assistance Programs, an applicant's briefing will be conducted for officials of counties, cities, Indian tribes, and private nonprofit (PNP) organizations to explain eligibility criteria. The EMC will be requested to assist with identifying and notifying eligible applicants.
- f. At the applicant's briefing, each eligible entity will submit a Notice of Interest (NOI).
- g. Each PA applicant (including local government entities) will be appointed an "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

#### **IV. ORGANIZATION**

- 1. The County Board of Commissioners, through the Emergency Management Coordinator, is responsible for the overall management of damage assessment and recovery activities for the county (including municipalities).
- 2. A Damage Assessment Officer will be appointed by the Emergency Management Coordinator to coordinate damage assessment operations.
- 3. Damage Assessment Teams will be selected and trained for damage survey.

#### **V. CONTINUITY OF GOVERNMENT**

- A. The line of succession is:
  - 1. Tax Administrator
  - 2. Assistant Tax Administrator

## **VI. ADMINISTRATION AND LOGISTICS**

- A.** Damage reporting forms and guidance will be made available for distribution. Copies of all documentation are retained for record purposes.
  
- B.** Damage Assessment Teams will consist primarily of local government employees. When necessary, nonprofit organizations and nongovernmental personnel (United Way, RACES, etc.) will be called upon to supplement the teams. Radiological and hazardous materials specialists will be added to teams as appropriate.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX M RESOURCE MANAGEMENT

### I. PURPOSE

This annex provides a system of identifying and locating resources within the county and a method of activating those resources during an emergency. The preservation, conservation, and replenishment of these resources are also included.

### II. SITUATION AND ASSUMPTIONS

#### A. **Situation**

1. The primary Receiving and Distribution Point (RDP) for Lincoln County resources is located at 115 West Main Street, Lincolnton, NC. The parking lot is located near the Citizens Center. Operation of the Receiving and Distribution Point will be in accordance with the current Standard Operating Guidelines (SOGs). All resources received from the state or other jurisdictions will be shipped directly to the Receiving and Distribution Point unless otherwise directed.
2. Many of these resources will be critical to the immediate emergency response following a major emergency event and others may be critical for long-term recovery operations.
3. Several categories of resources have been identified in Lincoln County and its municipalities to include:
  - Personnel
  - Equipment
  - Facilities
  - Information
  - Commodities
4. Lincoln County maintains a list of identified resources needed for various events. This list is reviewed and updated on an annual basis.
5. Lincoln County Emergency Management maintains a partial list of public and private sector resources that could be utilized during a disaster response.
6. Lincoln County's resource inventory is updated on a regular basis.

## **B. Assumptions**

1. During or following an emergency situation, the initial emergency response will be dependent upon local resources.
2. Adequate local resources do not exist to cope with a catastrophic emergency response.
3. The county will exhaust local resources before requesting resources from the state.

## **III. CONCEPT OF OPERATION**

- A.** County departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these.
- B.** The Purchasing/Finance Officer will prepare routine procurement guidelines for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.
- C.** A resource manual identifying the resource, the control agency and the method needed to activate the resource at any time will be kept in the Office of Emergency Management.
- D.** The Emergency Management Coordinator will also identify those resources and capabilities that are available in local businesses and industry and other contributing organizations, and develop the mutual aid agreements required to acquire those resources to support the county under emergency conditions.
- E.** Resource management shall serve as the single source of supply and support for all emergency services operating during the response and recovery period.

## **IV. ORGANIZATION**

- A.** The Emergency Management Coordinator will have overall responsibility for coordination of resources.
- B.** That department or agency having primary control on a day-to-day basis of a resource needed during emergency operations will continue to control that resource during emergencies.

- C. The acquisition of a resource will follow routine procurement guidelines exercised by the Purchasing/Finance Officer. In emergency situations he will develop the means and the authority for the immediate procurement of expenditure supplies.

**V. CONTINUITY OF GOVERNMENT**

- A. Resource management does not fall under a centralized control element, but is coordinated from the EOC during emergency operations.
- B. The Purchasing/Finance Officer will compile a record of equipment usage and supply consumption from feeder reports.
- C. The Purchasing/Finance Officer will develop guidelines to expedite the acquisition of supplies in emergencies and account for all monies expended during emergency response and recovery operations.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX N DONATED GOODS MANAGEMENT FUNCTION

### I. PURPOSE

This annex describes the function of managing goods and services that are donated for relief of residents of Lincoln County or for the collection of goods donated by the residents of Lincoln County to be shipped to victims in other disaster areas.

### II. SITUATION AND ASSUMPTIONS

#### A. **Situation**

1. Historically, persons not directly affected by a disaster are eager to render aid to disaster victims through donation of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donated goods and services will result in confusion and loss of control of donated resources.
3. The timely release of information to the public regarding needs of victims and points of contact is essential to management of donated goods and services.
4. At the national level several organizations have established telephone numbers for disaster relief inquiries; these organizations include FEMA, the American Red Cross, and the Salvation Army. The State of North Carolina will also establish a telephone line when the situation dictates.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.

## **B. Assumptions**

1. Suitable space and equipment will be available to receive, sort, and store incoming donated goods and volunteer resources.
2. Adequate personnel for donated goods operations will be available.
3. Multiple local distribution sites will be able to be made convenient to the affected populations.
4. A central reception and distribution site will be established by the state away from the disaster area.
5. An aggressive public information effort will expedite the distribution of goods to disaster victims as well as limit an influx of unwanted goods.
6. Local transportation will be available to ship the donated goods to other disaster locations.
7. That there will be a surplus of some donated goods that will require disposal.
8. Citizens and businesses in the county will elect to donate money and goods to disaster victims elsewhere and will seek guidance on methods of participation.
9. Some donors will seek to bypass the distribution system established by the county.
10. Charitable and religious organizations will offer their assistance in managing and operating distribution centers.

## **III. CONCEPT OF OPERATIONS**

### **A. General**

1. The goal in donations management is to establish an approach whereby goods and services will be directed to a central reception center away from the disaster area where they can be sorted and organized for distribution.

2. Prior agreements have been made with volunteer organizations to handle the receipt and distribution of donated goods. After a disaster, emergency management along with local officials and private voluntary organizations must assess as quickly as possible the needs of the impacted area, begin requests for the needed resources and notify the State Emergency Operations Center / Donation Management.

## **B. Receipt of Donated Goods**

1. A lead agency will be designated for the reception and distribution of donated goods and services.
2. The magnitude and severity of the disaster will dictate the amount of space and personnel required for the reception and distribution process.
3. The lead agency will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of efforts.
4. A central reception and sorting center for donated goods will be established by the county as needed and separate locations convenient to the affected area(s) of the county can be used as distribution centers.
5. Operational personnel will be solicited from the Volunteer Coordinator's list of available personnel resources.
6. The release of information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters will be coordinated by the county Public Information Officer.
7. Request for needed goods will be channeled through the State EOC Common Function Donations Management and the State Distribution Center when it has been established.
8. Upon receipt of donated goods they should be sorted and packaged in a manner suitable for distribution.
9. Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent.
10. Designated donations:
  - a. A designated donation is an offer of a donation made to and accepted by an organization or a specific donation requested by an organization.

- b. Inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting the donation will follow its own policies and guidelines for handling the logistics involved.
- c. Once an offered donation has been accepted, it is a designated donation and belongs to that agency.
- d. Distribution of a designated donation will be accomplished by the receiving organization's guidelines and under various other plans, such as mass feeding or sheltering.

#### 11. Unsolicited goods:

- a. Unsolicited goods are those donations which have arrived but have not been requested by an agency.
- b. Every effort will be made to designate every shipment to a specific agency.
- c. As a last resort, shipments which are unsolicited and undesignated will be directed to the reception center.
- d. Unsolicited donations that cannot be directly sent intact to a using organization from the reception center will be unloaded, sorted and classified for as needed distribution.

#### 12. Transportation

- a. The transportation of goods from the donor to the receiving organization will be on a case-by-case basis and only the most desperately needed items.
- b. Transportation of donated goods from the reception center to the distribution points will be accomplished using local, state, or federal resources.

#### 13. Voluntary Services

- a. Persons calling may wish to volunteer their personal time and services.
- b. The phone bank operators, or others taking inquiries from volunteers, will encourage individuals interested in volunteering services to affiliate with a recognized private voluntary organization.

- c. Public-Sector volunteers will be registered through the donations management lead agency and will be called upon by agencies seeking particular skills.
- d. The American Red Cross will coordinate the housing and feeding of public volunteers.

#### **IV. CONTINUITY OF GOVERNMENT**

Line of succession is:

1. Department of Social Services Director
2. Department of Social Services Supervisor

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX O ANIMAL CONTROL AND PROTECTION

### **I. PURPOSE**

To control, protect, and to ensure the humane care and treatment of animals (domesticated and wild) during an emergency situation that could cause animal suffering.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Any disaster that threatens humans, threatens animals as well and it will be necessary to provide water, shelter, food and first aid.
2. Relocation, shelter or relief efforts for livestock, wildlife or domesticated animals may be required.
3. Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing their pets with them.
4. Livestock left in evacuated areas will need to be cared for.

#### **B. Assumptions**

1. Lincoln County will be able to expect outside assistance from the state and private sector.
2. Animal protection planning will ensure the proper care and recovery of animals impacted during an emergency.
3. Personnel with proper training and protective equipment will be available to re-enter evacuated areas for the purpose of rescue or care of livestock or domestic animals.

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

- A. The sheltering and protection of companion animals and livestock is the responsibility of their owners. Animal owners should plan for animal care during a disaster as they prepare their family preparedness plan.

- B.** The Lincoln County Animal Services will be the lead agency for situation assessment and determination of resource needs. As needed the county will protect animals affected by any disaster to include rescue, shelter, control, feeding, and preventive immunization of animals left homeless, lost, or strayed as a result of the disaster. Local SPCA or similar organizations will be asked to assist in this effort.
- C.** Requests for animal protection assistance and resources such as food, medicine, shelter, specialized personnel, and additional veterinary medical professionals will be routed through the Lincoln County Emergency Operations Center.
- D.** Wild animals out of their natural habitats that are in danger either to themselves or humans will be handled by the Lincoln County Animal Services or the North Carolina Wildlife Resources Commission personnel.
- E.** Pet friendly shelters that have been established for disaster victims will only accept domestic animals in the animal shelter area. If an evacuee comes to the shelter with their pet(s), all efforts will be made to direct them to the animal shelter area. Animal owner shall be responsible for the care of their animals.

#### **IV. CONTINUITY OF GOVERNMENT**

The line of succession is:

1. Emergency Medical Services Director
2. Animal Services Manager
3. Animal Services Assistant Supervisor
4. Animal Services Officer

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX P DEBRIS MANAGEMENT

### I. PURPOSE

To provide organizational structure and standardized guidelines for the clearance, removal and disposal of debris caused by a major event.

To establish the most efficient and cost effective methods to resolve disaster debris removal and disposal issues.

To expedite debris removal and disposal efforts that provide signs of recovery designed to mitigate the threat to the health, safety and welfare of Lincoln County residents.

To coordinate partnering relationships through communications and pre-planning with local, state and federal agencies involved with debris management responsibilities.

To implement and coordinate private sector debris removal and disposal contracts to maximize cleanup efficiencies.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Natural disasters such as hurricanes, tornadoes and flooding precipitate a variety of debris that include, but are not limited to, such things as trees and other vegetative organic matter, building/construction material, appliances, personal property, mud and sediment.
2. The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration and intensity. This plan is based on the debris generating capacity of a Category 3 Hurricane with wind speeds in excess of 131 miles per hour and heavy rainfall.
3. A Category 3 Hurricane will cause extensive damage to large trees and shrubs in addition to substantial structural damage to homes and commercial property. Mobile homes will be destroyed.

4. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed will have a direct impact on the type of removal and disposal methods utilized, associated costs incurred and how quickly the problem can be addressed.

#### **B. Assumptions**

1. A major natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
2. The amount of debris resulting from a major natural disaster probably will exceed Lincoln County removal and disposal capabilities.
3. Lincoln County will contract for additional resources to assist in the debris removal, reduction and disposal process.
4. The NC Department of Transportation will remove debris from state Right of Ways.
5. The Governor will declare a State of Emergency that will authorize state resources to assist in removal and disposal of debris.
6. The Governor will request a Presidential Disaster Declaration, if the disaster exceeds both local and state resources.

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

#### **A. General**

1. The county will be divided into Debris Management Sites.
2. The Solid Waste Manager will have the primary responsibility for identifying these sites, obtaining agreements to use these sites and ensuring their continued availability.
3. The Lincoln County Solid Waste Manager is designated as the County Debris Manager and will assume this role in the event of an emergency.

#### **B. Specific**

1. Disaster responsibilities for municipalities will be determined according to their capabilities. However, all clean up and restitution efforts should be coordinated with adjoining jurisdictions, including Lincoln County. All Lincoln County municipalities are encouraged to participate in the existing agreement for sharing resources among themselves as a first priority.

2. The Emergency Management Coordinator is responsible for daily operational control and overall management of the Emergency Operations Center and its staff. The Emergency Management Director will receive current information on the severity of the disaster from many sources. All requests for debris removal or disposal will be directed to the Debris Manager. Requests for debris clearing from public facilities and roadways will be coordinated with the EOC.
3. The County Debris Manager will be responsible for the following with respect to any and all debris management issues:
  - Keep the Lincoln County Administration and Emergency Management Coordinator briefed on the status of the debris clearing and disposal operations.
  - Assure that Lincoln County is represented at all meetings with other government and private agencies involved with the debris cleanup operation.
  - Coordinate with affected municipalities within Lincoln County on all debris clearance and disposal issues through conference calls.
  - Convene emergency debris coordinating meetings at the EOC or other location.
  - Ensure the debris management effort is provided with all available administrative staff and field support personnel.
  - During EOC activation the Debris Manager will coordinate debris management issues from the EOC. The Debris Manager will be responsible for coordinating all debris clearance and cleanup actions with the EOC. Actions will focus on keeping track of field site assignments and progress of the initial debris clearance from public roadways and critical facilities.
  - The Debris Manager will coordinate debris issues with municipalities, other government and private agencies involved with the debris cleanup operation. The Debris Manager may appoint a field operations coordinator who will be responsible for daily operational control of the debris sites.
  - The Debris Manager will supervise the monitoring of debris contractors, load inspections at debris sites and other off site areas and the preparation of load sheets at debris sites or other impacted areas.

- The Debris Manager will coordinate the dissemination of public information with the EOC Public Information Officer (PIO).
4. Lincoln County Public Information Officer (PIO)

The Debris Manager will coordinate with the PIO to develop a proactive information management plan. Emphasis will be placed on actions that the public can perform to expedite the cleanup process. Flyers, newspapers, radio and TV public service announcements should be used to obtain the public's cooperation by separating burnable and non-burnable debris, segregating household hazardous waste, placing disaster debris at the curbside, keeping debris piles away from fire hydrants and valves, reporting locations of illegal dump sites or incidents of illegal dumping and segregating recyclable materials. Pickup schedules will be disseminated in the local news media and the county emergency information hotline.
  5. County Finance Officer

The Lincoln County Finance Officer, or designee, shall serve as reimbursement coordinator and will provide for the collection and compilation of all labor, equipment hours, supplies and expenditures related to disaster response and recovery. The reimbursement coordinator will also manage the receipt and submission of all debris contractor payables through consultation with the Debris Management Consultant(s) and Debris Manager. Under the direction of the County Finance Officer, the County Debris Manager will assure that debris management contractors establish and maintain insurance coverage as required by the contract. In addition, the County Finance Officer, in cooperation with the Debris Management Consultant, will ensure that the identified contractors meet the contract requirements.
  6. County Damage Assessment Officer

The County Damage Assessment Officer will be responsible for compiling all damage reports for county facilities using FEMA's project worksheet forms and coordinate the submission of these forms with the reimbursement coordinator and Debris Manager.
  7. Environmental Programs

The Debris Manager shall work with the appropriate state and federal environmental regulatory agencies to ensure debris sites comply with established guidelines. Site monitoring will include environmental sampling and lab services.

8. Debris Management Consultant(s)  
Lincoln County may hire a contractor to coordinate debris removal and provide oversight of debris haulers. The contract will be handled as other service contracts are handled within the scope of county government. The Finance Officer, in cooperation with the Debris Manager, will make recommendations regarding selection of the vendor, scope of work, costs and other related issues. The identified contractor will hire and supervise sub contractors within the scope of the contract.
  
9. Hazardous Waste Services  
The Debris Manager or Debris Management Consultant(s) shall separate household hazardous waste (HHW). The Debris Manager or Consultant(s) shall ensure the coordination of inspections, notifications, and if necessary, cleanup or mitigation of any hazardous waste releases at identified facilities.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX Q MASS FATALITIES

### **I. PURPOSE**

This section outlines the guidelines to be followed when a disaster results in mass fatalities to the extent that the number of dead exceeds the resources of the local Medical Examiner's Office.

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

Any major disaster may result in a large number of deaths.

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

- A. The mass fatalities team focus is to establish the means and methods for the sensitive, respectful care and handling of human remains in disaster situations. The team will be available to aid in the necessary acts of evacuation, identification, sanitation and preservation such as preparation or embalming as authorized, notification of the next of kin, counseling and facilitating the release of remains to the next of kin or their representative under the direction of authorized persons.
- B. When an estimate can be made of the dead, temporary morgue sites will be selected and activated. Remains will be recovered and evacuated to the temporary morgue for identification purposes.
- C. Necessary information about each victim will be compiled and processed for the Medical Examiner/Coroner.
- D. As an assist group to the Medical Examiner, the local funeral directors will provide needed supplies, equipment, vehicles and personnel as available. The NC Funeral Directors Association may assist in supplying resources.
- E. Only as a last resort, should interment be in burial areas selected by local or state officials.

### **IV. DIRECTION AND CONTROL**

- A. By law (NCGS 130A, Article 16), the Medical Examiner is responsible for the dead. The mass fatality team and other local funeral service personnel will be available to assist under the direction of the County Medical Examiner.

- B. Operations will be coordinated by the Medical Examiner working with the EOC, and where designated, the Mortuary Response Teams Coordinator.
- C. When a disaster occurs, the County Medical Examiner should immediately contact the NC Funeral Directors Association. They will notify the appropriate members of the Mortuary Response Team.

**V. TEMPORARY MORGUE SITE**

- A. A morgue site is to be selected, organized and put into operation if the number of dead exceeds the resources of the Medical Examiner' office. Once a morgue site has been selected, the Medical Examiner or the designated Mortuary Response Team Coordinator will organize its operations and assign personnel to the following jobs: uniformed guards, information clerks, counselors, interviewers, telephone communicators, admissions clerk, general supervisor, identification personnel, orderlies, personal effects custodian, embalming supervisor, embalmers, secretaries, inventory clerk, distribution clerk, etc.
- B. The temporary morgue should be located as near as possible to areas with heavy death toll and should have: showers, hot and cold water, heat or air conditioning, electricity, drainage, ventilation, restrooms, parking areas, communication capabilities and rest areas.
- C. It should be fenced or locked for security of remains and personal property, should be removed from public view and have sufficient space for body identification procedures. It should also be subject to partitioning for separation of functions such as body handling, x-ray, autopsy, record maintenance, interviewing, etc.

**VI. MASS BURIAL GUIDELINES**

- A. Mass burial may become necessary when the number of remains cannot be managed and become a public health concern.
- B. Any decision to begin mass burial must be made at the highest levels of state government. Their direction will be essential before such an effort can be initiated.
- C. The location of any mass burial site must also be agreed upon by the above agencies, taking into consideration the number of remains to be buried. Plans should include the probability of exhumation at a later time.

**VII. CREMATIONS**

- A. Cremations should not take place for a minimum of seven (7) days after the last body has been processed.

**VIII. REMAINS NOT RECOVERED**

- A. Conditions and circumstances sometimes preclude the recovery of remains. Once the determination has been made remains are unrecoverable, non-denominational memorial services should be arranged. All efforts should be made to notify and include the surviving family members in this service.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX R TERRORISM RESPONSE

### I. PURPOSE

This section provides information and guidance to response of local government to an incident involving terrorist activity.

### II. SITUATION AND ASSUMPTIONS

#### 1. Situation

- A. The successful response to a terrorist incident requires a well-planned, integrated and coordinated response from local government, neighboring jurisdictions, the private sector, state and federal agencies.
- B. The 9-1-1 telecommunicators are usually the first interface between the terrorist incident and the first responders. The information obtained from callers can have a crucial impact on the safety and welfare of emergency responders. The value of these telecommunicators to first responders is heavily influenced by their knowledge of terrorism.
- C. Some of the major issues that will require attention during management and control of a chemical or biological terrorist incident include:
  - safety and welfare of emergency responders
  - agent detection
  - identification and isolation
  - downwind evacuation or shelter-in-place
  - traffic rerouting and congestion control
  - disposition of the deceased
  - hospital casualty overload
  - public fear
  - public information dissemination
  - spread of contamination and disease
  - evidence identification and preservation
  - suspect(s) identification, arrest and criminal prosecution
- D. Mass casualty triage and medical management, as well as mass decontamination guidelines, must be practiced with sufficient frequency to build competence in emergency responders.

- E. A terrorist incident is a federal crime scene, and in accordance with Presidential Decision Directive 39, the FBI has overall responsibility for crime scene management.
- F. Because of the likelihood of mass casualties and large numbers of emergency responders, it is imperative that a comprehensive accountability system be implemented and maintained throughout the incident.
- G. A terrorist incident involving a chemical or biological agent is still a hazardous materials incident, but with the potential for much greater consequences and challenges for emergency responders. It is also likely to be a mass casualty incident. A bio-terrorist release may take hours or days to present, and the infected people may be infecting others.
- H. Communication is an extremely critical element in the management of terrorism incidents. It is important that timely and accurate information be shared with the various agencies involved in the incident. The community must also be kept informed of matters potentially impacting their safety and welfare.

## **2. Assumptions**

- A. Planning and training prior to an incident will significantly reduce the risk to personnel.
- B. Emergency response personnel are knowledgeable in the use of available resources.
- C. Response time for resources requested from outside the county will require a minimum of two hours.
- D. Crisis Management addresses the cause of a terrorist incident, the identity, motivation, and capability of the terrorists and the weapons they employ. Crisis Management is a law enforcement function and includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve the threat or act of terrorism. In a terrorist incident, a crisis management response may include traditional law enforcement missions such as intelligence, surveillance, tactical operations, behavioral assessment, negotiations, forensics and investigations, as well as technical support missions such as agent identification, search, render safe procedures, transfer and disposal and limited decontamination.

- E. Consequence Management addresses how the incident affects public health, safety and the environment. Consequence management includes measures to protect public health, safety and the environment, to restore essential government services and to provide relief to governments, businesses and individuals affected by the consequences of terrorism. In an actual terrorist incident, command and control of local government resources may transition between the Lincoln County Sheriff's Office, City of Lincoln Police Department, Lincoln County EMS, the Fire Department having jurisdiction and the Lincoln County Emergency Management Office. The Unified Command team approach shall be utilized to transition incident command and control among these agencies. These efforts will include the roles, responsibilities and functional duties as described in Section VI, New Entry Protocols.

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

The first responders must first insure their own safety and the safety of all responding departments. A new way of thinking, a new assessment process and new response protocols will be required of first response departments.

- A. Listed below are the primary components of the concept of operations. The primary first responders can address some of these components; the Incident Command System (ICS) and the EOC will address other components.
  - 1. Threat assessment levels
  - 2. Notification process
  - 3. Command and control function
  - 4. New entry protocols
  - 5. Crisis Management
  - 6. Consequence Management
  - 7. Roles, responsibilities and checklist
  - 8. Chain of evidence and evidence preservation
  - 9. Other primary considerations as identified by response organizations

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

- B. Threat assessment will be the responsibility of law enforcement agencies that consist of the Lincoln County Sheriff's Department, City of Lincoln Police Department, State Bureau of Investigation (SBI), Federal Bureau of Investigation (FBI), Bureau of Alcohol and Firearms and other law enforcement agencies that provide information on terrorist groups, individuals and threat situations based on collected intelligence. The FBI will have primary responsibility for coordinating intelligence and threat assessment information. The Lincoln County Sheriff's Department will coordinate distribution of information to the primary response departments.

### C. Primary Response Departments

- All Law Enforcement Agencies (local, state and federal)
- Fire Service
- Emergency Medical Service

### Primary Support Departments

- Hospital
- Public Health Department
- Lincoln County Emergency Management
- NC Division of Emergency Management
- Department of Social Services
- Mental Health
- Debris removal organizations
- Corporate Communication/Public Information - City & County
- American Red Cross - Lincoln Chapter
- Poison Control Center

This list can be expanded as the scope of operations expands. The IC can demobilize departments if the situation changes. Each agency should develop its own internal notification guidelines.

- D. Command and control is critical for ensuring a successful operation. It is absolutely imperative that a team approach for command and control be used for response. In all incidents within Lincoln County, the Fire Department will assume command of the consequence management phase of the incident. Because of the nature of these incidents, the responsibility of stabilizing the immediate area of operations lies solely with the fire department.

Within the definition of crisis management, the affected Law Enforcement Agency will assume responsibility for the situation and take appropriate action. There may be situations where consequence and crisis management must be addressed simultaneously where law enforcement and the fire department share command and control. As soon as possible, the core group will establish a Unified Command structure for tactical and investigative operations.

The core group will consist of:

- Lincoln County Sheriff's Department
- City of Lincolnton Police Department
- SBI
- FBI
- Fire departments based on jurisdiction boundaries
- Lincoln County EMS

Once established, the unified command will agree upon criminal, tactical and investigative issues.

The Unified Command will prevail in instances where the consequence and crisis functions cross to insure the health and safety of responders, the general public and evidence, in that order.

It is possible that command of the scene may be transferred back and forth between consequence and crisis several times before the incident is brought to a resolution. The various agencies that comprise both consequence and crisis management may be brought to the forefront depending on the immediate circumstances.

It's imperative that immediate command and control be established to insure control measures are implemented for life, safety and evidence preservation. All responding departments of local government must be prepared to interface with their state and federal counterparts at both the incident site and the EOC.

The EOC will be the command and control center. Operational command will be maintained at the incident site.

Unified Command:

This type of command and control is represented by multiple levels of government and is seen in the EOC environment. This command structure is found in large-scale incidents.

E. New Entry Protocols

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

Threat levels as defined in Section V will set new protocols.

F. Crisis Management and Consequence Management

These sections are combined because they operate in parallel and continuous fashion from initial response to final recovery. They deal with all phases of incident operation to include response, recovery, clean up and site restoration.

G. Roles, Responsibilities and Checklist

This part of the planning document is detailed in Section VI, Item B and in each of the core groups internal SOGs. The listing represents the primary factors associated with response to terrorist incidents.

#### H. Preserving and Collecting Evidence

This operational area is addressed in more detail in Section VII, and by each agency's SOG. This function may be part of new site entry protocols. Life safety issues will take precedence over this area of operation. The preserving and maintaining of evidence should be considered and exercised at every opportunity.

### IV. IMPLEMENTING GUIDELINES

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

#### **Threat Assessment Levels**

This level is constantly being monitored by all law enforcement. The primary law enforcement agency is the Federal Bureau of Investigation. The primary state law enforcement agency is the North Carolina State Bureau of Investigation. The primary law enforcement agency for Lincoln County is the Sheriff's Department. Other local law enforcement agencies may also have information available. One of the FBI's primary missions is to monitor terrorist groups, corroborate information received, identify terrorist members and prepare a law enforcement interdiction plan.

As part of this ongoing initiative, information discovered or obtained will be shared with other law enforcement agencies for law enforcement action and later with appropriate local and state officials. In the event of danger to the general public, the FBI will share all information necessary to safeguard the safety, health and welfare of the general public.

Because a threat may be received by or relayed to the Emergency 9-1-1 Telecommunicators, it is incumbent that the 9-1-1 staff and supervisors receive awareness training to assist them in recognizing a terrorist threat/act and respond accordingly. Emergency 9-1-1 communication center supervisors/managers will be provided information so that they may better fulfill their role and responsibilities.

### V. THREAT LEVELS

Lincoln County has chosen to establish threat levels to assist in a response to a terrorist incident. They are as follows:

**Threat Level 5 – Low Condition (Green):  
Low Risk of Terrorist Attacks**

The following protective measures may be applied:

- Refining and exercising preplanned protective measures
- Ensuring personnel receive training on departmental or agency-specific protective measures
- Regularly assessing facilities for vulnerabilities and taking measures to reduce them

**Threat Level 4 - Guarded Condition (Blue):  
General Risk of Terrorist Attacks**

In addition to the previously outlined protective measures, the following may be applied:

- Checking communications with designated emergency response or command locations
- Reviewing and updating emergency response guidelines
- Providing the public with necessary information

**Threat Level 3 - Elevated Condition (Yellow):  
Significant Risk of Terrorist Attacks**

In addition to the previously outlined protective measures, the following may be applied:

- Credibility assessment process is initiated
- Increasing surveillance of critical locations
- Notification of primary response departments is required. Primary response departments are law enforcement, fire department, rescue, EMS and Emergency Management
- Coordinating emergency plans with nearby jurisdictions
- Assessing further refinement of protective measures within the context of the current threat information
- Implementing contingency and emergency response plans
- Request and deployment plans for resources should be made

**Threat Level 2 - High Condition (Orange):  
High Risk of Terrorist Attacks**

In addition to the previously outlined protective measures, the following may be applied:

- Threat Level 2 requires the tailoring of response actions needed to anticipate, prevent and resolve the crisis
- Development of Unified Command structure should be implemented
- Activation of the Joint Operations Center (JOC) and the Joint Information Center (JIC) should be considered
- Coordinating necessary security efforts with law enforcement agencies
- Taking additional precautions at public events
- Preparing to work at an alternate site or with a dispersed workforce
- Restricting access to essential personnel only

**Threat Level 1 - Severe Condition (Red):  
Severe Risk of Terrorist Attacks**

In addition to the previously outlined protective measures, the following may be applied:

- A terrorism incident has occurred which requires the immediate use of local resources in response to consequences of the event
- Activation of the Emergency Operations Center is required
- Incident Command will be transferred to the EOC. Operational Command(s) will be maintained at the incident site
- Assigning emergency response personnel and pre-positioning specially trained teams
- Monitoring, redirecting or constraining transportation systems
- Closing public and government facilities
- Increasing or redirecting personnel to address critical emergency needs

**VI. NEW ENTRY PROTOCOLS**

A. This operational area will be headed by the Regional Hazardous Material Response Team and shall be incorporated into the SOGs for all responding organizations. This must be included in the training program for all responders in the county. Implementing of entry protocols shall be based on intelligence provided by law enforcement. Coordination between fire services, Regional HazMat team and law enforcement is vital for the safety of the responders and investigative personnel and to minimize their exposure in a dangerous situation. The primary components of the new entry protocols are as follows:

- The possibility of secondary explosive devices or secondary hazards

- Personal protective equipment - when and what to wear as minimum requirement for entry into an incident site
- Who should enter the facility?
- Maintaining the chain of evidence process
- Training standards - all training in the same format to insure uniformity
- Clearly defined hot zones, warm zones and safe zones
- Signs and symptoms - Critical for early identification of agent or chemical
- SOG development team
- Other

#### B. Areas of Concern - Threat Level Conditions

All responding organizations will implement or alert their people to the following areas of concern in accordance with the threat level conditions:

- Develop internal notification guidelines for responding departmental personnel
- Insure internal distribution of response plan
- Follow directions of Unified Command through IC and EOC
- Adhere to site entry protocols
- Insure implementation of adequate departmental training programs
- Develop control measures for chain-of-evidence process
- Provide department representatives to incident site and EOC
- Document all response activities from time of notification until termination
- Participate in direction and coordination team as directed by IC or EOC
- Anticipate the committing of all available departmental resources to response and recovery effort
- Provide department needs assessment for operation to IC or EOC
- Develop a need-to-know list for internal operations
- Other as directed by IC or EOC

#### C. Roles, Responsibilities and Checklists

This section outlines the primary areas of responsibility for the responding organizations. The checklist identifies critical items of concern for all organizations. All additional checklists or areas of responsibilities will be covered in SOGs.

##### 1. Law Enforcement Agencies - Local

- Develop or enhance intelligence gathering capability for acts of terrorism
- Establish distribution of notification process for sharing of information
- Determine Threat Level (TL) based on information assessment
- Initiate notification process to all organizations listed in Section III, Item C

- Maintain open lines of communications on intelligence with state and federal agencies
- Review personal protective equipment (PPE) requirements and site entry protocols
- Initiate a meeting of organizations based on assessment of conditions
- Assign representative to development team for SOGs
- Establish site security based on hot zone, warm zone and safe zone
- Assist in site evacuation of personnel
- Provide security for shelters resulting from incident
- Provide guidance or training for maintaining Chain-of-Evidence process
- Provide awareness level training to all employees
- Provide IC level training to all supervisors
- Provide stand-by capabilities for security at hospitals and medical facilities
- Establish ICS if first on scene
- Develop Bomb Tech/HazMat Tech SOGs
- Other as identified by local law enforcement

## 2. Fire Service - Local

- Assign representative to SOG development team
- Provide fire suppression at site and surrounding location
- Determine hot zone, warm zone and safe zone
- Assist in evacuation of personnel from site
- Determine area to be evacuated for public safety
- Work with law enforcement for preservation of site evidence
- Develop new site entry protocols as part of SOG team development
- Identify injured personnel
- Assist medical examiner with remains recovery
- Establish ICS if first on scene
- Provide operations level training to all employees/members
- Provide IC level training to all supervisors
- Provide HazMat level training to all HazMat Technicians
- Train personnel in signs and symptoms of chemical and biological agents
- Provide IC and EOC with needs assessment for incident resolution
- Observe site entry protocols
- Provide mass decontamination of personnel
- Provide mass decontamination at local hospitals as needed
- Develop Mutual Aid plans, which allow for the immediate utilization of resources
- Other as identified

3. Search and Rescue Provider – Local
  - Assist with mass decontamination of personnel
  - Assign representative to SOG development team
  - Determine hot zone, warm zone and safe zone
  - Provide rescue and search resources
  - Provide Emergency Medical Technician (EMT) level personnel for medical assistance
  - Assist in evacuation of personnel from sites
  - Interface with EMS paramedics on medical assistance issues
  - Develop new site entry protocols as part of SOG team development
  - Assist medical examiner with remains recovery
  - Establish ICS if first on scene
  - Provide Operations level training to all employees
  - Provide IC level training to all supervisors
  - Provide assistance with medical coverage at shelter site
  - Provide medical monitoring of response personnel
  - Train personnel in signs and symptoms of chemical and biological agents
  - Provide IC and EOC with needs assessment for incident resolution
  - Observe site entry protocols
  - Develop Mutual Aid Plans, which allow for the immediate utilization of resources
  - Other as identified
  
4. Emergency Medical Service Provider
  - Assume lead role for medical assistance
  - Develop interface with medical doctors for on-site triage of patients
  - Develop guidelines for notification of medical service providers
  - Assign representative to SOG development team
  - Identify injured personnel
  - Assist medical examiner with remains recovery
  - Provide awareness level training to all employees
  - Provide IC level training to all supervisors
  - Provide medical coverage at shelter sites
  - Provide medical monitoring of response personnel
  - Train personnel in signs and symptoms of chemical and biological agents
  - Provide IC or EOC with needs assessment for incident resolution
  - Observe site entry protocols
  - Assist with mass decontamination of on-site personnel
  - Other as identified

5. All other agencies listed in Section III, Item C, will review general guidelines for roles, responsibilities and checklists and will develop more detailed protocols of response efforts.

## **VII. CHAIN OF EVIDENCE**

### **A. New Site Entry Protocols**

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

### **B. Considerations**

- Do not throw away any debris or trash from the scene
- Debris removal will be directed and controlled by law enforcement agency at local, state or federal level
- Rescue personnel and medical personnel at the site and at the hospital should be familiar with this operation and will do all within their power to insure preservation of evidence without endangerment of personnel
- Private contractors for debris removal must follow directions of law enforcement agencies
- Debris disposal will also be directed by law enforcement agencies
- Other

## **VIII. MASS DECONTAMINATION**

A. This segment of response to terrorist incidents is a critical part. The ability to conduct mass decontamination of people in a short period is imperative to limit exposure, possible burden to hospitals and spread of contamination. The role of decontamination falls under the Fire Department. The primary departments assigned this program element are:

1. County Fire Departments
2. Mutual aid Fire Departments for:
  - a. Dependable source of clean water
  - b. Adequate resources to conduct operation
  - c. Adequate workforce to perform mission
  - d. Ability to conduct operation at multiple locations
  - e. What other resources are needed?
3. Lincoln County EMS units for trained manpower
4. State resources

B. Local resources will be the primary source for this program element. The state will also provide assistance and mutual aid requests can provide additional resources and personnel. In addition, elements of the military and other rapid response agencies can assist in this phase of the operation.

**IX. PUBLIC INFORMATION**

This area of response for incidents of terrorism or suspected acts of terrorism or WMD events is critical to insure public confidence, eliminate rumors and provide accurate, timely information to concerned responders and citizens. This activity must be a joint effort by all levels of government and must be centrally located, preferably near the EOC. The establishment by local government of a Joint Information Center (JIC) with all levels of responding government organizations present will be the basis for disseminating information to the media and the public. The Lincoln County Public Information Officers guidelines will be followed in this process.

**X. DEMOBILIZATION/DEACTIVATION**

This part of response to and recovery from terrorist incidents or WMD events will be determined by the EOC based on feedback and information from law enforcement agencies and on the threat level as defined by the lead agency. In addition, the Emergency Management Office will establish a time for critique by responding agencies.

**XI. DOCUMENTATION**

Each agency will be responsible for documentation of their actions. The use of written statements, chronological sequence writing, videotaping and still photography will be beneficial in many issues. Evidence preservation and chain of custody issues are just a few which will benefit. In addition, during the process of applying for reimbursement for damaged, lost or destroyed equipment, these records will be needed. As soon as possible during the incident, a scribe or documentation officer should be assigned to the Command Post to document overall actions on the scene. This information can be passed on to the next Incident Commander. This documented information shall be passed on to the lead agency conducting the investigation.

**XII. CRITICAL INCIDENT STRESS DEBRIEFING**

The Incident Commander shall take into account the need for on-scene debriefing of personnel. Each agency shall establish internal SOGs for debriefing within their respected agency. Combined or common debriefing sessions should be made available to first responders as soon as the crisis phase is over.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX S MISSING PERSONS

### I. PURPOSE

To provide a comprehensive plan of action for use during search operations for missing persons. The plan is to outline the framework of responsibilities and operations for a successful search mission.

All resources will be directed to focus on locating the missing person.

This plan is designed for use by the Lincoln County Land Search Team, Lincoln County Emergency Services, Law Enforcement, assisting organizations, private citizens and state and federal agencies in performing search missions originating in Lincoln County.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

##### 1. Responsibilities

##### a. Lincoln County Sheriff's Department and/or City of Lincolnton Police Department

- Responsible for overall coordination of search mission within the county.
- To identify trained search resources.
- Shall be responsible for all investigation aspects and entering the missing persons report with the NC Center for Missing Persons for any search mission within the county.

##### b. Office of Emergency Management

- Assist in overall coordination of search mission within the county.
- To identify trained resources.
- To insure resources necessary to maintain effective on-going operations are readily available.

- c. Rescue Squads within Lincoln County
  - To provide trained resources to maintain effective on-going operations.
- d. Fire Departments within Lincoln County
  - To provide trained resources to maintain effective on-going operations.
- e. Lincoln County Land Search Team
  - Responsible for maintaining trained, properly equipped personnel for search operations.

## 2. Search

### A. First notice

Although some “missing person’s reports” require a different response, in general, the following guidelines are to be used.

1. The first response to a missing person’s report by any agency will be the notification of the Lincoln County Communications Center.
2. The Communications Center will alert and notify the Initial Response Team (IRT).
3. The IRT will respond to the scene and conduct an initial interview and investigation.
4. The IRT shall consist of a representative of the Lincoln County Sheriff’s Department and/or the City of Lincoln Police Department, a representative of the rescue squad who has jurisdiction in the potential search area and a representative of the Lincoln County Office of Emergency Management.
5. The IRT will have the authority to initiate a search mission and callout procedures.
6. The IRT may request an alert or a callout for a search mission before they arrive on the scene.

### B. IRT Responsibilities

1. Lincoln County Sheriff’s Department and/or the City of Lincoln Police Department
  - a. Respond with a trained search detective to the scene.
  - b. Conduct the interview and investigation.

- c. Complete the “Missing Person’s Questionnaire”.
  - d. Assist in gathering search and planning data, determining the subject’s behavior, the urgency of the mission and determining the initiation of the callout.
  - e. Coordinate the team’s functions.
2. Rescue Squad Representative
    - a. Gather search and planning data.
    - b. Provide resources.
    - c. Assist in determining the initial search strategy and tactics.
    - d. Assist in the interviewing and investigation, determining the subject’s behavior, the urgency of the mission and determining the initiation of the callout.
  3. Fire Department Representative
    - a. Gathering search and planning data.
    - b. Provide resources.
    - c. Assist in determining the initial search strategy and tactics.
  4. Emergency Management Representative
    - a. Assist in the coordination of the team’s functions.
    - b. Obtain the incident number.
    - c. Assign a mission name and assist in keeping proper documentation of the mission events.
    - d. Assist in interviewing and investigation, determining the subject’s behavior, gathering search and planning data, determining the urgency, the initial search strategy and tactics and determining the initiation of the callout.
    - e. Provide necessary resources for the mission as needed and coordination with other support agencies such as Red Cross, state agencies, etc.

C. Callout Guidelines

The initial callout shall be authorized by the Sheriff’s Office and/or the City of Lincolnton Police Department through the Lincoln County Communications Center.

D. Search Mission Organization

1. All search missions will operate under the Incident Command System (ICS).

2. Lincoln County Sheriff's Department and/or the City of Lincolnton Police Department will provide an Incident Commander with the rescue squad, emergency management, fire department and other responding organizations functioning under the Unified Incident Command System.
3. The I/C will assign responsibilities for assuring the success of the mission and the proper functioning of sections or units. These assignments will be appointed according to the capabilities within the areas of their expertise.
4. The Command and General Staff will only be expanded as needed.
5. The major functions that will be assured on all search missions are as follows:
  - a. **Incident Commanders** - The I/C and the Deputy I/Cs have overall responsibilities for the mission from start to finish and have the authority to facilitate all functions of the mission to assure effectiveness and efficiency. They are responsible for media relations, public relations, and family relations. Other responsibilities include assuring agency cooperation and coordination and the safety of all personnel connected with the mission. They have the authority to suspend the mission and the responsibility of keeping the County Manager aware of the operational and financial situation at all times.
  - b. **Command Staff** - Appointed as needed by the I/C. Consists of the Information Officer, Safety Officer, and the Liaison Officer. They will be delegated the authority from the I/C to perform the functions in their areas.
  - c. **Operations Section** - The I/C and Deputy I/Cs may appoint an Operations Chief to assure proper search operations, to include land, water and air operations. Appoints team leaders, maintains security of all clues found, and assures proper briefing of all teams. Assists in operational planning, team assignments and debriefing.
  - d. **Planning Section** - The I/C and Deputy I/Cs may appoint a Planning Chief to assure proper planning for the mission. This section is responsible for supplying up-to-date situation reports, coordination and allocation of resources, maintaining all proper documentation and obtaining any needed specialists.

- e. **Logistics Section** - The I/C and the Deputy I/Cs may appoint a Logistics Chief to assure proper communication and logistical support for the mission.
  - f. **Finance Section** - The I/C may appoint a Finance Chief to assure the proper financial support for the mission. This section is directly responsible for obtaining all finances, signing lease agreements, wage and hour requirements, insurance claims, investigating all accidents and loss of equipment. A total financial report is required for all missions.
  - g. The I/C and Deputy I/Cs must pay special attention to the following mission aspects because research has found these to be constant problems on search missions.
    - 1. Uncertain authority (command and control).
    - 2. Poor use of specialized resources.
    - 3. Absence of adequate and proper communications.
    - 4. Poor planning and resource coordination.
    - 5. Inadequate logistical support.
    - 6. Unplanned media relations.
    - 7. Poor management practices.
6. All personnel are encouraged to carry the “Search is An Emergency Field Coordinator’s Handbook” and/or the “Incident Commander Field Handbook: SAR”. These manuals will provide you functional check-off sheets that will assure you better perform your duties.

#### E. Resources

Persons responding from any organization, or as an individual, will not be accepted as part of the search mission team unless they are:

- 1. Physically capable
- 2. Mentally capable
- 3. Properly prepared with the proper clothing, supplies and equipment indicated by the terrain and environment.

4. It is our duty and responsibility to accept any resources, which will offer additional manpower, equipment or search expertise for the search mission. However, any organization, team, unit or individual, which becomes involved in the search mission, will receive duty stations and duty assignments from unit, section and command staff through the authority of the I/Cs. No one will be allowed to conduct any part of the search mission that is not planned in the Incident Action Plan or approved by the I/Cs.

#### F. Suspending the Search Mission

Missions may be suspended due to weather, safety of searchers, missing person located or unresolved clues. If the missing person has not been found, the search may be suspended to a Limited Continuous Search.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX T RECOVERY OPERATIONS

### **I. PURPOSE**

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

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Recovery refers to those measures undertaken by a community following a disaster to return all systems to normal levels. Effective recovery consists of a complex array of inter-dependent and coordinated actions. These actions are undertaken at several levels (individual, organizational, community, national) and over a long 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 phases:

- a. Short Term Recovery Phase

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

- initial emergency response (i.e., fire/rescue, law enforcement, EMS operations, mass care)
- initial impact assessment
- emergency debris removal
- restoration of vital services
- security of evacuated areas
- management of donated goods
- preliminary damage assessment

b. Long Term Recovery Phase

Actions under this phase will include:

- completion of damage assessment
  - completion of debris removal
  - request for Disaster Declaration
  - restoration of essential facilities
  - repair/rebuilding of damaged public and private buildings & facilities
  - repair/rebuilding of private homes and businesses
  - identification of possible hazard mitigation projects
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 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 organizations, and other forms of assistance such as insurance. The President's declaration of a major disaster or an emergency authorizes federal assistance under the Stafford Act and triggers other federal disaster relief programs as well.
6. A full Presidential Declaration of Disaster includes all of the following emergency assistance programs:
- Public Assistance Programs (PA)
  - Individual Assistance Programs (IA)
  - Small Business Administration Assistance
  - 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:
- Search and Rescue Assistance
  - Fire Suppression Assistance
  - Health and Welfare Measures
  - Emergency Conservation Program
  - Emergency Loans for Agriculture
  - Disaster loans for homeowners and businesses
  - Repairs to Federal Aid System Roads
  - Tax refunds/IRS assistance to victims
  - Voluntary agency assistance by the American Red Cross
  - Department of Defense pre-declaration
  - Emergency assistance

8. The Farm Agency has an office located in Gaston County that coordinates the activities of the United States Department of Agriculture Emergency Board responsible for providing leadership and the local USDA State Emergency Board provides coordination for all USDA emergency programs at the county level.
9. 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 responsibility or authority.
10. Close cooperation among the agents of local, state and federal government will be essential in expediting assistance to the county after any Presidential Declaration.
11. Hazard Mitigation Grants will be available through FEMA after a Presidential Declaration; the grant total will be based on the amount of Public Assistance funds provided to Lincoln County PA applicants.
12. As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset.
13. Businesses, which intend to apply for Small Business Administration Disaster Loans, etc., will need thorough documentation of the history of the business and the effect of the disaster on the business.

## **B. Assumptions**

1. A major disaster will have a significant long-term economic impact on the county.
2. Unsolicited resources and donated goods can be expected from outside the impacted area. The county must be prepared to manage this influx of resources and goods as part of the recovery effort.
3. Space will be available for the operation of one or more Disaster Application Centers in the county following a Presidential Declaration of Disaster.
4. A Disaster Field Office (DFO) will be set up in North Carolina by the Federal Emergency Management Agency. The DFO will be near the disaster area.
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 agri-business community for USDA Disaster Assistance; however, the loss must be incurred as a result of natural disaster.
7. The state's share of public assistance funds provided for public assistance will be 25%, supplementing the mandated federal share of 75%.

### **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 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 Finance Office.
4. The President may authorize the utilization of 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. The 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:
  - Damage Assessment
  - USDA County Emergency Board Meeting
  - Submission of a USDA Flash Situation Report to the Farm Service Office
  - USDA State Emergency Board Meeting
  - Exchange of information on available programs plus other counties affected
  - State Review of Damage Assessment Reports
  - Decision made by State Board on concurring or not concurring with information in the damage assessment reports
  - Forwarding of reports to FSA national headquarters to support a request for designation of a county/counties for FSA Emergency Loans

7. A Presidential Declaration of Disaster, will initiate the following series of events:
  - a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
  - b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
  - c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
  - d. Disaster Application Centers (DACs) will be established in the affected areas to accommodate persons needing Individual Assistance.
  - e. An Applicant's Briefing will be held to explain public assistance eligibility criteria for officials of the county, cities and private nonprofit organizations. The Emergency Management Coordinator will assist with identification and notification of potential applicants.
  - f. 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 can consist of any or all of the following:

    - Temporary housing (100% federal \$s)
    - Individual and family grants (75% federal, 25% state/local funds)
    - Disaster unemployment assistance
    - Disaster loans to individuals, businesses, and farmers
    - Agricultural assistance
    - Legal services to low-income families and individuals
    - Consumer counseling and assistance in obtaining insurance benefits
    - The Cora Brown Fund
    - Veterans' assistance
    - 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.

Categories of public assistance available include:

- Debris removal
  - Emergency protective measures
  - Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.
9. Following the public assistance applicant's briefings, damage survey teams will be dispatched from the Disaster Field Office (DFO) to inspect every damaged site 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.
  10. A Public Assistance Damage Survey team will be comprised of the following:
    - a. A federal representative who will serve as the team leader
    - b. A state representative
    - c. Local applicant's representative
  11. The Emergency Management Coordinator will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.
  12. 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. Unmet needs status
    - d. Management of donated goods
    - e. Interagency cooperation
    - f. Damage survey report process/documentation
    - g. Recovery training needed

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX U VITAL FACILITIES

### I. PURPOSE

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

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Many of these identified facilities would be vital to emergency response during a major emergency or disaster event. Other facilities would be critical for immediate and long-term recovery operations.
2. Several categories of vital facilities and resources have been identified in Lincoln County including:

#### Vital Facilities:

- a. Shelter facilities
- b. Health/Medical facilities
- c. Government facilities
- d. Communications facilities
- e. Public buildings
- f. Emergency service facilities

#### Vital Utilities:

- a. Communications network components
- b. Electric distribution system components
- c. Transportation networks
- d. Energy facilities
- e. Water distribution/waste water facilities

#### Vital Resource and service sites:

- a. Private Shelter/Reception Centers
- b. Landfill and debris collection sites
- c. Public/private supply centers
- d. Helicopter landing sites

Special Needs Facilities:

- a. Correctional Facilities
  - b. Congregate Care Facilities
  - c. Day Care Facilities
  - d. Hospitals
3. Lincoln County Emergency Management maintains a list of public and private sector resources that could be utilized during an emergency/disaster response.
  4. Lincoln County vital facility information is updated on a regular basis.

**B. Assumptions**

1. Identification of vital facilities will make it possible to predict the consequences of disaster and to expedite the response of necessary resources from outside the area of impact.
2. Knowledge of the location and function of vital facilities will reduce the dependence on unwritten and assumed information.
3. Knowledge of vital facilities will expedite damage assessment and loss estimation.
4. The identification of vital facilities allows for the prioritization of post disaster restoration.

**III. CONCEPT OF OPERATIONS**

- A. Information pertaining to vital facilities and resources will be maintained in the Lincoln County computer systems and accessible to the Lincoln County and Municipal Emergency Operation Center.
- B. Annual update of the vital facilities inventory will be maintained through the Office of Emergency Management.
- C. Vital facilities may serve as the basis for establishing mutual aid and statements of understanding with other governmental and non-governmental agencies.
- D. Knowledge of the location and function of vital facilities allows for the implementation of planned mitigation approaches/projects in an attempt to reduce vulnerabilities.

# LINCOLN COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX V PUBLIC INFORMATION OFFICER

### I. PURPOSE

This plan establishes policies and guidelines and assigns responsibilities to ensure accurate and timely information on potential and actual emergency incidents to the people of Lincoln County.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Lincoln County provides needed and desired information about local government activities and services to the general public.

During periods of emergency, the public needs detailed information regarding protective action to be taken for minimizing loss of life and property. Because timely warnings are not always possible, it is important that prior to the occurrence of an emergency the public be made aware of potential hazards and the protective measures that can be employed.

In major emergency or disaster situations, there may be large numbers of media representatives seeking information about the situation and about response actions. It is the policy of Lincoln County to cooperate fully with the media in all phases of emergency management. Lincoln County officials have developed guidelines in cooperation with local media to disseminate emergency information to the public. Officials also recognize that a really large emergency or disaster will attract regional and national media representatives.

#### B. Assumptions

During emergency situations and disasters, the general public will demand information about the emergency situation and instruction on proper response actions.

The media will demand information about emergency situations and disasters. The local media, particularly television and radio, will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity of the emergency, regional and national media will also cover the story and demand information and comment from local officials.

Depending on the severity of the emergency or disaster, telephone communication may be sporadic or impossible. Local and regional radio and television stations without emergency power may also be off the air.

Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained and operating from a pre-established set of guidelines.

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

#### **A. Phases of Emergency Management**

- 1. Mitigation:** Public information relating to hazard mitigation is not regarded as "emergency public information." It can and should be approached as a topic of major importance to be covered in the regular public information programs using the best available tools and techniques.
- 2. Preparedness:** Emergency preparedness includes the development and maintenance of plans, guidelines, checklists, contact lists and public information materials. Staff must be trained to fill public information positions as needed.
- 3. Response:** In the event of major emergencies or disasters, Lincoln County's emergency organizations will fully mobilize and disseminate emergency instructions and information to the public in the following order of priority:
  - a. Lifesaving/health preservation instructions
  - b. Emergency status information
  - c. Other useful information, originated by the government or in response to media inquiries
- 4. Recovery:** During this phase, attention will be focused on restoring channels of communication with the public. Appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions and assistance programs available. When time allows, actions taken during the emergency/disaster will be addressed and plans and guidelines will be revised as necessary.

In both the response and recovery phases, emergency information response may include on-scene information officers, a media-briefing center and a Joint Information Center (JIC).

## **B. Direction and Coordination**

When localized emergency incidents arise which call for the establishment of a Public Information Officer at the scene of an emergency, the Incident Commander on-scene is responsible for establishing this function. Once the Public Information Officer function has been established it is the responsibility of the on-scene Public Information Officer to contact other PIO's when deemed necessary and appropriate. During major emergencies and disasters the lead PIO will report directly to the EOC if activated. Other PIO's will report to their respective manager or municipality.

The PIO's will be available to advise their managers, department heads and chief elected and appointed officials on communication with the media and the public. All information releases should be coordinated with the EOC before dissemination. When deemed necessary and appropriate, the Lincoln County Emergency Management Coordinator, after consultation with the Lincoln County Manager/designee, will activate the JIC to coordinate information with all county departments and private organizations as well as the state and federal government.

## **C. Coordination of Public Information**

For proper coordination in a major emergency or disaster, it is essential that emergency information be released from a single point to assure consistency and authenticity. Just as the establishment of the Incident Command System (ICS) avoids multiple command posts, the establishment of a JIC will avoid multiple releasing points. The following approach is a typical one for emergency incidents and major emergencies/disasters.

1. At emergency incidents, on-scene Public Information Officers will release information at a single location. It is desirable that the public information representatives from other involved agencies join the Public Information Officer in releasing information through a single coordination point on-scene. The Public Information Officer will coordinate all information releases with final approval given by the Incident Commander.
2. If the EOC is activated, the coordination of information falls to the county PIO. The county PIO will coordinate information releases for the emergency from the EOC and stay in touch with on-scene PIO's and other PIO's for details about the incident.
3. If the JIC is activated, the coordination of information falls to the designated Lead PIO in the JIC. Appropriate local, state, federal and private PIO's will work together at the JIC in disseminating information. The Lead PIO in the JIC will be designated at the time of the major emergency or disaster. All information gathering, verification, and dissemination will be coordinated at the JIC by participating public information personnel.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

For most situations, emergency response information will be handled by a single PIO. For major emergencies or disasters, emergency response information will be released by the county PIO and/or staff from the Emergency Operations Center (EOC).

##### **B. Assignment of Responsibilities**

1. Lincoln County Emergency Management
  - a. When the Lincoln County EOC is activated, the official in charge will provide information concerning emergency response operations to the PIO, who will prepare and release all approved emergency information to the news media and the public.
  - b. Develop and maintain hazard-specific emergency public information materials, as requested by the county PIO.
2. Public Information Staff
  - a. Develop a capability to rapidly release emergency instructions and information to the public through all available means.
  - b. Receive all calls from the media and the public concerning an emergency situation and respond with official information or relay calls to other PIO's, EOC staff or the Emergency Management PIO.
  - c. Obtain reports or situation summaries from EOC representatives of all emergency organization elements to maintain current estimates of the situation.
  - d. Prepare news releases.
  - e. Conduct situation briefings for visitors, media, etc.
  - f. Conduct tours of the area affected by the disaster.
  - g. Serve as an on-scene Information Officer.
  - h. Establish a field information center at a location near the command post. Be prepared to work with the EOC and JIC if activated.

- i. Arrange interviews with key personnel, when requested by the media, Emergency Management PIO, or Lead PIO.

## **V. ADMINISTRATION AND LOGISTICS**

- A. As an integral part of Direction and Control, the County PIO is assigned space in the Lincoln County EOC, which is located in the basement of the Lincoln County Courthouse.
- B. The EOC has a designated area for press.
- C. A listing of media resources is included in the EOC Supplemental Manual Annex V.
- D. The county PIO and the Emergency Management Coordinator will develop and coordinate emergency response materials and information.

## **VI. EMERGENCY ALERT SYSTEM PLAN**

The primary dissemination of emergency information will be through the media, which serves the area or areas adjacent to the emergency/disaster. The Emergency Alert System (EAS) provides for an effective, prompt and reliable way to disseminate information to the public during emergencies/disasters. The county will also use the WENS – LINCALERTS system for alerting.

### **A. CONCEPT OF OPERATIONS**

1. When an emergency incident, major emergency, disaster, or threat of any of the previously mentioned items occurs, the EAS system may be used by authorities in Lincoln County to inform the public. The county will also utilize its WENS – LINCALERTS system for alerting the public
2. Upon notification, the designated official (Emergency Management Coordinator or designee) will contact the Local Primary Stations (LP1 - Radio Station WLNK- 107.9 FM and LP2 – Radio Station WSOC 103.9 FM) or the N.C. Emergency Management Operations Center, Raleigh and make a request for an Emergency Alert notification due to the emergency situation. In the meantime, additional information should be prepared for transmission via other media avenues.
3. The designated official will at that time further identify themselves and officially request the activation of the Lincoln County EAS and broadcast the emergency message.

The North Carolina Emergency Management Agency and the Lincoln County Emergency Management Office have developed the authentication guidelines and have distributed them accordingly to those authorized to request activation of the EAS in Lincoln County. Authentication information is included in the Supplemental Information Manual.

4. When the above authorization is complete the designated official will read the prepared announcement to state EOC at which time it will be tape recorded and broadcast to the public.
5. It is recommended that the designated official use the format below when recording the emergency announcement.

"This is \_\_\_\_\_ of the \_\_\_\_\_.  
We have requested the activation of the Emergency Alert System for Lincoln County to inform the public of an emergency incident at the \_\_\_\_\_."  
\_\_\_\_\_

**Note:** Announcements should describe conditions, the area and people affected, and what actions the public should follow. The announcement should be very specific and should be repeated at least twice. It should include information as to when further details and announcements will be available to the public.

6. Upon completion of the above transmission, the LP-1 and LP-2 Stations will broadcast the fact that they will continue to broadcast information as it is received, and resume normal programming. When further information is needed to instruct the public, the designated official will contact the LP-1 and LP-2 Stations and record additional messages as necessary. Member stations in the Lincoln County Area will monitor LP-1 and LP-2, record any announcements and rebroadcast them as they become available. LP-1 and LP-2 will give advance notice that another message is coming up and will provide a count-down in event other stations desire to broadcast live.
7. Upon receipt of the termination notice from the activating official, the official should record an announcement through LP-1 and LP-2 giving a re-cap of the incident and stating that the emergency is now over and any other information the public should be aware of. This recording will be immediately broadcast by LP-1 and LP-2 and either broadcast live by other area stations or recorded for immediate broadcast at their station.

**B. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The "designated official" for EAS broadcasts in Lincoln County is the Emergency Management Coordinator or designee. Other officials in Lincoln County are also authorized to broadcast EAS messages. These include the following public officials:

1. County Manager
2. Chairman of the Lincoln County Board of Commissioners or designee
3. Lincoln County Sheriff or Acting Sheriff
4. Communications Director Lincoln County 9-1-1

**Note:** Resource information and a number of incident-specific checklists are included in the Supplemental Information Manual for use by emergency response information staff.