

CAROLINA BEACH

Town Council Workshop

Tuesday, August 23, 2022 – 9:00 AM

Council Chambers, 1121 N. Lake Park Boulevard, Carolina Beach, NC



AGENDA

CALL TO ORDER

DISCUSSION ITEMS

- [1.](#) Employee Recognition
- [2.](#) Update from the Parking Committee
- [3.](#) Water 101 – The Basics of the Water System
- [4.](#) Emergency Operations Plan
- [5.](#) Short Term Rental Update by Attorney Fox
- [6.](#) WMPO Bike/Ped Committee Appointment

MANAGER'S UPDATE

COUNCIL COMMENTS

ADJOURNMENT



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop – 8/23/2022

SUBJECT: Employee Recognition

BACKGROUND:

Staff will introduce new employees and recognize employees that have been promoted.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 8/23/2022

SUBJECT: Update from the Parking Committee

BACKGROUND:

Chairman Wayne Rouse will give an update from the Parking Committee.



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council 8/23/2022

SUBJECT: Water 101 – The Basics of the Water System

BACKGROUND:

Mark Meyer will walk through the basics of how the water system in Carolina Beach operates.



AGENDA ITEM COVERSHEET

PREPARED BY: Ed H. Parvin, Assistant Manager

DEPARTMENT: Executive

MEETING: Town Council Workshop 8/23/2022

SUBJECT: Emergency Operations Plan

BACKGROUND:

Through the expertise of Chief Griffin, the Town crafted the 2016 Emergency Operations Plan (EOP) The plan brought the Town to the forefront in the state for emergency response procedures. The plan has needed limited modifications over the years and was the foundation plan for the current efforts to link New Hanover County's EOP with the municipalities.

Last year New Hanover County hired a consulting company to rewrite their EOP, along with all the municipalities' EOPs. Our plan saw the least number of changes, and it now works in close conjunction with our partners throughout NHC. Staff considers this an extremely valuable effort since we do work so closely with our partners in the county during emergency response situations.

After a little over a year of effort the draft plans are complete. On August 15-16 the Town tested the new EOP by conducting an exercise involving key leaders that will be involved in setting up and managing our response efforts. The EOP was well received and opened the door to improving communications for all.

ACTION REQUESTED:

Staff is providing a copy of the base plan for Town Council to review. 15 annexes will also be utilized in conjunction with the final EOP. The annexes discuss specific issues (i.e. hazardous materials, search and rescue, firefighting, etc.) These annexes have not been printed due to their length but are available electronically for your review.

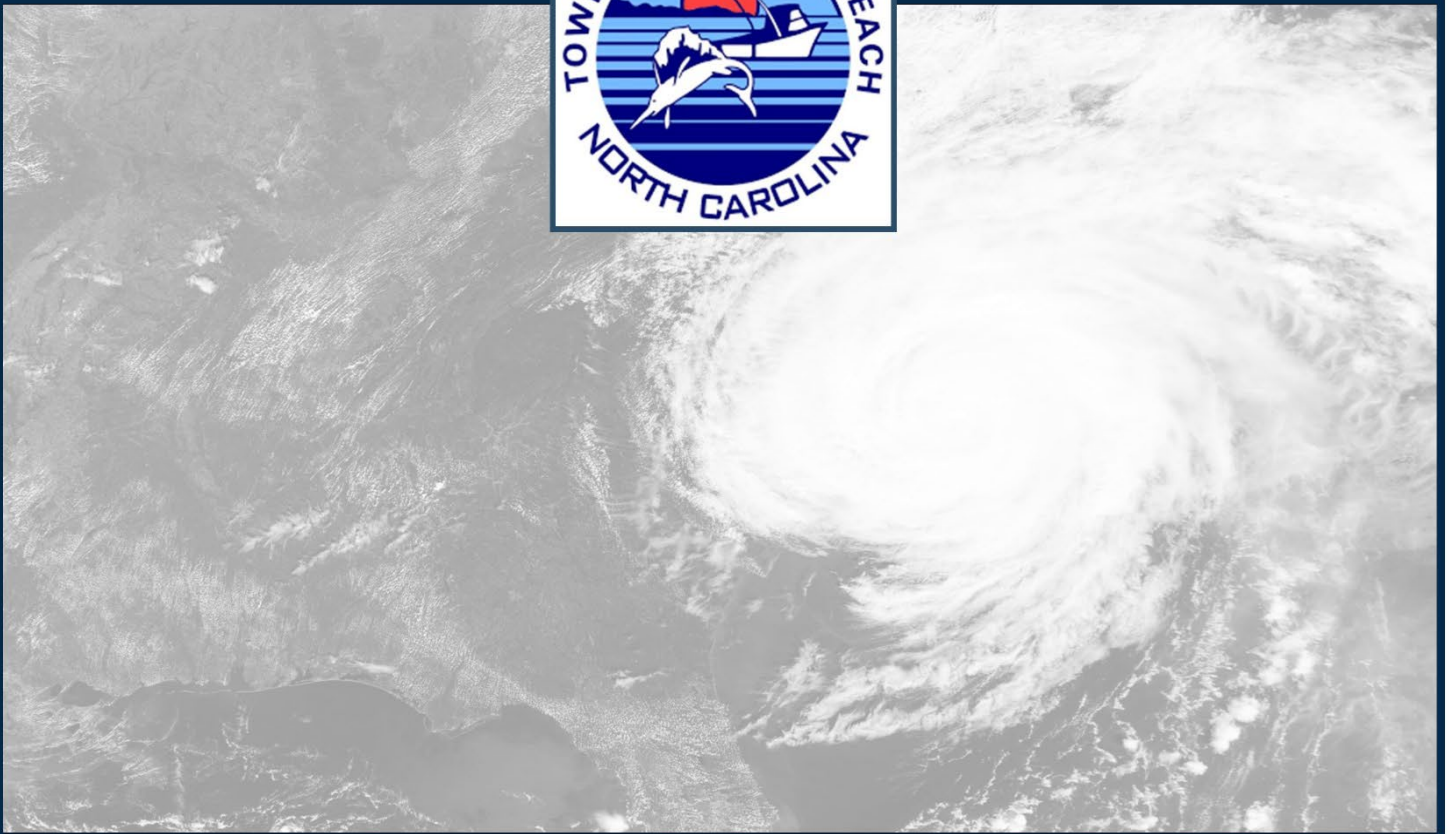
A formal adoption will be requested at the September 13, 2022 Town Council meeting. Kure Beach also plans to adopt their new EOP at their September 19, 2022 meeting. Please review and ask me any questions you may have over the coming weeks leading up to this meeting. Thank you for your consideration and support!

RECOMMENDED MOTION:

Motion to put the updated Emergency Operations Plan on the consent agenda for adoption on September 13, 2022.

Town of Carolina Beach

North Carolina



Emergency Operations Plan

2022



Letter Of Promulgation

By virtue of the powers and authority vested in the Mayor and Town Council, I hereby promulgate and issue the revised Town of Carolina Beach Emergency Operations Plan (EOP), dated August 23, 2022, as a regulation and guidance to provide for the protection of the residents of Carolina Beach. The revised Town of Carolina Beach Emergency Operations Plan, hereafter, will be referred to as the “EOP.”

The EOP outlines the coordinated actions to be taken by Municipal officials and volunteer organizations to protect lives and property in natural or manmade disasters. It identifies manpower and other resources available to prevent, minimize, and recover from injury, loss of life, and destruction of property, which tragically characterize disasters. The Town of Carolina Beach endorses the use of the Incident Command System (ICS) at all levels of response, as promulgated in EOP.

This plan is an effective tool for emergency response and recovery planning and will be implemented when directed by the Town of Carolina Beach. The Emergency Management Coordinator (EMC) is responsible for the maintenance and update of the plan, as required by ordinance, in coordination and agreement with appropriate participating agencies and units of government.

The following agree to support the overall concept of operations of the Town of Carolina Beach Emergency Operations Plan and to carry out the functional responsibilities as assigned in the EOP. The EOP will be reviewed annually. If the EOP has substantial changes/revisions, the updated EOP will be taken before the council for formal promulgation.

Albert L. Barbee, Mayor

Jay Healy, Mayor Pro Tem

Joe Benson, Councilmember

Deb LeCompte, Councilmember

Mike Hoffer, Councilmember

Bruce Oakley, Town Manager

Attest: Kimberlee Ward, Town Clerk



Record of Changes

SUMMARY OF CHANGE	DATE OF CHANGE	PAGE(S) CHANGED	CHANGE MADE BY



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Introduction

Purpose

This plan predetermines actions to be taken by government agencies and designated private organizations (in addition to their day-to-day responsibilities) within the Town of Carolina Beach (Town) during times of disaster or emergency. Activation of this plan will reduce the vulnerability of people and property to disaster and will enhance collective resource management to support preparedness, response, recovery, and mitigation efforts.

This plan provides for a coordinated effort to minimize the impact of natural or manmade disasters on residents and visitors. The Emergency Operations Plan (EOP) provides the mechanism for coordinating the delivery of assistance and resources to the residents, visitors, and businesses of the Town during a major disaster or emergency, showing the commitment between the Town, municipal partners, New Hanover County, non-profit organizations, private sector partners, citizens, and visitors in times of crisis.

The EOP in its entirety is made up of multiple pieces. This document serves as the base plan of the EOP. This base plan contains response structures which are relatively static and are germane to any response, whether it is a hurricane, terrorist event, or a planned event. These elements serve to guide the overall response in a broad sense. To supplement this response, the EOP also contains functional annexes. These annexes detail specific functional areas, such as Transportation or Communications, to identify and coordinate planning, response, recovery, training, and exercise efforts. To supplement even further are hazard- and incident-specific annexes, which detail the response to a specific threat, such as a hurricane. These three volumes form the comprehensive EOP.

Scope

This plan is designed to address natural and manmade hazards that could adversely affect the Town. The plan applies to all Town government departments and agencies, which are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in the management of the emergency from its onset through the post disaster recovery phase.

Situation Overview

Due to the collaborative nature of a disaster/emergency, this plan will work in conjunction with other local, county, state, and regional plans. The following table lists the plans that may be used simultaneously and the agency/organization responsible:

County/State/Regional Plans	Responsible Agency/Organization
New Hanover County Emergency Operations Plan (NHC EOP)	New Hanover County
Southeastern North Carolina Regional Hazard Mitigation Plan	New Hanover County



Description of Community

The Town of Carolina Beach is located in the southeast section of the State of North Carolina. It is located in New Hanover County which is bounded on the West by Brunswick County and the Cape Fear River, to the East by the Atlantic Ocean, and to the North by Pender County. The current population of Carolina Beach as provided by the State Office of Demographics is 6,324 as of 2020. During the summer peak tourist season, this number can triple according to some estimates. The total square mileage of Carolina Beach is 2.5 miles.

Form of Government:

- Council Manager
- Town Manager and/or their designee serves as the Emergency Management Coordinator (EMC).

Description of Hazards

The Town of Carolina Beach (Town) is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards are:

- Hurricanes
- Tornadoes/Waterspouts
- Floods
- Tsunamis
- Hazardous Materials (stationary & conveyed on transportation systems)
- Droughts
- Fires/Forest Fires (including those which may impact urban areas)
- Severe Bridge Damage/Failures
- Civil Disorders
- National Security Emergencies
- Power Failures
- Incidents at Brunswick Nuclear Power Plant
- Earthquakes
- Aircraft Accidents
- School Emergencies
- Acts of Terrorism

The following is a list of the top 10 hazards facing New Hanover County as developed through the THIRA process.

1. Hurricane/Tropical Storms/Tropical Weather
2. Flood
3. Thunderstorm (includes lightning and hail)
4. Tornado
5. Wind Event
6. Evacuation
7. Winter Weather/Storm (includes ice and snow)
8. Pandemic
9. Hazardous Materials Incident (no mass casualty)
10. Drought



Planning Assumptions

- The occurrence of more than one of the above-listed emergency/disaster events could result in a catastrophic disaster situation that could overwhelm local and state resources.
- It is necessary for the Town 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 available in most major disaster situations affecting the Town.
- Due to the threat of disruption of local government functions, all levels of government must develop standard operating procedures or guidelines (encompassing staffing, lines of succession, and mode of operations) to ensure continuity of government.
- Officials of the Town are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will respond as needed.
- Continuity of government will be maintained through the development of guidelines, checklists, mutual aid agreements, and capabilities to track financial costs of response and recovery operations.
- Coordination with surrounding jurisdictions is essential when events occur that impact beyond jurisdictional borders.
- Departments, agencies, and organizations assigned either primary or supporting responsibilities in this document must develop implementation documents to support this plan. These departments are required to be NIMS compliant, and staff shall complete all appropriate Incident Command System (ICS) training.



Concept of Operations

The process outlined in the Concept of Operations describes the basic flow of a response to disaster and emergency situations with the steps and the activities that may need to be accomplished. Not all steps and activities will apply to all hazards. The plan is based on the utilization of the EOP and activation of the plan when needed.

This section describes the flow of the emergency management strategy for accomplishing a coordinated response within the Town. It delineates the roles and responsibilities of the organizations involved in managing a disaster/emergency. Primary roles include how information is gathered and shared; gaining situational awareness and an understanding of the impacts, response, coordinating activities and resources during an emergency; and plan for recovery. This section also describes the methods for active participants to report and share information to the Town and processes to promote the prioritization and coordination of resources.

Declaration of Emergency and Authorities

In the event of an emergency in the Town requiring a formal declaration of emergency, the Chief Elected Official or the designee of the jurisdiction (as defined in NCGS 14-288.1) may declare a “local” state of emergency to exist within the Town, or any part thereof, and begin implementing emergency procedures. This individual is also able to declare the termination of any declared emergency.

The process for declaring an emergency is as follows:

- The Town management and leadership will discuss the situation or potential situation in the event of an extended notice incident.
- Once a determination is made that a declaration is necessary, the **Mayor** will declare a local state of emergency. The Town Manager is charged to draft the document using the template created.
- The declaration will be signed by all appropriate parties and implemented immediately.
- The declaration is uploaded into WebEOC and sent to New Hanover County Emergency Management. When a local municipal government function declares a local state of emergency, the State of Emergency document must be sent to New Hanover County Emergency Management for upload into NC SPARTA, as soon as possible.

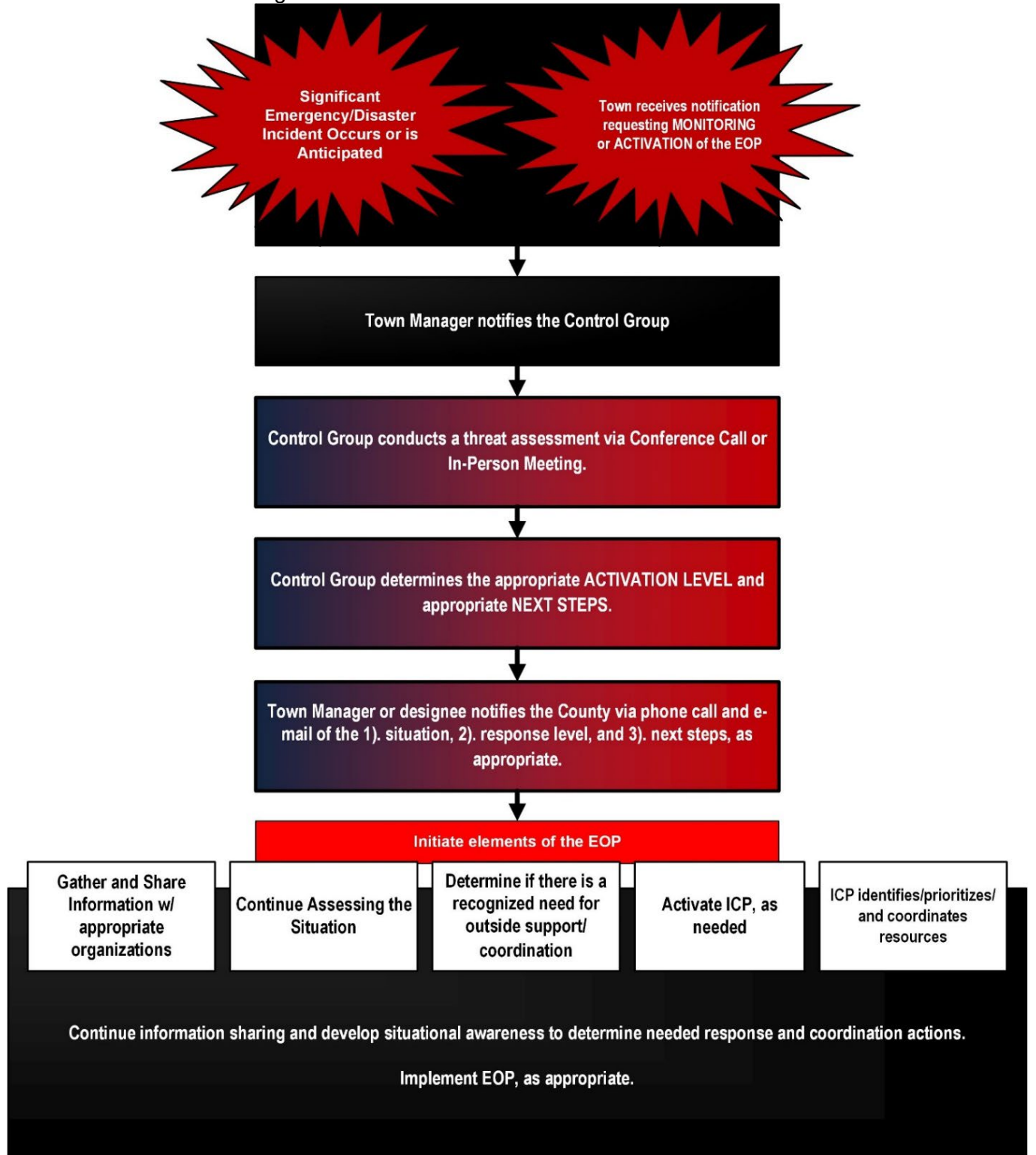
Town ICP/ICS Interface

The relationship between Incident Command (IC)/Unified Command (UC) and an open Incident Command Post (ICP) varies dependent upon the nature of the emergency. In smaller incidents requiring a limited response, the Town ICP will coordinate with IC/UC through dispatch or radio.



Activation Process and Levels

The Planning Cycle, or Planning “P” as it’s generally referred to, establishes a continuum for Incident Action Planning (IAP) during both emergency and non-emergency operations. The Town will follow the Planning “P.”





Incident Recognition and Request for Monitoring and/or Activation

The following are two (2) situations that the Town have pre-determined may result in the activation of this Plan. The nature of the incident will likely determine the level of response.



1) A significant **incident/event OCCURS** or is **ANTICIPATED**. Examples include, but are not limited to:

- Tropical Storm/Hurricane
- Multi-jurisdictional incident
- Awareness through open-source media, notification by a partner, notification by a local, state, or federal entity
- An incident in an area with few resources
- An incident large enough to require resource sharing and a significant response:
 - Facility Evacuation
- Any substantive alert message requiring action
 - A natural disaster
 - A biological attack
 - A chemical attack or spill
 - A radiological threat or incident
- A credible terrorist threat or actual terrorist incident

2) **Notification** is made or a **REQUEST** to monitor or activate the Plan

Request for Monitoring and/or Activation

A request to monitor or activate the Plan by the Town can be done by notifying the **Town Manager** who is also the Town Emergency Management Coordinator (EMC).



Initial Response and Assessment

Upon a request to monitor or activate the Plan by the Town Manager or designee and/or if a significant incident occurs or is anticipated, an Initial Response and Threat Assessment will be conducted by the Control Group.

- 1) The Town Manager will notify the Control Group via telephone. As a backup, the notification may be done via email and/or text messaging.
- 2) The Control Group will conduct a threat assessment via (1) Conference Call and/or (2) In-Person Meeting.
- 3) The Control Group or designee will determine the appropriate **ACTIVATION LEVEL** and appropriate next steps.
 - Potential **Next steps** may include, but are not limited to:
 - Determine that no further action is necessary at this time
 - Continue monitoring the situation, and reassess the situation at an appointed time or trigger
 - Activate the Plan
 - Complete ICS Form 201 and conduct briefing
- 4) The Town Manager will notify the County via WebEOC and/or email/phone call of the (1) situation (will share ICS Form 201), (2) response level, if applicable, and (3) next steps, as appropriate. In most cases, the Town Manager will notify applicable organizations when an Activation Level (Monitoring, Partial, Full) has been determined but may not always notify members if the Town is simply monitoring an incident.

Activation of the Town ICP

The Town Manager, who serves as the Town Emergency Management Coordinator (EMC), will determine the need to **ACTIVATE** the Incident Command Post (ICP) to assist in managing the incident. The Town ICP is the primary location for handling all aspects of a major emergency, e.g., management decision-making, staffing support, and information coordination. Within the Town, all coordination decisions and logistics during the event will be approved through the Town ICP. The Town ICP will operate using the Incident Command Structure. The Town Manager or designee is the Emergency Management Coordinator (EMC). All operational/tactical decisions from the various operation centers (e.g., Police, Fire, etc.) will be approved by and through the Town ICP. It is essential that department representatives designated for the ICP have decision-making authority for their respective operations center.

All actions, decisions, and strategies taking place during the event shall be recorded for appropriate documentation and training.



The ICP may be activated if one or more of the following situations occur:

- Imminent threat to public safety/health.
- Extensive multi-agency/jurisdictional response and coordination are required to resolve or recover from the emergency.
- Local resources are inadequate/depleted and significant mutual aid, state, and or federal resources are needed to resolve the emergency.
- Local emergency ordinances are implemented to control an emergency situation.
- Other situations as deemed appropriate by the Town



ACTIVATION LEVELS	MONITORING	PARTIAL	FULL
<p>EXAMPLE/ TRIGGERS</p>	<p>Potential Situational Usage:</p> <ul style="list-style-type: none"> • Use in the early stages of advanced notice events—hurricanes, VIP visits, planned events, winter weather, etc. • Small local events where current and future needs are unknown. • Agency-specific assistance is needed beyond the normal day-to-day channels on a limited scale. • Often monitoring status leads to partial or full activations once the situation develops further. • Severe weather watch issuance. • Emergency Classification Level (ECL) of Alert declared at Brunswick Nuclear Plant (BNP). • Large wildfire impacting the county or critical infrastructure. • Tsunami watch issuance. 	<p>Potential Situational Usage:</p> <ul style="list-style-type: none"> • Events where assistance is needed for collaboration within the Town or for a small local event, such as localized flooding, planned events, etc. • Can be used for extended events such as disease or potential disease monitoring. • Hazard-specific events where a small group of responders is needed, such as a hazardous materials release or an agency-specific cyber threat. • Hurricane watch. • Tsunami warning or advisory. • Incidents requiring local or limited evacuation (wildfires, hazmat, etc.). 	<p>Potential Situational Usage:</p> <ul style="list-style-type: none"> • Need is demonstrated for significant partner collaboration in an open ICP. • There is a need for sharing and/or prioritizing resources. • Local authorities have issued evacuation orders. • The response is across many disciplines. • Multi-jurisdiction response. • County, state and/or federal assets responding. • Major response effort, such as a hurricane, mass casualty incident, major flood, or terrorist attack. • ECL declaration of Site Area Emergency or General Emergency at BNP.
<p>KEY RESPONSE ACTIVITIES</p>	<ul style="list-style-type: none"> • Multi-system monitoring, weather, media, WebEOC, etc. 	<ul style="list-style-type: none"> • Monitoring stage activities. 	<ul style="list-style-type: none"> • Monitoring and partial stage activities.



ACTIVATION LEVELS	MONITORING	PARTIAL	FULL
	<ul style="list-style-type: none"> Proactive information sharing. Situational assessments and updates. 	<ul style="list-style-type: none"> Assessment and allocation of resources. Physical response directed through ICS. Collaboration and coordination with local elected officials and state responders. Limited ICS structure and reporting. Partial EOP activation. 	<ul style="list-style-type: none"> Prioritization, tracking, and demobilization of resources. Coordinated information sharing. Tactical response, including operationalizing future planning initiatives. Full ICS structure and reporting. Full EOP activation.
ICP	<ul style="list-style-type: none"> No. Response is likely limited to key emergency personnel. May lead to a partial or full activation or follow a partial or full activation during the demobilizing process. 	<ul style="list-style-type: none"> Yes. Can be virtual or physical. Limited participation from specific partners needed for the response. Can also be activated as a result of scaling down a Full activation Incident Command Post (ICP) for long-term operations. 	<ul style="list-style-type: none"> Full activation of Incident Command Post (ICP) Will include multiple operational periods. County EOC is activated. Incident Command Post (ICP) will be fully staffed.
ICP Staffing	<ul style="list-style-type: none"> Incident Commander Public Information Officer Liaison Officer Section Chiefs (as required) Control Group Briefing 	<ul style="list-style-type: none"> Incident Commander Public Information Officer Liaison Officer Section Chiefs (as required) Limited activation of other Incident Command Post (ICP) staff (as required) 	<ul style="list-style-type: none"> Incident Commander All Incident Command Post (ICP) functions and positions (as required)



Town Incident Command Post (ICP)

Pre-Identified ICP Locations

The Town will coordinate the response by utilizing the Incident Command Post (ICP), as the situation necessitates.

Facility Name	Address	Additional Information
Primary: Town Incident Command Post (ICP)	Carolina Beach Town Hall	The Carolina Beach Town Hall is designated as the Incident Command Post (ICP) during large scale emergencies or declared events.
Secondary/Backup: New Hanover County EOC	230 Operations Center Drive Wilmington, NC 28412	In the event the Incident Command Post (ICP) is required to evacuate, New Hanover County EOC is a potential alternate location.

Activation Process for the Virtual and/or Physical ICP

1) The Town Manager or designee will determine if the Incident Command Post (ICP) needs to be activated either virtually and/or physically.

2) If the decision to activate the ICP is made, the following courses of action will follow:

- **Virtual ICP Activation**
 - Notify ICP staff/key positions, as determined by the Town Manager or designee.
 - Notifications will be made via telephone and email.
 - Notify Control Group that a VIRTUAL ICP has been activated.
 - Notifications will be made via telephone and/or email.
- **Physical ICP Activation**
 - Notify **ICP staff/key positions**, as determined by the Town Manager or designee.
 - Notifications will be made via telephone and email.
 - Notification message should include the **LOCATION** of the ICP; **WHO** should report to the ICP; **WHEN** to report; and anticipated **LENGTH** of deployment.



ICP Key Activities

- 1) The ICP will provide coordination and support activities, as needed.
- 2) Once activated, the ICP will serve as a mechanism for collecting and disseminating information regarding the availability of and need for resources.
- 3) The ICP will ensure a unified and coordinated incident management approach among the responding agencies and organizations in the Town.
- 4) The ICP will ensure a unified incident management approach with the County.

Virtual ICP

During a **virtual** ICP activation and response, ICP staff will coordinate the response **virtually** by utilizing the following information sharing and coordination systems:

- 1) WebEOC
- 2) Email
- 3) Conference Call
- 4) Video Teleconferencing and Desktop Sharing

ICP Staffing

The Control Group will be assembled by the Emergency Management Coordinator when an event or incident is determined to be imminent, and dissemination of information to key individuals is necessary. The Control Group may consist of, but is not limited to, the following:

- Town Manager—(Emergency Management Coordinator/ICP Director)
- Assistant Town Manager
- Fire Chief
- Police Chief
- Public Works Director
- Public Utilities Director
- Finance Director
- Town Clerk
- Chief Building Inspector
- Code Enforcement Officer
- Planning Director
- Public Information Officer
- Subject Matter Expert



The Emergency Management Coordinator may appoint additional personnel to the Control Group as needed. Due to the potential for 24/7 operations, alternate personnel will be designated by position and trained on incident management activities.

ICP Battle Rhythm and Staffing Plan

Town should begin staffing when the Town's ICP is opened. **Staff will rotate every 12 hours.** The rotation system shall be consistent with the Emergency Contact list. Individuals arriving and departing must determine if a substitute person will be needed or if the shift change should be delayed.

12 Hours Operational Periods: 0630-1900

Day Operations

- 0630 Oncoming shift arrives. Meal served (sign-in required)
- 0645 Oncoming staff briefed on IAP (DIV/GRP briefed by Operations Section Supervisors and ICP briefed by oncoming IC)
- 0700 Shift Change (off-going sign-out required prior to departure)
- 0730 Objectives Meeting (IC, Planning, Operations, Fire, Police, Logistics, PIO)
- 0800 Tactics/Planning meeting (Planning, Operations, Fire, Police, Logistics, PIO)
- 0900 Elected Officials Briefing
- 1100 Deadline for Mission Request for next ops period
- 1200 Meal served at ICP
- 1300 Planning Meeting (IC, Planning, Ops, Fire, Finance, Police, Logistics, PIO)
- 1500 Elected Officials Briefing
- 1600 Media Brief
- 1700 IAP submitted from Planning to IC
- 1830 DIV/GRP report to ICP (Operational Period Paperwork Due)
- 1830 Meal served at ICP
- 1900 Shift Change (off-going sign-out required prior to departure)

Operational Periods: 1830-0700

Night Operations

- 1830 Oncoming shift arrives. Meal served (sign-in required)
- 1845 Oncoming staff briefed on IAP (DIV/GRP briefed by Operations Section Supervisors and ICP briefed by oncoming IC)
- 1900 Shift Change (off-going sign-out required prior to departure)
- 2000 Objectives Meeting (IC, Planning, Operations, Fire, Police, Logistics, PIO)
- 2100 Tactics/Planning meeting (Planning, Operations, Fire, Police, Logistics, PIO)
- 2200 Elected Officials Briefing (If needed)
- 2300 Deadline for Mission Request for next ops period
- 0000 Meal served at ICP
- 0100 Planning Meeting (IC, Planning, Ops, Fire, Finance, Police, Logistics, PIO)
- 0400 IAP submitted from Planning to IC
- 0630 DIV/GRP report to ICP. Operational Period Paperwork Due
- 0630 Meal served at ICP
- 0700 Shift Change (off-going sign-out required prior to departure)



Organization and Assignment of Responsibilities

The Town EOP is modeled after the National Response Framework (NRF) in coordination with the New Hanover County EOP. The Basic Plan presents the policies and concept of operations that guide how the Town plans to coordinate its disaster response effort. It also includes planning assumptions, response, and recovery actions, and assigned responsibilities.

Organizations with assigned responsibilities should be familiar with the entire EOP; however, added emphasis must be given by those organizations to the sections for which they have a specific role. Governmental agencies and departments are responsible for establishing their own standard operating procedures and guidelines to conduct the operational tasks assigned to them in this plan. This EOP seeks to coordinate standard and emergency SOPs and SOGs to effectively and efficiently use resources and assets to stabilize and recover from any array of emergencies.

Municipality-Specific Organization and Assignment of Responsibilities for the Town ICP

Organization	Key Responsibilities	Corresponding Annex(es) or Plan(s), if applicable
Elected Officials (Mayor and Mayor Pro Tem)	<ul style="list-style-type: none"> Responsible for policy guidance and key decisions relating to response and recovery efforts. Carry out appropriate provisions of State General Statutes, in addition to local ordinances relating to emergencies. Follow incident guidance. May activate emergency ordinance procedure. Provide policy guidance to the Emergency Operations Center Director during the emergency response for situations that have not previously been addressed in emergency response plans. Issues formal requests for additional resources and assistance (other jurisdictions, State, Federal), Issue proclamations of disaster emergencies and recommend protective actions (evacuation or shelter in-place) if the situation warrants; and Terminates State of Emergency or evacuation orders. 	EOP Base Plan
Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC)	<ul style="list-style-type: none"> Serves as the Emergency Management Coordinator. Serves as the ICP Director, or appoints the ICP Director position as necessary. Ensures that emergency operation plans are up to date and functional for all departments and affected divisions. Develops an on-going training program for key staff members to include test(s) and exercises. Provides a post-incident summary of event activity and associated costs. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans



	<ul style="list-style-type: none"> • Develops a roster of essential employees who must remain during an emergency in the ICP, or return to relieve other key employees. • Acts as liaison between the ICP and other governmental and non-governmental agencies (i.e. Town Council, New Hanover County EOC). • Provides Town Council direction on policies, proclamations, and resource requests. • Determines objectives, priorities, and appropriate response organization. • Establishes the ICP. • Briefs Control Group. • Ensures key positions for safety and communications are filled. • Gives direction on the planned battle rhythm. • Ensures proper documentation is maintained by response personnel. 	
<p>Public Information Officer</p>	<ul style="list-style-type: none"> • Is appointed by and functions under the direction of the Emergency Management Coordinator. • Collects and distributes the most accurate and timely information regarding emergency events as approved by the EMC. • Acts as chief spokesperson and media contact person in an emergency situation. • Coordinates with the New Hanover County Public Information Officer. • Responsible for formation and dissemination of emergency public information and news releases to the media. • Establishes procedures for rumor control and emergency instructions. • Maintains a media kit for distribution to authorized media personnel to include maps (11" X 17"), IDs (generic "Media"), and procedural information to assist the media in expediting coverage. Meets media at the bridge and escorts to locations. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>
<p>Planning Director</p>	<ul style="list-style-type: none"> • Determines/tracks resources that are available and/or needed. • Updates command on situational awareness via WEBEOC and Town operations. • Establishes information requirements and reporting schedules for ICP and field staff. • Provides Incident Map(s) for Incident Action Plan (IAP). • Meets with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location. • Holds Section meetings as necessary to ensure communication and coordination among Section Leaders. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>



	<ul style="list-style-type: none"> Ensures damage assessment documentation is complete and submitted. 	
Town Attorney	<ul style="list-style-type: none"> Responsible for the preparation of any documents for consideration of the Town Council related to an event. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Admin Assistant to the Town Manager	<ul style="list-style-type: none"> Updates Town of Carolina Beach website during event. Works with IT professionals and software vendors to establish disaster preparedness and recovery plans. Prepares backup tapes for file server(s) and store off-site. Coordinates volunteer meetings; collects and organizes volunteer applications; disburses information packets to volunteers; works with Volunteer Team Administrator. Notifies stems technology of impending event and make plans to back up and secure servers and computer equipment within the Finance Department. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Administration— Town Clerk	<ul style="list-style-type: none"> Notifies members of council and establish meeting for review of plan and emergency action. Prepares Town offices for possible evacuation. Prepares and secures vital records. Assists with the operations at Masonboro Commons Operations Center when activated. Coordinates Board Members' location. Maintains communication with Town Manager, Council, and staff. Assists Town Manager as needed. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Fire Chief	<ul style="list-style-type: none"> Works under general supervision and assists the EMC. Advises, provides, informs, and assists in coordination of emergency operations for planning, development, and activation of the emergency operations system. Deploys fire personnel and equipment during emergencies to provide fire suppression, rescue, decontamination, or related services. Works on a cooperative basis with Town departments to develop and maintain emergency operations plans and capabilities. Collects, maintains, and updates the notification and resource manual annually or as needed. Assists in the establishment of mutual aid or cooperative assistance to provide services, equipment, or other resources in the event of an emergency. Assists in warning affected populations of an existing or impending emergency, as appropriate. Maintains fire security in evacuated areas. Determines alternate staging areas and emergency operations center based on the emergency situation. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans



	<ul style="list-style-type: none"> Assumes primary responsibility for route alerting of the public. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured Provides support personnel to assist in traffic control, clearance of debris, storm water, and damage assessment operations. Assists in the development of an emergency alert system to notify the public in the event of an emergency. Maintains communications of ongoing response operations with New Hanover County Emergency Operations Center and 911 center. Maintains, updates, and distributes the Towns Emergency Operations Plan as needed, subject to approval by the EMC and/or Town Council. Serves as EMC in absence of Assistant Town Manager. 	
<p>Police Chief</p>	<ul style="list-style-type: none"> Develops a plan for conducting traffic control, evacuation/re-entry routes, movement of evacuees to shelters, and general law enforcement operations within the Town. During an emergency, maintains communication of ongoing operations with County Sheriff, N.C. Highway Patrol, New Hanover County 911 Dispatch Center, and other appropriate law enforcement agencies. Provides security and access control/re-entry to the damaged area(s) and vital facilities during and after an incident. Provides for the use of emergency signs and other traffic movement devices. Assists in warning affected populations of an existing or impending emergency, as appropriate. Assists in the establishment of mutual aid or cooperative assistance to provide services, equipment, or other resources in the event of an emergency. Assists Fire Department with route alerting of the public. Coordinates with the Fire Department to implement the order for evacuation; responds to emergency protection of property and citizens; and assists the ICP with re-entry decisions. Assists in the development of an emergency alert system to notify the public in the event of an emergency. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized, or injured. Serves as EMC in absence of the Fire Chief 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>



<p>Public Works Director</p>	<ul style="list-style-type: none"> • Responsible for maintenance and operation of all Town roads, municipal and public buildings, beach accesses, public restroom facilities, and storm water services. • Coordinates and implements debris management and removal activities. • Coordinates with NCDOT on emergency repairs and restoration of roads. Performs or identifies resources to assist with emergency repair and restoration of roads, vital facilities, and utilities as necessary. • Assists with support services for field emergency response units, including potable water, food, lights, and tents. • Emergency clearance and/or restoration of major streets and critical public facilities in support of emergency response operations. • Maintains a listing of Public Works assets as well as coordinating the assignment of those resources. • Appraises status of public works areas of responsibilities and takes action to correct and maintain critical services where feasible. • Provides EMC/ICP Director with status reports on emergency conditions. • Assists the EMC/ICP Director as directed. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>
<p>Public Utilities Director</p>	<ul style="list-style-type: none"> • Responsible for the continuity of emergency services with respect to water and sewer. • Ensures the security of utility buildings to include the water treatment plant, sewage treatment facility, wells, and lift stations. • Appraises status of utilities areas of responsibilities and takes action to correct and maintain critical services where feasible. • Emergency restoration of critical public facilities, including the temporary restoration of water supplies and wastewater treatment systems. • Provides EMC/ICP Director with status reports on emergency conditions. • Assists the EMC/ICP Director as directed. • Assists with support services for field emergency response units including portable toilets and vehicular refueling. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>
<p>Chief Building Inspector</p>	<ul style="list-style-type: none"> • Develops, reviews, and annually updates guidelines for damage reporting and accounting. • Identifies and maintains a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs. • Trains personnel in damage assessment, organization, techniques, and reporting guidelines. • Maintains a damage assessment team and notification/recall roster. • Ensures capability and readiness to conduct post event damage assessment. 	<p>EOP Base Plan, Functional Annexes, Hazard-Specific Plans</p>



	<ul style="list-style-type: none"> • Notifies builders with construction in progress to secure sites. • Reports to Town Hall upon activation and coordinate damage assessment operations. • Informs emergency operations officials of hazardous facilities, bridges, roads, etc. • Determines need and locations for damage assessment. 	
Finance Director	<ul style="list-style-type: none"> • Ensures that financial records of expenditures are kept during emergencies. • Be familiar with the FEMA equipment rate schedules. • Assists in the preparation of applications and claims for federal and state financial assistance and reimbursement. • Implements financial accounting record procedures for all town departments to report their emergency expenses. • Ensures that all essential records are preserved in a safe location. This procedure will include the back-up of all computerized records and information to a hard copy format for safe placement in a secure location. • Develops procedures for the procurement and delivery of essential supplies, equipment, and other resources. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Parks and Recreation Director	<ul style="list-style-type: none"> • Responsible for securing the recreation building for use by emergency workers to provide assistance to the public during and after an emergency event. • Arranges for feeding operations of emergency workers, ICP staff, and volunteers. • Provides access to parks and recreation facilities for incident response, including establishment of incident facilities, as requested. • Arranges housing for military and other emergency personnel as needed. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans
Human Resources Director	<ul style="list-style-type: none"> • Responsible for ensuring the integrity of personnel and payroll throughout the event. • Responsible for coordinating emergency volunteer efforts and providing assistance to teams throughout the event. • Ensures that all essential personnel and payroll records are preserved in a safe location. • This procedure will include the back-up of all computerized records and the securing of all paper records for placement in a secure location. • Ensures all personnel-related legal documents are protected and preserved in accordance with existing laws, statutes, and ordinances. • Supports Finance Director during all phases of operation. • Serves as Safety Officer. 	EOP Base Plan, Functional Annexes, Hazard-Specific Plans



Functional Annexes and Primary and Support Agencies/Organizations

The EOP is supported specifically by 15 functional annexes. The following chart lists each annex and those agencies responsible for executing the annex.

Functional Annexes	Primary Agency(ies)	Supporting Agencies
Transportation	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> New Hanover County Schools Transportation Department WAVE Transit Fire & Ocean Rescue Police Department
Communications	<ul style="list-style-type: none"> Fire & Ocean Rescue Police Department Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> Amateur Radio Emergency Services NHC Emergency Management and 911 Communications NHC Emergency Management
Public Works and Engineering	<ul style="list-style-type: none"> Public Works Public Utilities 	<ul style="list-style-type: none"> U.S. Army Corps of Engineers Private Utility Contractors
Firefighting	<ul style="list-style-type: none"> Fire & Ocean Rescue 	<ul style="list-style-type: none"> New Hanover County Fire Rescue
Mass Care	<ul style="list-style-type: none"> Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) Fire & Ocean Rescue Police Department Parks and Recreation 	<ul style="list-style-type: none"> American Red Cross, Cape Fear Chapter New Hanover County Schools New Hanover County Emergency Management Amateur Radio United Way of the Cape Fear Area (UWCFA) Salvation Army
Logistics and Resource Management	<ul style="list-style-type: none"> Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) Finance Parks and Recreation 	<ul style="list-style-type: none"> New Hanover County Emergency Management
Public Health and Medical Services	<ul style="list-style-type: none"> Fire & Ocean Rescue 	<ul style="list-style-type: none"> New Hanover County Health and Human Services Wilmington Health Carolina Beach
Search and Rescue	<ul style="list-style-type: none"> Fire & Ocean Rescue Police Department 	<ul style="list-style-type: none"> New Hanover County Emergency Management New Hanover County Sheriff's Office New Hanover County Fire Rescue Local and Regional Search and Rescue Teams
Hazardous Materials	<ul style="list-style-type: none"> Fire & Ocean Rescue 	<ul style="list-style-type: none"> New Hanover County Fire Rescue New Hanover County Emergency Management Wilmington Fire



Functional Annexes	Primary Agency(ies)	Supporting Agencies
		<ul style="list-style-type: none"> • New Hanover County Sheriff’s Office • New Hanover County Health & Human Services—Environmental Health
Agricultural, Historical, and Natural Resources	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • New Hanover County HHS • New Hanover County Sheriff’s Office—Animal Services Unit • New Hanover County Emergency Management • New Hanover County Cooperative Extension • New Hanover County Department of Social Services • New Hanover Humane Society • New Hanover County Soil and Water Conservation District • New Hanover County North Carolina County Extension and Arboretum
Energy	<ul style="list-style-type: none"> • Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> • Duke Energy • New Hanover County Emergency Management
Public Safety and Security	<ul style="list-style-type: none"> • Police Department 	<ul style="list-style-type: none"> • New Hanover County Sheriff’s Office • New Hanover County 911 Communications Center
Recovery and Mitigation	<ul style="list-style-type: none"> • Finance • Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> • New Hanover County Emergency Management • Community Nonprofit and Faith Based Organizations
Public Information, Alert, and Warning	<ul style="list-style-type: none"> • Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) 	<ul style="list-style-type: none"> • New Hanover County Communications and Outreach • New Hanover County Emergency Management • New Hanover County 911 Communications Center • New Hanover County Public Schools • New Hanover Disaster Coalition • American Red Cross • Duke Energy • United Way of the Cape Fear Area • National Weather Service—Wilmington Field Office
Financial Management	<ul style="list-style-type: none"> • Finance 	<ul style="list-style-type: none"> • New Hanover County Emergency Management



Direction, Control, and Coordination

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

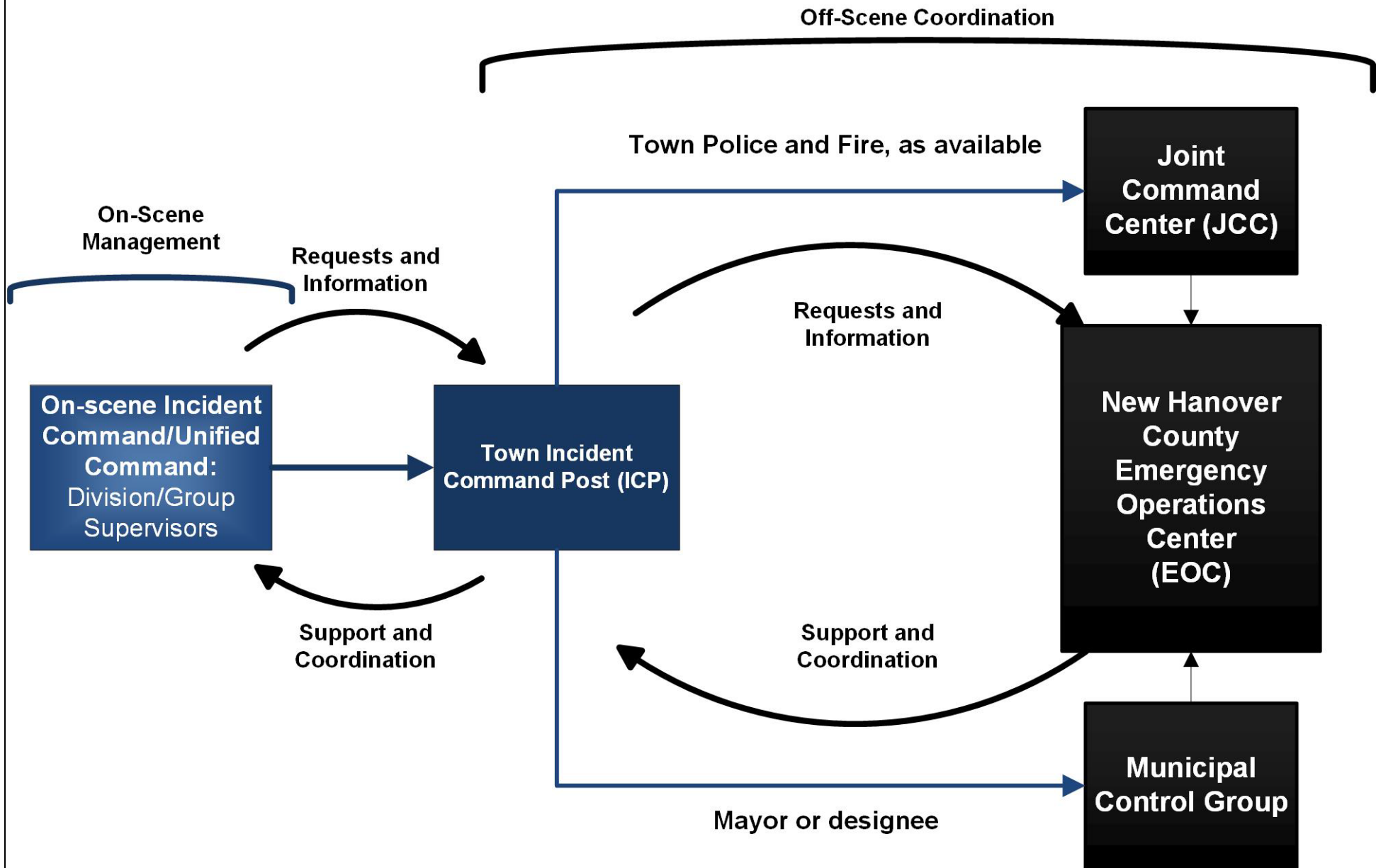
- The overall direction and control of the Town's emergency activities is vested with the Mayor and Town Council. The Town Manager/Emergency Management Coordinator carries out the function of disaster coordination at the direction of the Town Council. When relevant, the Incident/Unified Command will establish on-site management. Emergency Management may support the Incident/Unified Command. The supporting agencies and their respective responsibilities are identified in the Functional Annexes of this plan.
- Hazards existing within or near the Town have the potential to cause disasters of great magnitude; therefore, in order to conduct effective emergency operations, the direction and control function will operate from the ICP.
- The Town exercises independent direction and control of their own emergency resources. Requests for county, state and or federal assistance will be directed to the County EOC. If the County EOC is not operational, the requests will be forwarded to the New Hanover County Emergency Management Director or his/her designee.

New Hanover County EOC

- The County EOC serves as the central direction and control point for countywide emergency response activities.
- Most municipalities would dispatch representatives to the County EOC upon request. Communications between the County EOC and municipalities will be via phone, cellular phone, email, fax, radio, and/or WebEOC. Municipalities act in unity with the County on such issues as proclamations, security, evacuation, reentry, recovery, public information, instructions on protection of life and property, and resource management.
- Response agencies within the County will use the Incident Command System during incidents.
- Municipalities within the County will exercise independent direction and control of their own resources; County EOC coordination will be required when local resources are augmented by outside resources secured through mutual aid agreements or state and federal sources.
- Officials may elect to activate the County EOC under one or all of the following conditions:
 - Local resources are inadequate or depleted, and resources from outside the County must be used in the response.



- The disaster affects a large area of the county, requiring prioritization of scarce resources.
 - The health and safety of the county is threatened to the extent that it will be necessary for multiple departments and agencies to respond to the event in a coordinated manner.
- The Municipal Control Group, if established, may consist of the Mayor or designee, selected Town Council Members, Town Manager/Emergency Management Coordinator, or designee functioning as an advisor. Each municipality may establish the structure it deems appropriate. This group is the mechanism in which the municipality will be integrated into the broader countywide system.
- A Joint Command Center (JCC) may be established between law enforcement, fire, and other relevant stakeholders in the County EOC to facilitate response operations, as well. Any established forward operating centers or on-scene responders coordinate resource requests from the JCC to the County EOC Logistics Section or through WebEOC for management.





Information Collection, Analysis, and Dissemination

Depending on the nature of the emergency, the ICP will collect data and information and synthesize it into useable intelligence for planning and decision making.

Law enforcement is the primary agency responsible for determining need-to-know levels. Law enforcement will coordinate intelligence products as well as determine with whom those products should be shared and through what means. The Town will always adhere to classifications of documents according to local, state, and federal laws. Classified documents are only shared according to applicable handling instructions and within the confines of the law.

Situation Reports and appropriate intelligence and information products are posted in the local WebEOC for viewing by local, regional, and state partners. Information may also be disseminated verbally, through emails, or by utilizing other information sharing platforms.

Critical information needs are largely conveyed and gathered through the use of the situation report process. SitReps are developed by the ICP. Situational awareness, resource needs, status report, on-scene conditions, weather, intelligence, and roadblocks to success are key information needs to mount a coordinated response.

Information Systems Utilized by the Town of Carolina Beach

Through collaboration with local agencies and organizations, the Town will utilize the following **primary** information-sharing systems when responding to an incident:

- a. **Web EOC:** WebEOC is a common tool used in disasters. Understanding the scope of an incident ensures limited resources are used to address the greatest needs and opportunities for providing assistance are identified. WebEOC allows local officials to make more informed decisions and helps develop a common operating picture.
- b. **Email**
- c. **Conference Calls**
- d. **Cityworks Management and Permitting Software**
- e. **ICS Forms**

Information Systems Utilized by New Hanover County:

- NCSparta
- WebEOC

Information Systems Utilized by the State of North Carolina:

- NCSparta
- WebEOC



Communications and Coordination

The Town will communicate with employees regarding “report to work” status using several methods: TV/radio reports, Town voicemail line, and email. Departments will contact employees as necessary through department phone trees.

The Town will designate radios and cellular phones in advance of the emergency (if possible) along with the necessary chargers and batteries. The Town will establish a backup communication system if cellular or radio repeater towers go down: couriers, phone dispatch for emergency personnel, limited range radios, etc. The Town ICP will test the communication system and numbers in advance of the emergency (if possible).

Administration, Finance, and Logistics

Administration

Documentation

A systematic process for documenting disaster response and recovery is key for Town departments and municipalities. This documentation allows the Town to comply with public records laws, create historical records, recover costs, address insurance and other legal requirements, develop mitigation strategies, and discover lessons learned for future responses. The Planning Section Chief is responsible for coordinating the specific documentation needs of the response. Documents are uploaded into Planning Section Chief and are kept within that system as an ongoing record.

Each responding agency is responsible for following internal SOPs and adhering to all applicable state and local laws detailing documentation procedures during and after emergencies. The Planning Section Chief will compile incident documentation to ensure coordinated incident operations and historical records are kept post-event. Incident command logs, communications plans, resource requests, and any other formal documentation must be kept in order to ensure the proper documentation is available for the incident.

Damage Assessments and cost recovery documents must be completed throughout the incident and forwarded to the Planning Section Chief for purposes of assessing whether assistance is needed or reimbursement dollars are available. FEMA designates record retention periods following the closure of the reimbursement event. Public Assistance documents are kept by the Planning Section Chief, and Individual Assistance is kept by Planning Section Chief. For non-FEMA related incidents, electronic versions are kept following the state archive rules and regulations.



After-Action Reports

Formal after-action reporting can be facilitated by New Hanover County Emergency Management but can also be conducted by the Town to create a formal written critique of

emergency operations, response, and recovery efforts. Following established FEMA Homeland Security Exercise Evaluation Program (HSEEP) process, hotwashes, and debriefs should be conducted and documented across the response. Town departments will be charged with responsibilities and tasks identified through improvement plans designed to enhance capabilities, ensure plan modifications are made, direct equipment purchases, and implement other response enhancements.

Any documentation available for the incident (incident command logs, mitigation strategies, IAPs) will be used to ensure future responses and plans are enhanced with lessons learned and best practices through formal after-action reporting. The process of formally evaluating a response may also lead to an assessment of current capabilities and gaps, identification of needed improvements, and identification of future mitigation strategies.

Finance

Disaster expenditures should follow all local, state, and federal laws and policies. Contracting and emergency spending should be coordinated with fiscal agents to ensure compliance with applicable authorities.

See *Functional Annex: Financial Management* for additional information.

Costs incurred responding to disasters (equipment, personnel, emergency repairs, contracted services) must be documented according to the current state and federal guidance for recovering funds as a result of a disaster. Municipal funds will be recouped whenever possible according to FEMA Public Assistance Policy through New Hanover County Emergency Management. Individual Town residents will be assisted according to the guidelines set forth in the FEMA Individual Assistance (IA) Program. The initial coordination of these efforts will occur from the Town Incident Command Post (ICP). Accurate records must be maintained in order to create historical records, recover costs, address insurance needs, address gaps in current capabilities, and develop mitigation strategies.

Legal

Legal issues are handled through existing legal authorities already in place in the Town. In an open ICP, the Town Attorney has legal representation available for answering any questions and ensuring compliance with local, state, and federal laws. All legal documents of either a public or private nature recorded by designated officials must be protected and preserved in accordance with existing law, statutes, and ordinances.



Logistics

Logistical needs during a disaster will be met through varied means. These may include mutual aid agreements, private resources, and requests for New Hanover County assistance. Coordination of incident logistics is done through the ICP. The ICP, in conjunction with Incident Command, will prioritize and coordinate resource allocation and distribution during incidents.

Four primary tasks will be accomplished through the ICP in regard to resource management:

1. Describing, inventorying, requesting, and tracking resources
2. Activating resource management systems prior to and during an incident
3. Dispatching resources prior to and during an incident
4. Demobilizing or recalling resources during or after incidents

All requests for resources will be verified and validated through the ICP. When available, reimbursement programs will be accessed. Proper protocol and documentation must be kept when seeking reimbursement.

Annually, the Town is asked to upload available resources into the New Hanover County WebEOC system, which is maintained by New Hanover County Emergency Management. Pre-event surveys are also conducted by New Hanover County Emergency Management to determine resource availability.

See *Functional Annex: Logistics and Resource Management* for additional information.



Plan Development and Maintenance

This Plan was drafted using planning guidance created by FEMA through Comprehensive Preparedness Guide (CPG) 101 v3 and the legal responsibilities identified in North Carolina General Statutes, Chapter 166-A. It provides all the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

Copies of the Emergency Operations Plan will be distributed to all Town of Carolina Beach departments. Town Management staff and key personnel should familiarize themselves with the communications framework outlined in this plan. Each department head is responsible to the Town Manager for maintaining accurate rosters and contact information. The Town Manager reserves the right to modify/adjust the protocols in this manual based on the particular emergency.

The Departmental Emergency Plans that follow shall be consistent with the overall town Emergency Management Structure.

The EOP will be reviewed **annually** unless circumstances dictate a more immediate revision/review. Transient information (such as contact numbers, signatures, etc.) should be updated immediately. Revisions go to the Town Council at the direction of the Town Manager, as needed, and will formally be promulgated on a **4-year update cycle** consistent with the New Hanover County EOP.

The Emergency Management Coordinator will be responsible for managing and coordinating the annual review and maintenance of the EOP.

Revision Schedule

Due Date	Agency Responsible for Maintenance	Position of Person at Agency Responsible	Reason for Maintenance (scheduled maintenance, gap identified, real-world event, exercise, etc.)



Authorities and Reference

Below are elected references that form the legal basis for actions outlined in this plan. These references include the following:

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

- **State**
 - NCGS 166A Emergency Management Act.
 - NC Oil Pollution and Hazardous Substances Control Act of 1978.
 - NC Governor’s Executive Order 73.

- **Local**
 - Sample Proclamation for State of Emergency.
 - Sample Termination of State of Emergency.
 - Local Emergency Planning Committee (LEPC) By-laws.
 - Mutual Aid Agreements with Partner Agencies.



Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services



NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts



Attachment 1: FEMA Community Lifelines

Planning and Community Lifelines

Lifelines are simply critical services within the community that must be stabilized to protect life and property. When lifelines are stabilized, other aspects of society are able to function as intended. A stable lifeline allows for continuous operation of critical government and business functions and is essential for human health and safety and economic security.^[1]

For the purposes of the plan, lifelines will be incorporated into all phases of emergency management to reframe the way that incidents are viewed during a response. Lifelines are designed to create solutions, which address the root cause of disruptions to critical functions such as energy, food and water, and communications. This root cause analysis and response will guide how the Town prioritizes resources as well as how decisions are made at all levels of the response. The seven lifelines are shown below.



Source: FEMA Community Lifelines Implementation Toolkit, version 2.0

Each lifeline has a number of components and subcomponents to help define key incident stabilization factors which help planners and responders determine the condition of each lifeline. These components help to target the response towards those functions that are critical to stabilizing the lifeline. Subcomponents are flexible and may be developed under each component as needed. The components under each lifeline are as follows:

^[1] <https://www.fema.gov/emergency-managers/practitioners/lifelines-toolkit>



Community Lifeline Components



Multiple components and subcomponents establish the parameters of the lifeline; component-level assessment is required to determine the condition of each lifeline.

1. Safety and Security

- Law Enforcement/Security
- Fire Service
- Search and Rescue
- Government Service
- Community Safety

2. Food, Water, Shelter

- Food
- Water
- Shelter
- Agriculture

3. Health and Medical

- Medical Care
- Public Health
- Patient Movement
- Medical Supply Chain
- Fatality Management

4. Energy

- Power Grid
- Fuel

5. Communications

- Infrastructure
- Responder Communications
- Alerts, Warnings, and Messages
- Finance
- 911 and Dispatch

6. Transportation

- Highway/Roadway/Motor Vehicle
- Mass Transit
- Railway
- Aviation
- Maritime

7. Hazardous Material

- Facilities
- HAZMAT, Pollutants, Contaminants

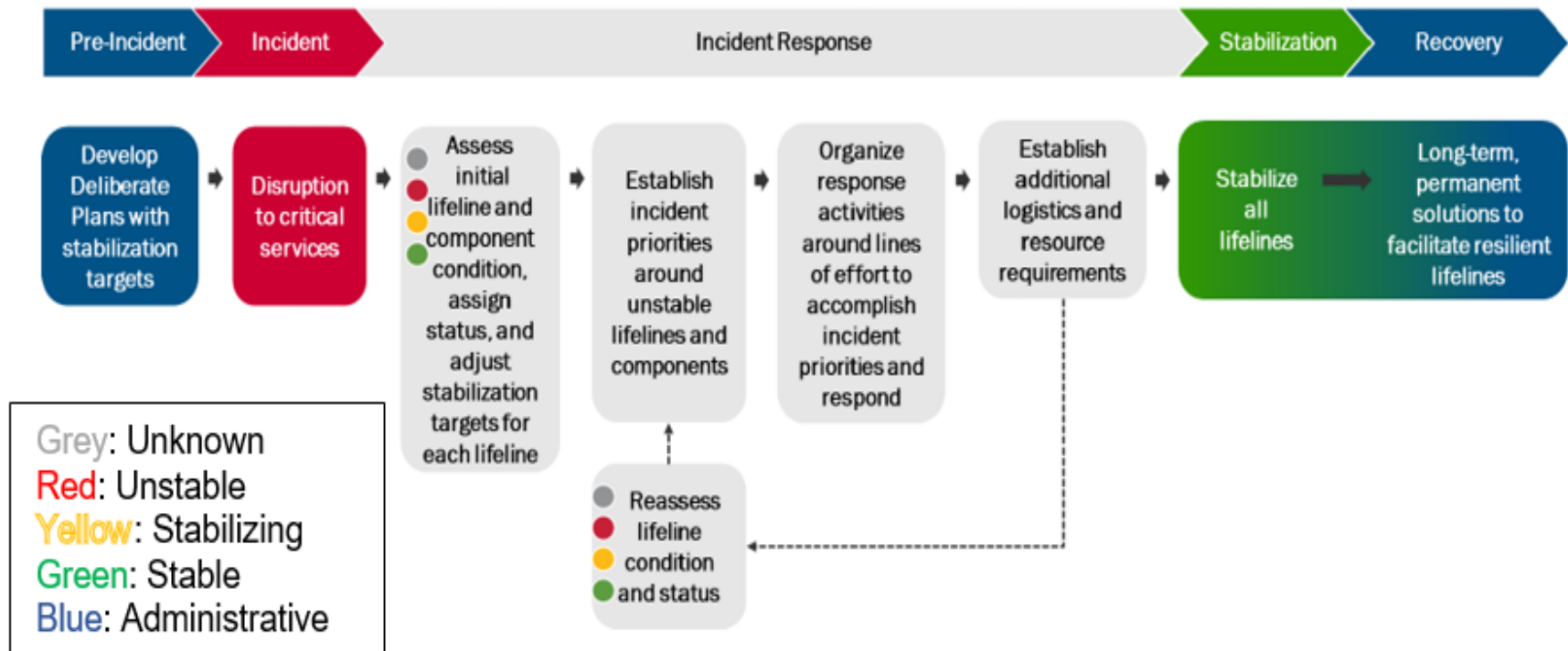
ASSESSMENT

Status	"What?"
Impact	"So What?"
Actions	"Now What?"
Limiting Factors	"What's the Gap?"
ETA to Green	"When?"



Source: FEMA Community Lifelines Implementation Toolkit, version 2.0

The Town will begin to implement lifelines according to the following the diagram. Lifelines will continue to be integrated pre-event into planning documents. As incidents occur, responders will assess the community lifelines in order to determine status, impact, actions, limiting factors, and ETA to Green as indicated below. The majority of this work will take place in conjunction with the functional annexes through the operation of the Town ICP.



Source: FEMA Community Lifelines Implementation Toolkit, version 2.0



Attachment 2: Incident Command Post Supply List

The following is a suggested list of supplies to have on hand for an upcoming major emergency.

Cell phones	Foul weather gear
Chargers/batteries for radios	Plastic covers for computers
Comprehensive employee phone list	Pre-made call-log forms
Food	Cots/blankets for sleeping
Ice machine (Fire Department)	Flashlights
Large Town Operations map (for Marking)	MISC. equipment and paper
Emergency journal for records	Emergency Plans
Notepads/pens/markers	

Toolkit	
2 flashlights with extra batteries	3-ring binder and 3-hole punch for printed emails, press releases, staff contact information, phone numbers, etc.
Pens, post-it-notes, 2 small pads of paper	2 multi-line phones
2 computers and a small printer	radio
Town name badges	

Personal Kit Items (Suggested)	
Change of clothes	Snacks, bottled water
Sleeping items (pillow, blanket, sleeping bag, etc.)	Tissues, cell phone (if possible), other personals
Toiletries (toothbrush, toothpaste, extra contact lens storage case, saline solution, glasses, etc.)	Games, cards, books

Emergency Operations Plan Functional Annex: Transportation

Transportation Annex Responder	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">N/A
Supporting Agencies	<ul style="list-style-type: none">New Hanover County Schools Transportation DepartmentCape Fear Public Transportation Authority/Wave Transit
Private Resources	<ul style="list-style-type: none">

Internal Plan Alignment to Transportation Annex:

- *Bridge Closure Plan Annex*
- *Re-Entry Plan Annex*

External Plan Alignment to Transportation Annex:

- *New Hanover County Transportation Annex*
- *Catastrophic Evacuation Framework*
- *New Hanover County Radiological Emergency Plan 2020*

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Introduction

Purpose

The purpose of *Functional Annex: Transportation* is to coordinate the use of all transportation resources to meet the needs of the citizens as well as the other support functions to accomplish response, recovery, and assistance missions. This role includes prioritizing and coordinating transportation resources and assisting with emergency evacuations.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with transportation in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

Coordination activities may include:

- This annex will be coordinated with *Functional Annex: Mass Care* for evacuation protocols.
- Provision of transportation for those responding to an incident.
- Provision of transportation resources for those displaced from homes/businesses.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals.
- The Town of Carolina Beach and the low-lying areas have experienced numerous hurricane evacuations.
- The Cape Fear Public Transportation Authority/ Wave Transit provides a variety of public transportation options to the citizens of the Cape Fear region, including buses and paratransit vans.
- Taxicab service and handicapped van service are available in the Wilmington area.
- The Town of Carolina Beach has a formal re-entry permit process.
- Decisions on re-entry into damaged or isolated areas will be made by various partners working through information available in the Incident Command Post (ICP).

Planning Assumptions

- Emergency situations may require evacuation of all or part of the Town of Carolina Beach. Small-scale, localized evacuations may be needed as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of an impending hurricane.
- Sufficient warning time will normally be available to evacuate the threatened population.
- Traffic control resources must be coordinated prior to the public release of an evacuation order.
- Evacuation and re-entry information will be made available to the public by all available means.
- If there is significant potential threat, some residents will evacuate prior to being advised to do so by public officials.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
- Some residents may refuse to evacuate regardless of warnings.

- Some people will lack transportation. Others, who are ill, disabled, or non-English speaking may require vehicles with special transportation capabilities and staff.
- Debris or damage to the roadway may hinder re-entry.
- Evacuation will be completed during daylight hours, whenever possible.
- Effective traffic control points will facilitate orderly re-entry into isolated or evacuated areas.
- Any evacuations will be done in accordance with local ordinances and General Statutes.

Concept of Operations

General

- Law enforcement will implement traffic control for evacuation and for re-entry through *Functional Annex: Public safety and Security*.
- Movement of medical patients will be coordinated by *Functional Annex: Public Health and Medical*.
- Response methods may require additional modifications and have specific information needs for segments of the population with Access and Functional Needs (AFN) such as:



Source: US HHS/ASPR Functional Needs Factsheet¹

Specific

Evacuation

- The leadership of the Town of Carolina Beach may issue mandatory evacuations and implement re-entry permitting processes.
- Public information concerning evacuation or re-entry orders will be released through the PIO to all media outlets.
- The Incident Commander (IC) at the scene of an isolated emergency in the Town of Carolina Beach has the authority to order an evacuation of the specific area affected by the incident. The Town Manager/Emergency Management Coordinator or staff should be made aware immediately regarding any isolated evacuation.
- Traffic control points to support evacuation will be developed according to the specifics of the situation.
- Evacuation for radiological incidents is coordinated through the Brunswick Nuclear Plant (BNP) radiological response plans.
- The size of the threatened area to be evacuated will be determined at the time of the emergency.

¹ <https://www.phe.gov/Preparedness/planning/abc/Pages/AFN-FactSheet.aspx>

- Access to defined evacuation areas will be denied to non-essential personnel once an evacuation order has been issued.
- Law enforcement officers will assist stranded motorists in reaching a location of the best available shelter.
- Institutions within the Town of Carolina Beach must develop procedures for evacuation and relocation of patients or residents. When the capabilities of an institution to meet resource requirements are exceeded, the institution may be assisted by the Town or County.

Re-Entry

- The decision to allow re-entry into any evacuated area will be made by the leadership of the Town of Carolina Beach.
- Evacuated emergency service equipment and personnel will re-enter prior to the re-entry of the public for a safety assessment.
- Staging areas for incoming resources will be established.
- Sections of the Town of Carolina Beach may remain isolated or closed to the public even after re-entry begins based on safety and security concerns.
- Re-entry due to a radiological emergency will be coordinated with the BNP and will be done according to the plans found in *NHC Radiological Emergency Plan 2020* and the *BNP Radiological Plan*.

The Town of Carolina Beach has limited capabilities for large-scale transportation needs. As such, the Town of Carolina Beach will rely on the following:

Cape Fear Public Transportation Authority/Wave Transit

The Authority will attempt to provide available assets, not being utilized in revenue service, at the time of emergency support. Vehicles are to include heavy duty urban transit buses, shuttle vehicles, and paratransit vehicles. All vehicles will be supplied with Authority employees or Authority contracted employees as operators of the vehicles. The vehicle type provided will be at the discretion of the Executive Director, based on expected passenger loads, ADA needs, available credentialed drivers, and fuel availability.

New Hanover County Local Schools

- NHC Schools will respond and provide any assets available to help to move people and resources as needed.

Resource Identification

The Town of Carolina Beach should coordinate with NHC EM for available resource needs.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departamental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP), as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to Incident Command Post (ICP), as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager numbers, cell phones and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in transportation capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Monitor and report roadway conditions for traffic delays and detours.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop inventory of available vehicle and personnel resources from supporting agencies. Coordinate with NHC EOC, as appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for evacuation assistance from citizens as long as it does not pose a hazard to responders in accordance with local policies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine if residents need to be evacuated from immediate peril.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
During a hurricane, or if otherwise applicable, move all personal vehicles to the mainland and arrange transportation for personnel to and from their assignments.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish back-up fuel supply location(s).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the evacuation of those with AFN. Ensure that this task is accomplished in timely manner. Coordinate with Individual Care Coordination (IC-3) Center and NHC EOC, if activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track daily costs and develop expense reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that persons have been provided transportation out of the immediate impact area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report on road hazards identified by field units.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate transportation resources with requests for the movement of personnel, goods and services to support the response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize transportation requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain list of transportation resources and personnel (volunteer from private or business sector) that have been called into the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for transportation resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged transportation assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist recovery transportation and delivery activities as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate re-entry information and instructions with the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed transportation assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA United Way of the Cape Fear Area
VIPR Volunteer Intervention Prevention Response
WEA Wireless Emergency Alerts

New Hanover County Emergency Operations Plan

Functional Annex: Communications

Communications Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Fire & Ocean Rescue• Police Department• Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC)
Supporting Agencies	<ul style="list-style-type: none">• NHC Emergency Management (External)• New Hanover County 911 Communications Center• Amateur Radio Emergency Services• PSCC
Private Resources	<ul style="list-style-type: none">• Wireless Communications• Various Cellular, Paging and Telecommunications Companies

External Plan Alignment to Communications Annex:

- *New Hanover County Communications Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Communications* is to provide support for communications systems and infrastructure utilized by responders in the Town of Carolina Beach. This annex coordinates systems, infrastructure, and the restoration of those services which are impacted by an event.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with communications in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

Coordination activities may include:

- Managing the Town of Carolina Beach's computer network and internal telecommunications system.
- Providing Information Technology (IT) hardware support and installing and troubleshooting software applications as necessary.
- Providing support for WebEOC, alert and warning systems, Geographical Information System (GIS), and other systems necessary for Incident Command Post (ICP) operation.
- Coordinating the restoration and repair of telecommunications infrastructure and communication with providers community-wide.

Situation

- Reliable communications are foundational to disaster operations. Inoperable communications systems compromise response and recovery missions.
- The Town of Carolina Beach operates on a common 800 MHz radio system.
- The county has one Public Safety Answering Point (PSAP), the NHC 911 Communication Center.

Planning Assumptions

- Agencies involved in response operations will develop and maintain plans for redundancy of critical IT systems.
- IT will ensure that all necessary information technology systems are maintained and readily available for emergency situations.
- Emergencies may impact normal communications systems, necessitating redundant communications systems to be in place pre-disaster.
- The Town of Carolina Beach's communications infrastructure could sustain damage as a primary hazard or as a result of another hazard. This damage will influence the amount and types of communications assets available for the coordination of recovery efforts by government agencies and the ability to communicate with disaster victims and responders.
- Disaster responses requiring communications will be difficult to coordinate effectively if a breakdown in public and private systems occurs.
- Communications capability will have a direct impact on the ability to command and control response and recovery activities.
- Initial reports of damage may be fragmented and provide an incomplete picture of the damage to communications facilities.
- Weather and other environmental factors may restrict the movement of mobile or transportable communications equipment into the affected area.

Concept of Operations

General

- Prior to and upon activation of the Incident Command Post (ICP), Communications personnel will verify testing of critical computer networking, telephone equipment, and radio systems to ensure proper operation.
- All responders will maintain systems under their charge in working order with trained personnel available for support as needed.

Specific

Communications Infrastructure

- The NHC 911 Center is the primary dispatch center for NHC. It is located at 230 Government Center Drive, Suite 185, in Wilmington.
- Secondary dispatch is located at NHC Fire Rescue Station 19 Federal Point.
- NHC 911 Center operates a Motorola P25 simulcast trunking system as the primary public safety radio system.
- The back-up system for the P25 system is the statewide VIPER network. This network does have some day-to-day application as well for out-of-county communications.
- National Public Safety Planning Advisory Committee (NPSPAC) interoperability 800 MHz repeaters are located on various towers through the county.
- PACE (Primary, Alternate, Contingency, Emergency) planning is underway to develop a common radio template for all public safety agencies.

Communications Assets

- Radio caches are available for responders in the county through NHC EM.
- Amateur radio operators may be available on an as needed basis. These radios and operators require an FCC license.
- Requests for tower access must be coordinated through the 911 Center.

Tactical Interoperable Communications

PACE plan

- All agencies are now on a common template which allows for interoperability among responders.
- Novant New Hanover Regional Medical Center has their own system and also can access the P25.
- Law enforcement communications are primarily encrypted. There are also some additional channels which are encrypted to allow for security and interoperability with outside agencies.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and

procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager numbers, cell phones and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Routinely test Incident Command Post (ICP) technology equipment and ensure proper operation. (Computers, Projector, Terminals, Monitors, Faxes, Telephones, Plasma Screens, Modems, Copiers, and Scanners etc.)			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure an adequate supply of computer support supplies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Verify software operability.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish liaison with telephone, paging, cable, and cellular companies, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Prepare staffing plan to adequately support Incident Command Post (ICP) operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in communications capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Anticipate and advise the Incident Command Post (ICP) of the need for additional technology resources.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Verify testing of critical computer networking, telephone equipment, and radio systems to ensure their proper operation in the Incident Command Post (ICP) and other responding departments.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Work with IT professionals and software vendors to establish disaster preparedness and recovery plans.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare backup tapes for file server(s) and store off-site.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify Technology of impending event and make plans to back up and secure servers and computer equipment within the Finance Department.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare and secure vital records.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide technical assistance to activate internal/external notification systems.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
When requested, respond to the Incident Command Post (ICP)			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide assistance to incoming personnel in the use of technology and equipment, as necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track daily costs and develop expense reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain list of communications resources and personnel (volunteer from private or business sector) that have been called into the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for communications resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged communications assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed communications assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Public Works and Engineering

Public Works and Engineering Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">Public WorksPublic Utilities
Supporting Agencies	<ul style="list-style-type: none">US Army Corps of EngineersPrivate Utility Contractors
Private Resources	<ul style="list-style-type: none">Duke EnergyPrivate Water & Sewer CompaniesUtility Construction CompaniesDebris and Tree Removal Companies

Internal Plan Alignment to Public Works and Engineering Annex:

- *Damage Assessment Annex*
- *Debris Management Annex*

External Plan Alignment to Public Works and Engineering Annex:

- *New Hanover County Public Works and Engineering Annex*
- *New Hanover County Debris Management Plan*

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Introduction

Purpose

The purpose of *Functional Annex: Public Works and Engineering* to coordinate public works resources during an emergency or disaster. Public Works and Engineering may include emergency clearance of debris; cleaning, repairing or construction of damaged emergency access routes; emergency restoration of critical public services and facilities; emergency demolition of damaged structures and facilities; technical assistance and damage assessment for private utility operations. Coordination of resources includes technical advice, technical evaluations, engineering services, construction management, inspections, and emergency contracting for repairs.

This annex is a functional component of the Town of Carolina Beach's Emergency Operations Plan (EOP). This plan is not intended to take the place of any emergency plans and procedures that the agencies tasked in this document with responsibilities may have. Rather it is designed to complement such plans and fortify positive operational interactions among the agencies noted.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Public Works and Engineering response in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

Coordination activities may include:

- Coordination of debris removal operations.
- Coordination of assessments of damaged structures and infrastructure.
- Coordination of private assistance for repair of damages infrastructure and facilities.

Situation

- Engineering services are provided by Public Works and Public Utilities.
- The Town of Carolina Beach provide water and sewer service for their residents.
- Duke Energy provides electrical service throughout the Town.
- A major disaster will cause unprecedented property damage, blocked roadways, and tremendous debris removal/disposal problems.

Planning Assumptions

- Following a catastrophic event, many roads may be impassable due to debris.
- Interruption of some or all essential services is an expected consequence of an emergency or disaster, resulting in large numbers of people without essential services.
- A catastrophic event affecting the Town of Carolina Beach may result in the following consequences:
 - Loss of some or all essential services for an extended period of time.
 - A shortage of available outside assistance.
 - A shortage of materials for repairs resulting in a delay in restoration of essential services.
 - Rapid exhaustion of local resources.
 - Attempted price gouging for repair/restoration of essential services.
- Private industrial equipment may be utilized for debris removal, if necessary.
- Critical facilities will receive priority in the restoration of essential services.
- Environmental waivers and legal clearances will be needed for the disposal of materials from debris clearance and demolition sites.
- Large numbers of skilled personnel, engineers, construction workers, utility personnel, and laborers will be needed from outside the disaster area. Support service for the personnel and

equipment will have to be provided from outside the disaster area until repairs can be made. Crews will be encouraged to arrive fully self-contained so as not to tax the already drained local resources.

Concept of Operations

General

- The Primary Agencies listed in this annex for Public Works and Engineering in the Incident Command Post (ICP) will receive requests for emergency debris removal, prioritize tasks, and deploy available public and private resources.
- Priority for emergency debris removal (removal from roadways for the purposes of emergency ingress and egress) will be determined by the Town/ICP. Primary roadways will be given priority.
- Temporary debris storage, sorting, and chipping sites will be established throughout the affected area to facilitate management of debris. Sites will be located in areas where burning of debris can be done within applicable regulations. These sites are designated in the County's *Debris Management Plan*.
- Fire & Ocean Rescue can open and inspect roads in and near their station only to the extent to provide emergency life safety or rescue access when needed.
- Road inspections for re-entry into impacted areas will be done by the Town of Carolina Beach, in coordination with the County and State, as applicable.
- Debris is a consequence of certain disasters. The emergency removal of debris by public works forces is critical to restoration of vital and essential services.

Specific

Municipal Response

- The Town of Carolina Beach Public Works Department consists of water, sewage, and storm sewer. The Town of Carolina Beach provides garbage pickup for its residents. The Town of Carolina Beach operates an elevated water storage tank and also operates a sewage treatment plant.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departamental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.

- Appropriate representation will be sent to the ICP, as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and state agency's contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist the PIO in developing advisories and media releases.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan to adequately support operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the ICP, when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop prioritization repair plan for damaged facilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify critical public works facilities that will require generator backup. Identify generator size needed and if facility has quick-connect capability. Identify generator transportation/delivery contacts.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify roadways that will require priority debris clearance.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a vendor contact list.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review and update priorities for removal of debris from roadways.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what resources need to be procured under emergency purchase orders. Maintain a log of those purchases. Coordinate this with the Financial Management Annex.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide list of available personnel and resources to the ICP.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Reassess the priorities to be addressed for the most critical needs and develop strategies to address these needs.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Ensure full coordination of activities with other groups within the ICP to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the ICP on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Fill all ICS roles as assigned by ICP.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise the PIO of the situation and need for media response and protective action recommendations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify local contractors of emergency work and the process to assist.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate response actions with the other functions as necessary (fire/rescue, transportation, shelter/mass care, etc.).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Emergency clearance and/or restoration of major streets and critical public facilities in support of emergency response operations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintenance and operation of all Town roads, municipal and public buildings, beach accesses, public restroom facilities, and storm water services.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate and implement debris management and removal activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Coordinate with NCDOT on emergency repairs and restoration of roads. Performs or identifies resources to assist with emergency repair and restoration of roads, vital facilities, and utilities as necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist with support services for field emergency response units including potable water, food, lights, and tents.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continuity of emergency services with respect to water and sewer.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile a list of facilities that may require emergency demolition to protect life and safety of citizens.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for assistance from other agencies responding to an event.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide information to the PIO for release to media representatives.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster related costs according to guidance from the Town.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize resource requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Maintain list of available resources and personnel (volunteer from private or business sector) that have been called activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to assess the environmental impact in coordination with other agencies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Emergency restoration of critical public facilities, including the temporary restoration of water supplies and wastewater treatment systems.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Designate staging areas for clean-up contractors and equipment, if needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with law enforcement to keep area closed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Coordinate with the PIO to provide updates to media representatives.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that the costs of the response have been tabulated for billing of the responsible party.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Return units to base when no longer required.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Support damage assessment activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Make temporary repairs to damaged public works facilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Procure portable toilets and safety lighting for work sites, if needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

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IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
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JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
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SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA United Way of the Cape Fear Area
VIPR Volunteer Intervention Prevention Response
WEA Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Firefighting

Firefighting Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Fire & Ocean Rescue
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Fire Rescue
Private Resources	<ul style="list-style-type: none">• Industrial Emergency Response Teams

Internal Plan Alignment to Firefighting Annex:

- *Bridge Closure Plan*
- *Re-Entry Plan Annex*
- *Emergency Evacuation Plan Annex*

External Plan Alignment to Firefighting Annex:

- *New Hanover County Firefighting Annex*
- *Fire Department Standards of Cover*

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Introduction

Purpose

The purpose of *Functional Annex: Firefighting* is to provide for the proper coordination of fire and rescue resources to provide safety of life and property within the Town of Carolina Beach during emergency situations. This annex will coordinate the use of all firefighting resources to meet the needs of the citizens as well as the other support functions to accomplish response, recovery, and assistance missions.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with firefighting in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

Situation

- Town of Carolina Beach has one fire station.
- Fire & Ocean Rescue relies on the NHC 911 Communications Center for primary dispatching and communications.
- All firefighters are trained at the Operations levels for responding to hazardous materials spills.
- Mutual aid agreements exist among all fire departments within the county.
- The City of Wilmington Fire Department has a regional hazardous materials team under the guidance of the NC Division of Emergency Management.

Planning Assumptions

- Agencies charged under this annex will conduct planning and training prior to an incident to decrease the risk to personnel.
- Fire personnel and equipment will be available to adequately respond to most emergency situations through the use of existing mutual aid agreements.
- When additional or specialized support is required, assistance can be obtained via New Hanover County Emergency Management (NHC EM).
- Incidents may require response by multiple local, state and federal agencies.
- Fire departments may be requested to perform tasks not associated with routine duties, such as search, traffic control, emergency debris removal, alert and notification, and evacuation during disaster situations.
- Fire station will be staffed 24/7 during periods of emergency or disaster.
- Communications will be maintained with the 911 Center and the Incident Command Post (ICP).

Concept of Operations

General

- The Incident Command System (ICS) will be implemented on an appropriate scale at the scene of every fire. If fire or threat of fire is involved, the Fire Chief or designated representative will be the Incident Commander.
- Resources required by Fire & Ocean Rescue beyond those available through mutual aid will be requested through NHC EM and routed to the Eastern Branch Office NC Division of Emergency Management.
- During periods of emergency, fire and rescue units must be prepared to support each other using available expertise, equipment, and manpower.

Specific

- Utilize Incident Command System (ICS) structure for fire operations.
- Assist with dissemination of disaster warning information.
- Assist with traffic and crowd control when staff permits.
- Provide fire protection for shelters, mass care facilities, and vital facilities.
- Assist with search and rescue operations.
- Report the presence of hazardous material locations and identify potential future issues due to emergency conditions.
- Assist with emergency tree cutting for emergency vehicle access.
- Support 4-wheel drive operations during severe weather situations.
- Coordinate and support firefighting and suppression activities.
- Assist with dissemination of warning, evacuations, and advisories when requested by the Incident Command Post (ICP).
- Coordinate the relocation of firefighting resources to safe locations, when required.
- Staff the Incident Command Post (ICP) or command post as required.
- Ensure that lines of communication are open with field units.
- Track expenses for response and recovery reports.
- Provide back-up equipment and portable pumps.
- Conduct windshield/ initial rapid damage assessments and report to the Incident Command Post (ICP).

Town of Carolina Beach Fire & Ocean Rescue

- Town of Carolina Beach has one station.
- Plans are in place to move fire department assets inland during events where fire department assets are potentially at risk.
- The department has an Ocean Rescue Team.
- The department has a Marine Unit responsible for suppression and water rescue.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions

covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and state agency's contact phone numbers, unlisted numbers, pager numbers, cell phones and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan for to adequately support operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Refer questions concerning the disaster or emergency situation to the PIO for handling.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess impacted lifelines and determine their status.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in firefighting capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the Incident Command Post (ICP) to coordinate firefighting resources, when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Develop inventory of available vehicle and personnel resources from supporting agencies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide a list of available firefighting personnel and resources to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify potential sites that may experience increased hazard of fires.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Determine alternate staging areas and emergency operations center based on the emergency situation.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assume primary responsibility for route alerting of the public			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Fill all ICS roles as assigned by the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Re-assign personnel and equipment to support fire/rescue activities as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for evacuation assistance from citizens as long as it does not pose a hazard to responders in accordance with local policies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide support for rescue activities, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Restrict access into fire damaged areas.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine if residents need to be evacuated from immediate peril.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Establish back-up fuel supply location(s).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track daily costs and develop expense reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to request for fire suppression activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist law enforcement with evacuation and warning, when needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Re-deploy resources out of harm's way.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide back-up equipment for pumping, if needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If hazardous materials are involved, provide guidance for decision making as to their effects.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate activities with the NC Forest Service when activities involve suppression of wild land fires.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to hazardous material events at the appropriate level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Re-assign fire/rescue personnel and equipment to areas that may not be impacted by disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for firefighting resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Compile report of any damaged firefighting assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist with damage assessment activities, if requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to request for fire inspections of temporary living or shelter locations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed firefighting assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan Functional Annex: Mass Care

Mass Care Annex Responder Roles	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none"> • Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) • Fire & Ocean Rescue • Police Department • Parks and Recreation
Supporting Agencies	<ul style="list-style-type: none"> • American Red Cross, Cape Fear Chapter • New Hanover County Schools • New Hanover County Emergency Management • Amateur Radio • United Way of the Cape Fear Area (UWCFA) • Salvation Army
Private Resources	<ul style="list-style-type: none"> • Hotels/Motels

Internal Plan Alignment to Mass Care Annex:

- *Volunteer Management Annex*
- *Comfort Station Annex*
- *Masonboro Emergency Services Center Annex*
- *Community Points of Distribution Plan (C-POD) Annex*

External Plan Alignment to Mass Care Annex:

- *New Hanover County Mass Care Annex*
- *Donated Goods/Volunteer Coordination Plan*
- *IC-3 Plan*
- *Community Feeding Plan*
- *Emergency Shelter Guide*
- *North Carolina Memorandum of Understanding with The American Red Cross*

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Introduction

Purpose

This *Functional Annex: Mass Care* describes the coordination of activities involved with the provision of temporary shelter, mass care and feeding, disaster welfare information, and in some instances providing services to disaster workers within the Town of Carolina Beach. This annex will coordinate the use of all mass care resources to meet the needs of the citizens as well as the other support functions to accomplish response, recovery, and assistance missions.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with mass care in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

This annex provides a framework for the coordinated provision of temporary shelter, mass feeding, disaster welfare information, and in some instances providing services to disaster workers.

- Coordination of sheltering for those displaced from residences.
- Coordination of the establishment of community feeding facilities.
- Coordination of relief efforts provided by private groups.
- Coordination of the establishment of a shelter registration system.
- Coordination provisions for emergency first aid.
- Coordination with other responders to ensure a safe shelter environment.
- Coordination activities of agencies providing shelter and mass care services to prevent duplication of services.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- Based upon the County's Threat and Hazard Identification and Risk Assessment (THIRA), listed below are some of the emergencies which may require sheltering:
 - Severe Winter Storms
 - Tornadoes
 - Floods
 - Hazardous Material Accidents
 - Fires
 - Hurricanes
 - Brunswick Nuclear Power Plant Incidents
 - Earthquakes
 - Terrorist Events
 - Damaged Lifelines (phone, power, water, gas, etc.)
- Several facilities have been designated as hurricane shelters within NHC. The complete list is maintained by New Hanover County Emergency Management (NHC EM) and the Cape Fear Chapter of the American Red Cross (ARC).
- Out-of-county sheltering for residents, excluding those with medical Access and Functional Needs (AFN), will be coordinated through the Eastern Branch Office NC Division of Emergency Management and NHC EM.

- A shelter for those with medical AFN will be established in coordination with Novant Health New Hanover County Regional Medical Center (NHNHRMC). This may be coordinated through the NC medical shelter.

Assumptions

- Local grocery stores, restaurants and other businesses may support initial shelter/mass care operations with donations of emergency supplies.
- A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.
- Many residents and visitors will elect to leave the area before the official order to evacuate is given.
- Churches and other groups may open shelters independently. These shelters will not be supported by NHC or the ARC.
- Evacuees will be provided with public information in the shelter concerning the emergency event.

Concept of Operations

General

- Mass care includes sheltering, evacuation, feeding, care for household pets, donations management, and volunteer management.
- Mass care operations will require extensive coordination with other support functions such as Transportation, Communications, Public Safety and Security, and others.
- The Incident Command Post (ICP) will be the coordination point for mass care operations.
- In a catastrophic disaster, it is likely that long-term mass care sheltering operations will be required until rental units or temporary housing resources become available.
- Mass Care operations may require additional modifications and have specific information needs for segments of the population with Access and Functional Needs (AFN) such as:



Source: US HHS/ASPR Functional Needs Factsheet¹

Specific

The Town of Carolina Beach has limited capabilities for large-scale mass care needs. As such, the Town of Carolina Beach will rely on the following:

- Emergency shelters will be activated by New Hanover County Emergency Management using public schools or public colleges/universities or other designated shelters. Shelters will be

¹ <https://www.phe.gov/Preparedness/planning/abc/Pages/AFN-FactSheet.aspx>

operated by New Hanover County Social Services and New Hanover County Health Department. Shelter operators will provide basic necessities including food, lodging, basic medical care, and maintain a registration of those housed in the shelter.

- New Hanover County Health & Human Services (NHC HHS)
 - Provide/coordinate healthcare operations in emergency shelters with the ARC, Salvation Army, etc.
 - Provide health inspections, emergency immunizations and control of communicable diseases.
 - Provide crisis counselors to the public and emergency responders if available.
 - Coordinate temporary restrooms and dumpsters, when requested.
 - Provide staff to shelters.
 - Coordinate with HHS and Home Health Care agencies on those with AFN.
 - Provide liaison to assist with donated goods/volunteer coordination operations and Individual Care Coordination Center (IC-3).
 - Assist with registration of evacuees.
 - Assist with disaster welfare inquiries from separated family members.

- American Red Cross, Cape Fear Chapter
 - Provide shelter supplies for evacuees in the shelters.
 - Coordinate activities with NHC HHS.
 - Coordinate with other community partners for the emergency feeding of disaster victims not utilizing public shelter space.
 - Handle disaster welfare inquiries.
 - Provide information on conditions in the disaster area for shelterees.
 - Support post-disaster donated goods coordination activities with the United Way of the Cape Fear Area, Salvation Army, the New Hanover County Disaster Coalition, and other organizations providing disaster relief services.
 - Provide staff to the Volunteer Reception Center (VRC) in accordance with *Donated Goods/Volunteer Coordination Plan*, when requested.
 - Provide manpower for general facilities oversight including shelter set up and tear down.
 - Assume control of shelters from NHC HHS as soon as appropriate (typically within 72 hours) after an event.
 - Provide an after-action report within 24 hours following shelter closing.

Access and Functional Needs Populations

Children and Resident Encounters Program

C.A.R.E. (Children and Resident Encounters Program) is a registry program established by the Carolina Beach Police Department to assist citizens who have special needs and is designed to promote communication while providing first responders with quick access to critical information about a person with special needs (Autism Spectrum Disorder, Alzheimer's Disease, Dementia, etc.).

C.A.R.E. can provide first responders with emergency contact information, detailed physical descriptors, known routines, favorite attractions/activities, and/or any other specific characteristics of an individual they may encounter. <https://www.carolinabeach.org/government/departments/police/c-a-r-e-children-and-resident-encounters-program>

Voluntary Special Needs Registry

Residents with AFN have been provided the opportunity to register with the Voluntary Special Needs Registry maintained by the NHC Senior Resource Center and NHC EM. Those registered receive targeted notifications and are asked to provide potential needs during a response. During a disaster, the Individual Care Coordination Center (IC-3) is the lead for case management for those with medical AFN. The care of those with AFN is fundamental to the response and considered throughout all functions.

To the extent possible, Functional Needs Support Services (FNSS) will be provided to anyone with a need. These are services that enable children and adults to maintain their usual level of independence in a general population shelter. FNSS includes reasonable modifications to policies, practices, and procedures, the provision of durable and consumable medical equipment, personal assistance services, and other goods and services as needed.

NHC has access to members of the Functional Access Support Team (FAST) to assist those with AFN to remain in general population shelters through the use of aids and advocates. NHC HHS has staff trained to perform this function on the local level.

Individual Care Coordination Center (IC-3)

The Individual Care Coordination Center (IC-3) is a case management system for providing assistance to members of the community who cannot be sheltered in a general population shelter. They also serve as the liaison between the citizens and the state medical facilities. These case managers may also assist with evacuation assistance and other medical issues as needed. The plan is intended to provide direction for those who are assigned/or volunteer to support the activities of the IC-3. The IC-3 addresses the needs of those in the community with AFN during emergency situations. The IC-3 is activated and led by NHC EM alongside numerous supporting agencies. Personnel responding through the IC-3 will also provide case management services for those needing additional services.

Household pets

In accordance with H.R.3858 Pets Evacuation and Transportation Standards Act of 2006, NHC has developed a Pet Co-location Shelter. This shelter is designed specifically for evacuees who have household pets needing shelter. This shelter is designed with an area for household pets separate from the area for their owners. The NHC Sheriff's Office Animal Services Unit (ASU) is responsible for operation of this shelter. An additional shelter can also be opened on a case-by-case basis. If the incident requires decontamination of humans prior to the entry to a shelter, pets will be required to follow the same decontamination guidelines. These guidelines can be found in the *NHC Radiological Plan*.

Only pets defined by law will be sheltered: a domesticated animal, such as a dog or cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, which can travel in commercial carriers and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes. Aggressive animals will be housed at ASU. Although many exotic animals are present in NHC, they will not be housed in the Pet Co-location Shelter. Dogs and cats will be housed at the Pet Co-location shelter. All other pets will be housed at the ASU facility.

Volunteers

The Town of Carolina Beach has a Hurricane Volunteer Program. Each year, the Town of Carolina Beach recruits volunteers to help in making sure that the Town is prepared and recovers from a hurricane event. <https://www.carolinabeach.org/services/emergency-preparedness/hurricane-volunteers>

Community Feeding

The purpose of the NHC Community Feeding Plan is to define the framework for local support of a coordinated, timely, and efficient feeding response in NHC. It also defines the full spectrum of services required from initiation until community services are restored. This multi-agency feeding plan has been developed as an integrated strategy and process for implementing coordinated feeding operations at the local level. This plan will help to limit duplication of efforts and maximize use of available resources.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departamental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, revise and update memorandums of understanding, mutual aid agreements, checklists, standard operating guidelines, and building/shelter floor plans.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP), as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and state agency's contact phone numbers, unlisted numbers, pager numbers, cell phones and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be requested to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Refer questions concerning the disaster or emergency situation to the Incident Command Post (ICP) for handling.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess impacted lifelines and determine their status.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in mass care capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate mass care resources, when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify supporting agencies to put their personnel and equipment resources on standby for activation.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When requested, respond to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the relief efforts provided by volunteer organizations performing mass care function.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Responsible for securing the recreation building for use by emergency workers to provide assistance to the public during and after an emergency event.		Park and Recreation Director	Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Arrange for feeding operations of emergency workers, Incident Command Post (ICP) staff, and volunteers.		Park and Recreation Director	Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide access to parks and recreation facilities for incident response, including establishment of incident facilities, as requested.		Park and Recreation Director	Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate emergency volunteer efforts and providing assistance to teams throughout the event.		HR Director	Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Provide mass care needs and data to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Fill all ICS roles.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for evacuation assistance from citizens as long as it does not pose a hazard to responders, in accordance with local policies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Monitor evacuation activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the need for additional shelter openings and coordinate with NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that sheltered people who are not medically appropriate for general sheltering are referred through the IC-3 to appropriate medical care. Coordinate with NHC EOC and IC-3.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine if residents need to be evacuated from immediate peril.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain coordination activities with NHC and municipal officials.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the evacuation of those with AFN. Ensure that this task is accomplished in a timely manner. Coordinate with Individual Care Coordination (IC-3) Center and NHC EOC, if activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist law enforcement with evacuation and warning, when needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Re-deploy resources out of danger zones.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If hazardous materials are involved, provide guidance for decision making as to their effects.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster related costs according to guidance from the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prevent duplication of goods and services for mass feeding operations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain reports of shelter conditions and any unmet needs. Report to the NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain list of mass care resources and personnel (volunteer from private or business sector) that have been called into the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for mass care resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Compile report of any damaged mass care assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with applicable county, state, volunteer and local government agencies to determine the need for extended shelter operations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with the appropriate agencies for long term placement of disaster victims who cannot move back to their normal residences.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If required, identify locations for temporary housing such as campers or trailers.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to coordinate with the other Incident Command Post (ICP) functions providing services to shelters.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Ensure that agencies have maintained logs of mileage and time of personnel utilized to respond to disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate re-entry information and instructions with the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed mass care assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town's EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

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Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Logistics and Resource Management

Logistics and Resource Management Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none"> Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC) Finance Parks and Recreation
Supporting Agencies	<ul style="list-style-type: none"> New Hanover County Emergency Management

External Plan Alignment to Logistics and Resource Management Annex:

- New Hanover County Logistics and Resource Management Annex*
- NHC WebEOC Resource List*
- New Hanover County Points of Distribution Plan*

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Introduction

Purpose

The purpose of *Functional Annex: Logistics and Resource Management* is to coordinate the provision of a comprehensive disaster logistics planning, management, and sustainment capability. This capability will leverage the resources of logistics partners, key public and private stakeholders, and non-governmental organizations to meet the needs of disaster survivors and responders. This annex serves as a support to the Town's Emergency Operations Plan (EOP).

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with logistics and resource management in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

Coordination activities may include:

- Provision of resources for disaster survivors as well as responders.
- Management of the full spectrum of logistical needs from resource identification to mobilization and demobilization.
- Development of a method of tracking the expenses incurred with allocation and use of resources.

Situation

- NHC collects data on resources available on an annual basis. This list is maintained by New Hanover County Emergency Management (NHC EM).
- Resources from the county, state and federal governments will be requested to supplement/replace local resources that are inadequate to meet the demands of the emergency/disaster through existing processes for resource support.
- Local resources may be inadequate to respond to and recover from an incident.
- Tracking resources is essential for accountability as well as cost documentation and reimbursement purposes.

Planning Assumptions

- Locally owned or controlled resources will be employed first to respond to a disaster or emergency situation in the Town of Carolina Beach.
- Adequate local resources to respond to a long-term emergency may not be available in the Town of Carolina Beach.
- Some personnel, equipment, and supplies will be available initially to support the emergency response.
- County, State and Federal resources may be delayed from arriving in the Town of Carolina Beach in a timely manner due to any number of circumstances.
- The Town of Carolina Beach may have to carry out operations utilizing their own resources for the first 48-72 hours of a disaster.
- Some resources may be pre-staged near the disaster area but not able to be delivered due to travel conditions and/or personnel limitations.
- The Town of Carolina Beach may assist the county in warehouse and distribution activities.

Concept of Operations

General

- Municipal departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these resources when they are needed to respond to emergency situations.
- Security may be required for some resources.
- Staging area(s) for incoming resources will be identified in accessible areas as a mobilization point.
- The Town of Carolina Beach will coordinate the identification of resources and capabilities available in local businesses and industries and other contributing organizations and develop the necessary mutual aid agreements to acquire those resources to support the county under emergency conditions.
- The Town Manager/Emergency Management Coordinator and Finance will issue instructions for all departments to utilize in tracking the personnel and equipment resources used to respond to the disaster. During a Presidential disaster declaration, expenses incurred during the incident period may be eligible for reimbursement after the completion of Disaster Survey Reports and final review by FEMA/State Representatives. Logistics and resource management responders will track resources and costs incurred to assist with the reimbursement process.
- Resources will retain original ownership. Agencies that have day-to-day control of a resource will continue to have operational control of the resource during an emergency period.

Specific

Resources are requested through the Incident Command Post (ICP). The main tasks assigned to this annex are as follows:

- describing, inventorying, requesting, and tracking resources
- activating resource management systems prior to and during an incident
- dispatching resources prior to and during an incident
- demobilizing or recalling resources during or after incidents
- tracking costs related to resource management

Local resources are utilized first through normal channels. Once local resources are exhausted, county/regional resources should be considered. Consider resources with existing MOUs for use. Once local and regional resources are exhausted, state and federal assets can be requested through NHC EM.

Mutual Aid Agreements

Mutual aid agreements are designed to establish a legal basis for two or more entities to share resources. Mutual aid agreements may authorize mutual aid between any two willing participants. These MOUs will be updated and revised according to the terms set forth in each MOU.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained, including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agencies' contact phone numbers, unlisted numbers, pager numbers, cell phone, and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare a staffing plan to adequately support Incident Command Post (ICP) operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the Incident Command Post (ICP) when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what resources need to be procured under emergency purchase orders. Maintain a log of those purchases. Coordinate this with the Financial Management Annex.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Designate which support agencies will provide specific goods and services.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the need to establish staging areas with the transportation function.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Develop an inventory of available resources and personnel from supporting agencies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When requested, respond to the Incident Command Post (ICP), and provide for 24-hour staffing of the Incident Command Post (ICP) position when opened.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Fill all ICS roles as assigned by the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Track all incident-related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for assistance from other agencies responding to an event.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate emergency purchases between vendors and commercial sources.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Work with NHC EOC to coordinate activities with federal/state officials to procure resources that are not available within the county.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise the Incident Command Post (ICP) of County, State or Federal resources at least 12 hours prior to their need.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster-related costs according to guidance from the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize resource requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of available resources and personnel (volunteers from private or business sector) that have been called activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for the deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for an orderly shutdown of the Incident Command Post (ICP) position.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

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EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Public Health and Medical Services

Public Health and Medical Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Fire & Ocean Rescue
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Health and Human Services• Wilmington Health Carolina Beach
Private Resources	<ul style="list-style-type: none">• Urgent Care Offices• Community Clinics

External Plan Alignment to Public Health and Medical Annex:

- *New Hanover County Public Health and Medical Annex*
- *Mass Fatalities Plan*
- *New Hanover County Point-of-Distribution Plan*
- *New Hanover County Special Needs Plan*

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Introduction

Purpose

The purpose of *Functional Annex: Public Health and Medical* is to provide general protection of the public's health within the Town of Carolina Beach. This annex will provide general coordination of emergency medical services/mass medical activities to ensure the safety of life and property, as well as provide care, identification, and disposition of those impacted by a mass casualty/fatality.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with public health and medical services in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

This annex coordinates the following activities:

- The establishment of points of distribution.
- Provisions for medical countermeasures.
- Prevention of duplication of services.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- The NHC Health & Human Services, located in Wilmington, is the principal provider of public health services for the Town of Carolina Beach and New Hanover County (NHC).
- Acute care will be handled by Novant Health New Hanover Regional Emergency Medical Center (NHNHRMC) Mobile Integrated Health which provides Emergency Medical Services as well as Air Ambulance services. Patients will be transported for treatment to the appropriate medical center or hospital.
- NHC has two major medical care facilities: NHNHRMC and NHNHRMC, Cape Fear Campus, Orthopedic Hospital. The following is information regarding these facilities:
 - Both facilities operate emergency departments and offer specialized services in addition to skilled nursing care.
 - Residents requiring care in the hospital setting are typically referred to these facilities. Other specialized care is available from regional medical facilities in Greenville, Durham and Chapel Hill.
 - EMS and rescue services are provided by NHNHRMC Mobile Integrated Health.
 - NHNHRMC is designated as a Level II Trauma Center.
 - NHNHRMC EMS is dispatched by the New Hanover County 911 Communications Center.
 - NHNHRMC EMS has a Mass Casualty Plan (Section 4 MPI/Disaster, Standard 36) for response to mass casualty events.
 - During inclement weather conditions, operations of Mobile Integrated Health assets as well as rescue assets may be suspended to protect the responders. Responding agencies have inclement weather plans in place to guide this response.
 - NHC and NHNHRMC Public Information Officers (PIOs) will serve as the official spokespeople for mass casualty events.
- Home health care is provided by private agencies.

- The Special Needs Registry is maintained by the NHC Senior Resource Center. This list would be available to response personnel through the Individual Care Coordination Center (IC-3) in the event of an emergency.
- A listing of licensed long term care facilities is maintained by NHC Emergency Management (NHC EM).
- The county and/or state Medical Examiner is responsible for the disposition of the deceased.

Planning Assumptions

- A large scale or prolonged disaster/emergency period will result in increased demands on the personnel and equipment resources of the NHC HHS and other health care providers in the county and on the limited rescue capabilities available.
- During the recovery period following a major disaster, natural or manmade, the NHC HHS will focus on controlling the spread of communicable diseases resulting from contaminated water supplies, failed septic tank systems, spoiled or contaminated food supplies and unsanitary living conditions.
- A catastrophic disaster could result in multiple fatalities resulting in the establishment of temporary morgues and the need for a family assistance center.
- When local resources can no longer meet the demand of the situation, additional resource requirements will be requested through the NHC EM.
- Following a disaster in which rescue facilities are damaged, new bases of operation may have to be established, thus increasing the response time of the rescue squads and EMS units.
- In the event of a mass casualty occurrence, the county medical examiner will provide for care and disposition of remains.
- Refrigerated trucks may have to be utilized to house the bodies of mass casualty victims until identification and release to next of kin can be made.
- Inquiries from family members of victims would strain the ability of the Medical Examiner's office to make timely notification of next of kin. NHHHRMC has a plan in place for a hospital facility Family Reunification Center to relieve that burden.

Concept of Operations

General

- The NHC HHS provides public health services in NHC and the Town of Carolina Beach. They are also responsible to coordinate operations conducted under this annex with emergency partners.
- NHHHRMC provides medical services in NHC. They provide hospital and Mobile Integrated Health services for critical acute care.
- Homebound patients cared for by home health care services and those populations in licensed long term care facilities are the responsibility of the agency/facility rendering services to them at the time of the disaster. Plans must be in place for their care at the facility level.
- The Individual Care Coordination Center (IC-3) may provide assistance to those needing medical shelter assistance when deemed appropriate.
- NHC HHS and NHHHRMC will coordinate with the county PIO or Joint Information Center (JIC) concerning the distribution of disaster related health procedures and advisories.
- Public Health and Medical Services may require additional modifications and have specific information needs for segments of the population with Access and Functional Needs (AFN) such as:



Source: US HHS/ASPR Functional Needs Factsheet¹

Specific

NHC Health & Human Services

Public health services in NHC are directed, operated, and coordinated by the Director of NHC HHS. NHC HHS will do the following:

- The HHS Director will coordinate with Trillium Health Resources to provide Critical Incident Stress Management (CISM) teams in shelters.
- The Strategic National Stockpile (SNS) is available from the Centers for Disease Control (CDC) via NC Emergency Management. HHS will request, manage, and distribute this asset as needed.
- Coordinate healthcare operations in emergency shelters with ARC, Salvation Army, etc.
- Provide health inspections, emergency immunizations, and control communicable diseases.
- Provide inspections of damaged areas and shelters in order to monitor food preparation, restroom facilities, pest control, sanitation, immunizations, and water purification needs.
- Inspections of mass care facilities, when requested.
- Assist in establishing temporary morgue when needed.
- Ensure crisis counselors are available to provide services to the public and responders.
- Assist ARC with disaster welfare inquiries.
- Ensure that care facilities have plans in place to care for their populations.
- Inspect food and water supplies, sanitation, and mass feeding locations in NHC.
- Provide a representative to the NHC EOC when required.
- Implement effective environmental health, nursing, and health education practices to minimize the incidence of disease and illness.
- In cooperation with state and private labs, oversee testing of water supplies.

Emergency Medical Services

- Paramedics will make house calls.
- Local transport resources are not available to manage the movement of all non ambulatory persons within the community.

Mass Fatalities

Operations for mass fatality events will be coordinated by NHC EM. Temporary morgue(s) will be organized and administered by the NHC Medical Examiner and supported by funeral home staff available in NHC.

¹ <https://www.phe.gov/Preparedness/planning/abc/Pages/AFN-FactSheet.aspx>

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- The lead and supporting agencies should be involved with health and medical planning, training, and exercises when appropriate.
- Organizations will maintain a call back list of staff, updated memorandums of understanding, mutual aid agreements with supporting agencies, and facility checklists.
- Organizations responsible for providing emergency health and medical services are responsible for maintaining the capability to do so. Specific planning efforts may include developing and maintaining the plans, procedures, checklists, contact lists, and other materials needed to implement the health and medical function.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communication if primary means of communications is disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify secondary hazards that may threaten responders and plan to overcome these hazards.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan to adequately support operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Assess the needs of special care groups in cooperation with the NHC EOC, which will work with Individual Care Coordination Center (IC-3), home healthcare agencies, long term care facilities, and other groups providing care to special needs individuals.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for information on public health concerns, and coordinate with NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare to release public health advisories in conjunction with the county PIO or NHC JIC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for rescue/mass casualty assistance, and coordinate with NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Begin to assess situation and develop report to be delivered at the Incident Command Post (ICP) briefing outlining operational status.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with the other Incident Command Post (ICP) functions for restrictions on search/disaster areas, transportation needs, resource needs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine the need for specialized equipment/resources and request suppliers of this equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Maintain responsibility for the coordination of services, equipment, and personnel to meet the health and medical needs of the disaster victims.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Monitor food/drug safety, radiological hazards, chemical hazards, water quality, wastewater disposal, solid waste disposal and vector control items in coordination with the NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate release of health advisories with the county PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Monitor requirements of those with AFN in cooperation with the Individual Care Coordination Center (IC-3) and NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to respond to emergency medical calls as conditions permit.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine any need for additional health and medical resources.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate and direct the activation and deployment of voluntary resources of health, medical, personnel, supplies, and equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Warn the public of contaminated water supplies and methods to purify water via PIO or JIC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide coordination of NHHNHRMC, medical equipment, supplies, nurses, pharmacy services, environmental HHS, staff, nutritional services, mental health workers, crisis mental health workers in shelters, volunteer health workers, dental services, emergency immunizations and public information releases.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track daily costs and develop expense reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish response criteria when major hazards pose threat to responders.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Coordinate activities with other Incident Command Post (ICP) functions to obtain support for operations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Request air evacuation of severely injured victims, when required.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist with notification of next-of-kin, if requested, for mass casualty events in coordination with the NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to update the PIO on the status of operations. Continue to provide briefings to the Incident Command Post (ICP) staff.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If mass casualty events occur on waterways, coordinate activities with the appropriate agencies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Request divers when needed for body recovery if safe diving conditions exist.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Monitor conditions for health and medical concerns.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If emergency purchase of critical items is required, work with Incident Command Post (ICP) to procure.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Release advisories on water, wastewater, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Assist in identifying locations and obtaining potable water and portable toilets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist with victim identification and mortuary services. Notify next of kin, when requested, and coordinate with NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that deaths are investigated and scenes secure.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to ensure security for mass casualty sites.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries to responders, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Begin process to ensure re-supply to expended supplies consumed during responses.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for orderly shut-down of emergency operations and return to normal operations. Release responders to return to base.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that disaster victims evacuated from the disaster area have been returned to their place of residence (to include bedridden, homebound, etc.)			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in the review of operations during county-led after-action review. Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
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ICP	Incident Command Post
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JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan Functional Annex: Search and Rescue

Search and Rescue Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Fire & Ocean Rescue• Police Department
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Emergency Management• New Hanover County Sheriff's Office• New Hanover County Fire Rescue• Local and Regional Search and Rescue Teams
Private Resources	<ul style="list-style-type: none">• Private Aircraft• Private Boats

External Plan Alignment to Search and Rescue Annex

- *New Hanover County Search and Rescue Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Search and Rescue* is to provide a method for coordinating the activities of the agencies responding to an emergency involving searches for lost or missing people in the Town of Carolina Beach. This includes structural collapses, missing persons, boaters, or aircraft incidents. This section outlines the coordinated operations necessary for a successful search, include providing medical assistance to victims upon rescue. This annex serves as a support to the Town of Carolina Beach's Emergency Operations Plan (EOP).

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Search and Rescue in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

This annex applies to incidents beyond those conducted through routine operations and standard cooperating agreements. This annex applies when a search and rescue operation require the activation of the EOP.

Coordination activities may include:

- The rescue of individuals confirmed to be missing through law enforcement investigations.
- Water rescues of missing persons.
- The rescue of persons from structural collapse or other disaster related incidents.
- Coordination of local, state, and federal search teams.

Situation

- SAR incidents may be crime scenes and evidence preservation and collection procedures are in place.
- Clear and consistent communications will be critical between searchers and law enforcement for an effective SAR operation.
- The most common SAR missions involve lost persons, missing aircraft, and missing watercraft.
- Mission scope varies from a small team looking for a lost senior adult to a full-scale operation with multiple entities responding.
- Dive search and recovery efforts may be undertaken due to the area's extensive waterways. Diving operations require extreme caution due to currents, debris, vessel traffic, and water clarity.
- Resources available within New Hanover County (NHC) for SAR are listed in the NIMS Typed Resources Inventory Manual.
- North Carolina Task Force 11 Urban Search & Rescue (USAR) team is located in NHC. Supplies, equipment and personnel can be shared with local response agencies.

Planning Assumptions

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

Concept of Operations

General

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

Specific

Missing Persons Response Continuum

Once local law enforcement determines that the person is missing, a search may be necessary. Local law enforcement may coordinate with local fire departments to search for missing persons as directed through the investigation. This may occur as a part of routine operations.

During the investigation and response, responders may determine the need for additional resources exists. Once that occurs, responders will activate the EOP and this annex.

If the SAR mission is a part of an emergency or disaster (tornado, building collapse, hurricane, etc.) this annex will be activated as soon as any missing people are reported.

Urban Search and Rescue

North Carolina Task Force 11 Urban Search & Rescue (USAR) team is located in NHC. Supplies, equipment, and personnel may be shared with local response agencies.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departamental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.

- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager numbers, cell phones and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan for to adequately support operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Refer questions concerning the disaster or emergency situation to the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the Incident Command Post (ICP), when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with agencies outside of the disaster area to ensure their resources are available and will be committed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Fill all ICS roles.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Designate command posts and/or staging areas, if needed. Ensure that operations are conducted in alliance with SAR Teams.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for assistance from other agencies responding to an event.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide information to the PIO for release to media representatives.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster related costs according to guidance from the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize resource requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain list of available resources and personnel (volunteer from private or business sector) that have been called activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that loaned equipment to SAR teams is returned to proper sources.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Hazardous Materials

Hazardous Materials Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Fire & Ocean Rescue
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Fire Rescue• New Hanover County Emergency Management• Wilmington Fire• New Hanover County Sheriff's Office• New Hanover County Health & Human Services - Environmental Health
Private Resources	<ul style="list-style-type: none">• Industrial Emergency Response Teams• New Hanover County Local Emergency Planning Commission• Local Clean-up Contractors

External Plan Alignment to Hazardous Materials Annex:

- *New Hanover County Hazardous Materials Annex*
- *New Hanover County Hazardous Materials Plan*
- *2021 Hazardous Materials Commodity Flow Study*

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Introduction

Purpose

The purpose of *Functional Annex: Hazardous Materials* is to provide additional information for a response to a hazardous material emergency and assist the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act – Superfund Amendments and Reauthorization Act (SARA) Title III of 1986. Additionally, this section provides for a coordinated response to hazardous materials incidents by placing available hazardous materials resources into action in the impacted area.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Hazardous Materials response in New Hanover County (NHC). Specific operating procedures and protocols for individual agencies and municipalities are addressed in documents maintained by those organizations. This annex is focused solely on the municipal response and recovery operations, as applicable.

Coordination activities may include:

- Response to any hazardous material, including a response to an oil related incident.
- Coordination of local, state, and private hazardous materials response teams.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- Oil and hazardous materials emergencies could occur from any one of several sources including the transportation, storage, or manufacturing of such materials.
- The routes most often used to transport hazardous materials in and through the Town are; U.S. Highway 421 and the Cape Fear River and tributaries.
- Firefighters are usually the first responders to incidents involving hazardous materials and are limited in their response capabilities to conduct offensive measures.
- Victims of hazardous materials accidents may require unique or special medical care not typically available in the county or area. Hazardous materials emergencies may occur without warning requiring immediate response actions and may result in short/long term health, environmental and economic effect.
- The LEPC in NHC has been established in the county by the State Emergency Response Commission (SERC) to assist in identifying the magnitude of the chemical hazard present in the community, assess the vulnerability of the community to the hazard, and provide planning guidance for emergency response to hazardous materials events.
- The LEPC receives the North Carolina (NC) Community Right to Know Tier II reports by E-Plan submission. Facility emergency response plans submitted to the LEPC are filed with New Hanover County Emergency Management (NHC EM) and with local fire departments by the reporting organization. Tier II reports submitted to E-Plan by the facilities that report to the LEPC are maintained in the E-Plan database and can be accessible by submitting a request to NHC EM authorized personnel.
- The City of Wilmington Fire Department operates a Hazardous Materials Team. This Team also serves as the NC Regional Hazardous Materials Response Team (RRT II) when responding to hazardous materials events outside of the county. The NC Division of Emergency Management provides sponsorship of the team.
- Cleanup of an oil and/or hazardous materials spill is the duty of the responsible party. The responsible party is required to notify the National Response Center (1-800-424-8802) of the event.

Planning Assumptions

- Planning and training prior to an accident will significantly reduce the risk of loss of life to response personnel.
- Emergency response personnel are knowledgeable in the use/availability of local resources.
- The oil and/or hazardous material involved in an accident can be identified within a reasonable period of time from the owner of the facility or the vehicle, from the shipping documents, from the properties of the material itself or from information provided pursuant to Title III or the N.C. Right to Know Act.
- For hazardous materials incident at fixed facilities, it is assumed that the facility involved in a hazardous material accident will attempt to provide all information required by SARA, Title III, Section 304.
- The North American Emergency Response Guidebook (ERG) or an equivalent document, either alone or in combination with other information sources, can be used as a guide for initial action to be taken to protect the responders and the general public when responding to incidents involving hazardous materials.
- For events occurring within or posing a threat to the navigable waterways under the jurisdiction of the U.S. Coast Guard (USCG), the USCG will be the lead agency in coordinating response efforts and is the pre-designated On-scene Coordinator (OSC) for pollution response in the Coastal Zone. All discharges or releases, or a substantial threat of such discharges or releases of oil or hazardous substances originating within the Coastal Zone are the responsibility of the USCG OSC. Included are discharges and releases from unknown sources or those classified as “mystery spills.”

Concept of Operations

General

- The New Hanover County Hazardous Materials and Emergency Planning Commission (LEPC) has been established at the county level to identify the magnitude of the local hazard, assess the vulnerability of the community to that hazard, and provide planning guidance for emergency response. Representation on the LEPC 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. At each covered facility, as defined by SARA, Title III, Section 302, a Facility Emergency Coordinator will be identified to serve as the point of contact as defined by SARA, Title III, Section 303(d)(1). This Facility Emergency Coordinator will provide the necessary emergency response information on the facility to the planning committee.
- There are several types of incidents involving a response to oil or hazardous materials that responders could be faced within the Town of Carolina Beach, directly or indirectly. Hazardous materials incidents may involve:
 - Fixed facilities
 - Ship/barge casualties or improper cargo handling
 - Vehicular accidents
 - Unknown material on beaches
- The level of response will be determined by:
 - The amount and toxicity of the material involved in the accident or the release.
 - The population, property or environment threatened, and the level of protective equipment required for the involved substances.
 - The type and availability of protective equipment required for the release material.
 - The probable consequences if no immediate actions are to be taken.
- Incident command will be implemented on an appropriate scale at the scene of every hazardous material event in the Town of Carolina Beach.

- Municipal responders recognize the role and authority of the NC Department of Environmental Quality, the US Coast Guard, and the US Environmental Protection Agency in Oil and/or Hazardous Materials response.

Specific

Hazardous Materials Assets

Hazardous Materials Team

All firefighters are trained minimally at the Operations Level of hazardous materials response. More advanced training is required of the firefighters on the City of Wilmington Fire Department's hazardous materials team. The Wilmington hazardous materials team members are trained at the Technician Level, with many trained beyond that to the Specialist Level. This team is a local asset for response and can be activated locally through the Team Coordinator.

The State of North Carolina has placed seven Regional Response Teams (RRT) around the state. The Wilmington Fire hazardous materials team is RRT-2 and is tasked with responding to incidents in the region surrounding NHC. The RRT will provide emergency response to stabilize the situation (i.e. secure the discharge, prevent the spread of the material, protect storm drains etc.). Once the scene is stabilized the responsible party's response contractor will conduct the remediation.

Resources

Resources for hazardous materials responses from public sources are catalogued in the NHC WebEOC resource list.

The City of Wilmington maintains a foam trailer, bulk foam supplies, and an industrial pump for foam applications. This asset may be called upon when needed through the Team Coordinator.

Hazardous Materials Response

Hazardous materials response is coordinated through county and municipal fire departments as well as the LEPC and NHC Emergency Management. The details of the response from initial contact to incident assessment, through cost recovery is detailed in the *New Hanover County Hazardous Materials Plan*.

Incidents are classified according to level of risk according to the Incident Commander's assessment.

Level I (Potential Emergency Condition) is an incident which can be controlled by the first response agencies, does not require evacuation of other than the involved structure or immediate outdoor area, and does not suggest that major environmental damage will occur.

Level II (Limited Emergency Condition) is an incident that involves a critical hazard with a potential threat to life or property, requires a limited evacuation of the surrounding area, or suggests that major environmental damage could occur. Initial response to the incident can be adequately handled by the jurisdiction's resources.

Level III (Full Emergency Condition) is an incident that involves a severe hazard or large area, poses an extreme threat to life and property, and will probably require a large-scale evacuation. Level III includes an incident requiring a combination of expertise or resources from local, state, federal and private agencies/organizations.

NHC EM serves as the notification and response entity for the local LEPC. The response of NHC EM to hazardous materials incidents is detailed in the NHC EM On-Call Ops Guide. This guide details the role staff will play in required reportable release notifications as well as activation of hazardous materials assets. This document may be obtained from NHC EM.

Hazardous Materials Tier II Reporting

As required by state and federal law, facilities with more than the threshold planning quantity (TPQ) of an extremely hazardous substance (EHS) must report this to the State Emergency Response Commission (SERC) and the NHC LEPC in E-Plan (www.erplan.net) and actively participate in the preparation of emergency plans in coordination with their LEPC. In NHC, the information gathered in the Tier II reports is collected by NHC EM and made available to the LEPC and the public. Submissions must be completed through E-Plan. Electronic Tier II reports can be downloaded into the Cameo-Marplot-Aloha program to automatically map the chemicals in the county as well as establish evacuation and/or shelter-in-place scenarios.

Any facility that has a chemical release exceeding the reportable quantity as detailed in the EPA's [Consolidated List of Lists](#) must immediately notify the State Emergency Responses Commission (SERC) at 800-858-0368 and the NHC EM. In addition, any chemical identified as a "hazardous substance" under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) requires immediate notification to the National Response Center (NRC) at 1-800-424-8802. Certain follow up notifications may also be required.

Facilities with more than a threshold quantity of certain chemicals must submit a detailed chemical inventory list or Safety Data Sheet (SDS) information to the SERC within 15 days of the chemicals coming on site. Federal laws allow LEPCs and local fire departments to determine their own requirements for notification. Many, but not all, local jurisdictions in North Carolina follow the federal Section 311 requirement of 90 days after a chemical comes on site.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster-related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to IC or the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key county and state agency's contact phone numbers, unlisted numbers, pager numbers, cell phones and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Maintain access to and train on the use of WebEOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine status of local clean up contractors. If not available, determine where the nearest units are located and estimated time to arrive in the Town.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist the PIO in developing advisories and media releases concerning hazards associated with potential spill/accident locations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the response to hazardous materials spills. Assess the situation and report to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure the availability of medical monitoring for hazmat teams, if required.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify locations which may pose hazardous materials concerns and report to Incident Command Post (ICP) representatives.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Monitor and report roadway conditions for traffic delays and detours.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what resources need to be procured under emergency purchase orders. Maintain a log of those purchases. Coordinate this with the Financial Management Annex.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with agencies outside of the disaster area to ensure their resources are available and will be committed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide list of available personnel and resources to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Fill all ICS roles as assigned by IC or the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the response units and actions through on-scene units.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise the PIO of the situation and need for media response and protective action recommendations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what outside resources will be required to assist local resources. Request assistance from NHC EM, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify local clean-up contractors to be on standby, if applicable.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate response actions with the other functions as necessary (fire/rescue, transportation, shelter/mass care, etc.).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Contact appropriate company officials to determine the extent of danger of hazardous materials.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When appropriate, ensure that US Coast Guard has been notified of the event.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Determine the type of sheltering actions to be taken and coordinate with the American Red Cross and NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify medical care facilities of the type of hazardous materials if injuries are involved.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that medical monitoring of hazardous materials responders is provided on-scene, and that follow-up evaluations take place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain coordination activities with NHC and municipal officials.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate activities with regional teams that may be dispatched to the disaster area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize resource requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track the resources that have been committed to specific missions and plan for re-deployment upon release, when necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain list of available resources and personnel (volunteer from private or business sector) that have been called/activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to assess the environmental impact in coordination with other agencies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Designate staging areas for clean-up contractors and equipment, if needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with law enforcement to keep area closed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with the PIO to provide updates to media representatives.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that the costs of the response have been tabulated for billing of the responsible party.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If hazardous materials affect any waterways, coordinate with the county and U.S. Coast Guard.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Return units to base when no longer required.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/>

			Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that agencies have maintained logs of mileage and time of personnel utilized to respond to disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Authorities and References

The following are specific references and authorities relative to the operation of this annex:

- Emergency Planning and Community Right-to-Know Act of 1986; Title III of the Superfund Amendments and Reauthorization Act of 1986.
- N.C. Executive Order 43, North Carolina Emergency Response Commission, April 7, 1987.
- N.C. General Statutes, Chapter 166A.
- DOT Emergency Response Guidebook (DOT P 5800.4).
- Hazardous Materials Emergency Planning Guide, NRT-1, March 1987.
- Guide for the Development of State and Local Emergency Operations Plans, CPG 1-8, October 1985.
- N.C. Occupational Safety and Health, Hazardous Waste Operations and Emergency Response Standard (13 NCAC 7F.0101 and 0103).
- Title 49 of the Code of Federal Regulations (49CFR)
- USCG Southern Coastal Area Contingency Plan (ACP)

- Emergency Response to Terrorism Job Aid (DOJ, FEMA, and National Fire Academy)
- US EPA Regional Response Plan (Region IV)
- Wilmington Fire Department Emergency Operations SOG

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration

NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Agricultural, Historical, and Natural Resources

Agricultural, Historical, and Natural Resources Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none"> • N/A
Supporting Agencies	<ul style="list-style-type: none"> • New Hanover County HHS • New Hanover County Sheriff's Office- Animal Services Unit • New Hanover County Emergency Management • New Hanover County Cooperative Extension • New Hanover County Department of Social Services • New Hanover Humane Society • New Hanover County Soil and Water Conservation District • New Hanover County North Carolina County Extension and Arboretum
Private Resources	<ul style="list-style-type: none"> • Local Veterinarians • Saving Animals During Disasters

External Plan Alignment to Agricultural, Historical, and Natural Resources Annex:

- *New Hanover County Agricultural, Historical, and Natural Resources Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Agricultural, Historical, and Natural Resources* is to coordinate the Town of Carolina Beach's response to incidents involving agricultural resources, historical assets, and natural resources. This annex is intended as a guide to assisting with animal care as well as the care of the environment and historical assets before, during, and after a disaster.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Agriculture, Historical, and Natural Resources response in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

Response activities may include:

- Response to animal related emergencies including animal disease and food supply related issues.
- Assessment, response, and preservation of historic places and items of historic significance.
- Assessment, response, and preservation of natural resources.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- Carolina Beach does not operate any emergency shelters in the town. Residents and pets are sheltered according to the New Hanover County (NHC) Emergency Operations Plan (EOP).
- Carolina Beach has 3 facilities registered with the National Register of Historic Places.
- Carolina Beach relies on NHC Health and Human Services (HHS) for public health and vector control services. These services are not available at the local level.
- Carolina Beach will comply with requirements set forth in the Pets Evacuation and Transportation Standards Act of 2006 (PETS Act) in coordination with NHC.
- The ASU is under the direction of the Sheriff's Office and is relied upon to handle stray, unwanted, sick, and injured pets within NHC, as well as its municipalities.
 - ASU is staffed with Animal Service Officers, operating out of the animal shelter located on Division Drive. The animal shelter is limited in its ability to house cats and dogs. No large animals can be cared for at this facility. This facility is not hardened against high hurricane force winds, but it does have a back-up power supply.
- In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals.
- If NHC opens emergency shelters, provisions have been made for evacuees to be sheltered in the same facility as their companion animals. There will be a Pet Co-Location Shelter at Trask or Noble Middle School. County ASU provides core management staff for the pet side of the Co-Location Shelter and works in cooperation with NHC Emergency Management (EM) and NHC Schools on planning and logistics for the Pet Co-Location Shelter.

Planning Assumptions

- Many people are reluctant to abandon their pets during times of disasters. If unable to take their pets with them, they may elect to remain in unstable structures or vehicles in harm's way.

- Some people will abandon their pets during disasters. Pets that are left at home may not survive the disaster. Some will bring them to the animal services facility and not return to pick them up.
- Many animal shelters, veterinarian offices, and boarding kennels will probably be at capacity and should not be considered as an alternate source of animal evacuation assistance.
- Evacuation of large animals and exotics must be carried out well in advance of any hurricane watch. Owners of these animals must be responsible for moving and providing for these during disasters.
- Pre-disaster education and guidance is extremely important to ensure that the public has time to plan to care for their pets.
- Historical resources and items of historical significance must be cared for in the event of a disaster. Pre-planning for the holders of these items and sites is critical.
- Natural resources are vulnerable during disasters. Pre-planning regarding mitigation measures as well as effective recovery is essential.

Concept of Operations

General

- Animal owners should remain the primary caretaker of their pets. Every effort should be taken by the individual to maintain and care for their pet. The Town of Carolina Beach and County should only be utilized when all viable alternative options have been exhausted.

National Register of Historic Places

The following properties are listed in the National Register of Historical Places as being located in the Town. These facilities will require mitigation and recovery activities be completed in compliance with regulations for these types of facilities. They may also house collections of historic items which will need to be preserved.

Reference Number	Property Name	City	Address	Listed Date
97000165	Homesite (31Nh95**1)	Carolina Beach	Address Restricted	3/13/1997
97000256	Joy Lee Apartment Building and Annex	Carolina Beach	317 Carolina Beach Ave., N.	4/3/1997
97000166	Newton Homesite and Cemetery	Carolina Beach	Address Restricted	3/13/1997

Agriculture and Animals

- Carolina Beach does not operate animal shelters during emergency situations.
- Carolina Beach relies on NHC to shelter animals according to the NHC EOP.
- For issues with animals not considered household pets or livestock, contact the NHC Emergency Operations Center (EOC). The NHC EOC will coordinate with appropriate services for exotics, reptiles, and other animals not considered pets.

Animal Services Unit (ASU)- NHC Sheriff's Office

- Animal care advisories will be issued by the NHC Public Information Officer (PIO) or the Joint Information Center (JIC) in consultation with ASU and other animal experts.
- The ASU Division Commander or designee will coordinate the efforts of paid and volunteer organizations in providing services for animal welfare issues including temporary sheltering of

pets. Surge staffing may come from county personnel, or Volunteer Intervention Prevention Response (VIPR) volunteers.

- The ASU Division Commander or designee will provide advice and information to the NHC Emergency Operations Center (EOC) and county officials regarding animal control issues.
- The ASU Division Commander or designee may be requested to report to the NHC EOC, if necessary.
- Maintain a list of veterinary service providers in and around NHC.
- ASU does not provide care for reptiles.
- ASU also has the ability to respond to alligators when they are found in areas where they pose a threat to the public. ASU would coordinate this with NC Wildlife.
- ASU will consult with local rescues and private resources to transport and house animals outside the scope of care provided at the Pet Co-location shelter. NC Wildlife will help with wildlife complaints on a case-by-case basis.
- ASU will also coordinate with the Charlottesville Society for the Prevention of Cruelty to Animals (SPCA) in Charlottesville Virginia for use of their large trailers to remove animals from the county if needed.

Pet Co-Location Shelter

- In the event shelters are opened for residents evacuating their homes, NHC will also provide a shelter location where pets and pet owners can be sheltered in the same facility.
- Pet owners may keep their pets at the shelter if they have all of the necessary items to contain and care for those animals. They are kept in a separate area from the area where people are housed.
- Owners of pets need to have any special care instructions available, portable pet carriers, leashes, collars, identification, medications and muzzles, if necessary. Carriers can be utilized as safe kennels for evacuated pets.
- Back-up shelter locations are also available if needed depending upon the volume of pets needing shelter.
- The Pet Co-Location Shelter is capable of housing 80 dogs and 36 cats. Additional space is available at back-up locations; however, these animals would be separate from owners.
- The animal services facility will house pets on a first come, first serve basis until space is no longer available.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP), as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to Incident Command Post (ICP), as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist citizens with education and awareness regarding animals before, during and after a disaster situation. Educate citizens on the need to develop pet care plans.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist the PIO in developing advisories and media releases concerning animals, historic and cultural resources.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the status of any natural resources which may be impacted by the incident.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the historical assets which may be impacted by the incident.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the need to assist large animal owners and exotic animal owners evacuating or in the path of a hazard.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the potential or actual impact to historic assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate response actions with the other functions as necessary (fire/rescue, transportation, shelter/mass care, etc.).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster-related costs according to guidance from the Town.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Prioritize resource requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain list of available resources and personnel (volunteer from private or business sector) that have been called activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for reunification actions following disaster. Coordinate request for animal reunification with citizens, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that the costs of the response have been tabulated for billing of the responsible party.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Develop a plan for the priority replacement of any damaged or destroyed assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach's EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach's EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Authorities and References

The following are specific references and authorities relative to the operation of this annex:

- PETS Act: <https://www.congress.gov/bill/109th-congress/house-bill/3858>

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan

EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
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SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team

SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Energy

Energy Annex Responder Roles	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC)
Supporting Agencies	<ul style="list-style-type: none">Duke EnergyNew Hanover County Emergency Management

External Plan Alignment to Energy Annex:

- New Hanover County Energy Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Energy* to provide operational guidance for Town of Carolina Beach to address events that threaten a disruption in energy supply and ensure continued operation of essential governmental services. An additional objective of this section is to reduce the impact of disruptive energy events by understanding energy and fuel needs and maintaining a strong relationship with utility providers.

This annex is a functional component of the Town's Emergency Operations Plan (EOP). This plan is not intended to take the place of any emergency plans and procedures that the agencies tasked in this document with responsibilities may have. Rather it is designed to complement such plans and fortify positive operational interactions among the agencies noted.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Energy response in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.

Coordination activities may include:

- Coordination with utilities and fuel suppliers to meet emergency needs.
- Coordination with state officials to prioritize energy consumption.
- Create strategic plans for energy use and restoration.

Situation

- The Town of Carolina Beach has limited capabilities, and will rely on New Hanover County and regional partners regarding this annex.
- Information from the United States Department of Energy shows the following events to be the most common energy emergencies:
 - Power Disruption: weather or natural events including hurricanes, tropical storms, tornadoes, and earthquakes.
 - Petroleum disruptions: equipment failure including, compressor outages, pump failures, equipment leaks, boiler system failures and other mechanical failures. Following equipment failures, power failures was the next largest cause of disruptions, thus further illustrating the interdependency between petroleum and electricity.
 - Natural gas asset disruptions were also mainly cause by equipment failure, power failure or were weather related.
- Some additional events that may cause energy disruptions include:
 - Electricity: capacity reduction that usually occurs during extremely hot or cold weather when demand is high.
 - Natural Gas: reduction or interruption of natural gas supplies from the pipelines in quantities that would prevent the provision of service to all customers, the peak day supply of natural gas proves to be insufficient; or the distribution company experiences a system failure.
 - Petroleum: Current events in the Middle East increase the likelihood of a petroleum product shortage. Hurricane Katrina exemplified the effect that a catastrophic weather

event can have on petroleum product supplies throughout the United States, even if North Carolina is not directly impacted by the weather event.

- Cybersecurity issues ranging from threats, to shutdowns, to intentional/malicious attacks.
- While the State of North Carolina sustains a vigorous emergency management function, local authorities are typically the original entities to be alerted of and respond to any emergency. This includes an energy emergency.
- The degree of the energy emergency dictates the response level, however at a minimum; those listed as responsible in this annex will be called upon to assist in response efforts. This assistance may simply be monitoring the event and providing feedback to appropriate Town of Carolina Beach staff.
- It is recognized that municipal governments have very limited capabilities to provide emergency power. New Hanover County (NHC) Emergency Shelters are equipped with permanent generators.
- Duke Energy is the sole electrical provider in the Town.
- The NHC Emergency Operations Center (EOC) has a working relationship with Duke Energy. They are partners in the response to an electric-related emergency. They will respond according to their policies and procedures.
- The Town of Carolina Beach has little control over the order in which utility services are restored; thus illustrating the need for self-sufficiency for a period of time.
- Information sharing and coordination between utility partners and NHC is essential.

Planning Assumptions

- A major energy emergency may cause widespread and possibly long-term power outages or fuel supply shortages.
- Events outside of the Town of Carolina Beach and County can quickly have local influence; delays in the delivery of fuels to local vendors may occur as the result of a power loss.
- Long-term power outages or fuel supply shortages may require the opening of emergency shelters.
- In major events, county, state and federal resources may be available, however the Town of Carolina Beach should ensure its critical operations can continue for 48-72 hours without such help, in the event of the inability of agencies to respond immediately.

Concept of Operations

General

Utility Coordination Operations

The Town of Carolina Beach Incident Command Post (ICP) and NHC EOC will maintain regular communications with utility providers during times where service is interrupted. The Incident Command Post (ICP) keeps an emergency telephone number to reach Duke Energy's district manager in the event of a widespread power outage. This number is specific for Incident Command Post (ICP) operations. The Incident Command Post (ICP) will advise on issues present in the service area and issues with households and businesses in the Town of Carolina Beach.

Electric services will be restored in accordance with Duke Energy's policies and procedures. The first focus for Duke Energy is the generation source (power plant) and transmission lines. The next focus is

then on substations (where voltage is lowered), distribution feeders, power poles, fuses, tap lines, transformers, and then service lines to individual homes.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review, revise and update generator list (both portable and permanent).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Update emergency fuel contract (recommend more than one source of emergency generator and vehicle fuel).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Ensure generator contracts are in place and that installed generators are operational and have adequate fuel.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review, revise and update minimum fuel requirements information.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 1 Activities- Normal, No Disruption			
Preparedness Actions	Notes	Responsible Party	Status
Monitor local, regional, national and international events that may affect the Town's energy supply (fuel & electricity).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitor fuel & electricity consumption to have an up-to-date understanding of minimum operating requirements and costs.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Train personnel and equip them to respond to energy emergencies; host energy emergency exercise.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain and update contact list of public and private sector contacts.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist the PIO in developing advisories and media releases concerning energy.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the Incident Command Post (ICP), when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what resources need to be procured under emergency purchase orders. Maintain a log of those purchases. Coordinate this with the Financial Management Annex.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Provide list of available personnel and resources to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 2 Activities- Mild- Event with potential for disruption			
Preparedness Actions	Notes	Responsible Party	Status
Determine the nature, extent, and expected duration of the event.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the impact of the potential disruption on supply and prices and prepare for continuous monitoring.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Primary gasoline providers may be contacted to gather information on supply, prices, and event dependent.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When requested, respond to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prioritize resource requests to ensure that the most critical are met first.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify staging areas for resources that may be sent into the affected area for support.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 3 Activities- Intermediate or Moderate- Likely or imminent disruption			
Preparedness Actions	Notes	Responsible Party	Status
Continue to monitor and analyze supply and demand of affected commodity. Data collected during this analysis may be presented to Town leadership with a recommendation that voluntary conservation measures be implemented.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

If such measures are recommended, PIO will disseminate such information as deemed necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Town staff will monitor the effects of such conservation measures to determine if they are affective in alleviating the shortage. If so, no additional action is required unless mandated by the state or federal government. If the voluntary measures are not sufficient, mandatory measures be taken. A state of emergency may be declared.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Define the source and details of the event or incident and include information on the specific utility involved, area(s) impacted, cause (if known) and expected duration. This information will be disseminated by the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
If necessary, activate other functions, such as Mass Care.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Implement emergency fuel supply and generator contracts, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Level 4 Activities- Severe- Disruption has occurred and may last more than 1 week

Preparedness Actions	Notes	Responsible Party	Status
All activities listed in previous levels will continue.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Upon receiving recommendations from this annex, the Town leadership will ask the public to implement additional voluntary conservation measures. This will be communicated by the PIO.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Contact will be made with the effected utility and if they are planning to take additional measures this annex will coordinate with the PIO			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Conduct a post-emergency evaluation of the emergency actions taken.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
An evaluation report that summarizes the actions that were taken, and their effects will be developed by those responding to this annex. Based on the results of this report, the Town will revise portions of this annex as deemed necessary.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with the PIO to provide updates to media representatives.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that the costs of the response have been tabulated for billing of the responsible party.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan for the priority replacement of any damaged or destroyed assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems

IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard

UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan Functional Annex: Public Safety and Security

Public Safety and Security Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Police Department
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Sheriff's Office• New Hanover County 911 Communications Center
Private Resources	<ul style="list-style-type: none">•

Internal Plan Alignment to Public Safety and Security Annex:

- *Bridge Closure Plan*
- *Re-Entry Plan Annex*
- *Emergency Evacuation Plan Annex*

External Plan Alignment to Public Safety and Security Annex:

- *New Hanover County Public Safety and Security Annex*
- *Multi-Agency High Threat Response Plan*
- *New Hanover County Emergency Response Plan for the Brunswick Nuclear Power Plant*

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Introduction

Purpose

The purpose of *Functional Annex: Public Safety and Security* is to provide for facility and resource security; security planning and technical resource assistance; coordination of law enforcement activities; and traffic control and security of vital facilities during emergency and disaster situations impacting the Town of Carolina Beach. This annex also includes the policies and procedures to be used by government agencies to disseminate warnings and to support response efforts following an actual or potential disaster occurrence.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with public safety and security in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

Coordination activities may include:

- Implementation of the Town of Carolina Beach law enforcement mutual aid plans.
- Integration of county/state law enforcement and North Carolina (NC) National Guard resources with local law enforcement resources.
- Collection and dissemination of information and intelligence related to the disaster and potential problem areas in the community.

Situation

- The Carolina Beach Police Department is comprised of 32 full-time officers and 1 part-time officer along with a full-time Administrative Assistant and a full-time Records Specialist.
- The New Hanover County 911 Communications Center (911 Center) is located at 230 Government Center Drive, Wilmington, NC. This facility is operational 24 hours per day and receives initial warnings. Public inquiries are received at this facility and warnings are disseminated to emergency responders.
- Federal law enforcement agencies operating within NHC are the US Federal Bureau of Investigation, US Secret Service, US Federal Marshals Services, US Bureau of Alcohol, Tobacco and Firearms, US Drug Enforcement Administration, US Immigration and Customs Enforcement and the US Coast Guard.
- Telecommunicators in the NHC 911 Center receive and dispatch traffic in accordance with their policies and procedures. The communications network and its associated components are dependent upon services provided by AT&T, Motorola, and various cellular phone providers.
- The 911 Center and County EOC have dedicated connection links to the Brunswick Nuclear Plant (BNP) through Duke Energy's Duke Emergency Management Network (DEMNET) communications system.

Planning Assumptions

- Local law enforcement resources would quickly become overwhelmed by having to provide traffic control services, security operations and continuing routine patrols/responses. When local law enforcement agencies are overwhelmed, other law enforcement resources may be assigned to provide support to local forces. Following a disaster event, there will be an immediate and continuous demand for routine law enforcement patrols.
- Depending upon the threat, the Town of Carolina Beach may be forced to temporarily relocate their base of operations.
- During a period of hurricane evacuation, traffic control problems will intensify. Traffic flow could be hampered by evacuation, mechanical failures, accidents, and unsynchronized traffic control lights along these routes.

- During emergency and disaster situations, the commercial telephone system may become overloaded, thus delaying incoming and outgoing calls or making calls impossible due to increased usage.
- Other assistance may be necessary to procure supplemental communications equipment and/or to locate available repair technicians following a major disaster.
- An emergency at the BNP, which affects a portion of the county, including the Town of Carolina Beach, and may necessitate the need for the manning of pre-identified traffic control points.

Concept of Operations

General

- Law enforcement operations, during times of emergencies and disasters, will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control, security of vital facility and shelter locations, warning of isolated populations and enforcement of Emergency Proclamation/Declaration.
- The NHC 911 Center is operational 24 hours per day and can initiate notification and warning of appropriate personnel by telephone, radio or pager, as required using established notification procedures.
- All law enforcement operations will remain under the jurisdiction of the senior law enforcement officer of the jurisdiction in which the emergency operation is taking place.
- Local government can utilize all communication means possible to disseminate warnings to the public in a timely manner. These methods may include one or more of the following systems:
 - The Town of Carolina Beach and the Carolina Beach Police Department utilize the CodeRED Community Notification System and CodeRED Weather Warning service
 - NOAA Weather Radio
 - Sirens, Horns, and Mobile Public Address Systems
 - Telephones (Land and Mobile)
 - Print and News Media
 - TV and Radio Broadcast
- Notification of governmental officials and/or emergency personnel by 911 Center personnel will follow their established policies and procedures.
- When any outside law enforcement agency is requested to provide support to local law enforcement, a ranking officer from that organization will be present in the Incident Command Post (ICP) and Incident Command Post to coordinate operations of their personnel.
- Law enforcement will provide security in mass shelter locations, as needed.
- Requests submitted to the Incident Command Post (ICP) for law enforcement or security forces will be coordinated through this annex.
- Shifts for law enforcement units may be coordinated through this annex.
- Curfews will be enforced within the disaster area by all law enforcement units.
- Mass arrests and field bookings may be authorized by local law enforcement.

Specific

- C.A.R.E. (Children and Resident Encounters Program) is a registry program established by the Carolina Beach Police Department to assist citizens who have special needs and is designed to promote communication while providing first responders with quick access to critical information about a person with special needs (Autism Spectrum Disorder, Alzheimer's Disease, Dementia, etc.). C.A.R.E. provides first responders with emergency contact information, detailed physical descriptors, known routines, favorite attractions/activities, and/or any other specific characteristics of an individual they may encounter.
- Security for the Incident Command Post (ICP), staging areas, shelters, vital facilities, and essential equipment locations will be coordinated by local law enforcement.

- The local law enforcement will request additional law enforcement personnel through the Incident Command Post (ICP).

Organization and Assignment of Responsibilities

This annex is not a substitute for local/departamental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Local law enforcement will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster-related costs.
- During hurricane threat or evacuation, all agencies that are assigned primary and supporting responsibilities will maintain ongoing communications with the Incident Command Post (ICP).
- Appropriate representation will be sent to the Incident Command Post (ICP), as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager numbers, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), pagers, radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Develop plans to overcome gaps in law enforcement response capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communication channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure communications have been/will be established with field units, command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare a staffing plan to adequately support operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine when conditions are unsafe for law enforcement units to respond. Advise units to seek safe shelter and remain inside when appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise the PIO when law enforcement units will not respond due to weather or other hazards.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise the PIO and Incident Command Post (ICP) of rumors.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Advise incoming law enforcement units of the potential need to be self-sufficient for a period of time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome gaps in law enforcement response capabilities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify secondary hazards that may affect responders.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a plan with circumstances under which law enforcement units will not respond in particular situations. Notify the Incident Command Post (ICP) of this plan.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what specialized equipment will be required to support coordinated law enforcement operations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what assistance will be required, best routes in and out of the disaster area and staging areas for potential law enforcement support personnel arriving from out of the municipality.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When requested, respond to the Incident Command Post (ICP) and provide for 24-hour staffing, when opened.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Receive, manage, and track resource requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure full coordination of activities with other groups within the Incident Command Post (ICP) to assist in the development and maintenance of a common operating picture.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review, and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist with dissemination of evacuation notice.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for evacuation assistance from citizens as long as it does not pose a hazard to responders in accordance with local policies.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When conditions allow the resumption of safe patrols, deploy law enforcement units on a priority basis to secure damaged buildings, deter looting, direct and control traffic movements, enforce curfews, enforce no liquor sales, maintain general order, respond to calls for assistance, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide for the use of emergency signs and other traffic movement devices.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate actions with other Incident Command Post (ICP) representatives to ensure adequate supplies of food, fuel, medical support, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to work with the PIO to issue advisories as to curfews, areas closed to spectators, re-entry times, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide security in shelters, reception areas, disaster recovery centers, disaster application centers, etc. as requested. This will be coordinated with NHC EOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Enforce security in disaster area. Limit exit and re-entry into disaster area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate with the Fire to implement the order for evacuation; respond to emergency protection of property and citizens; and assist with re-entry decisions.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to requests for search assistance for missing persons.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track daily costs and develop expense reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop situation reports to provide status of law enforcement operations at Incident Command Post (ICP) briefings.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Fill all ICS roles as assigned by IC or the Incident Command Post (ICP)			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Release information on re-entry procedures.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Control re-entry into impacted areas.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Continue to respond to normal law enforcement requests.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Enforce curfews and restrictions on sale of goods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Respond to calls regarding crimes committed in area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Account for all law enforcement resources utilized in the disaster area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue coordination of information, guidance and direction regarding areas that are impassable or uninhabitable.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Authorities and References

The following are specific references and authorities relative to the operation of this annex:

- State of North Carolina Curfews: [Article 1A. North Carolina Emergency Management Act. Part 1. General Provisions. § 166A-19.31.](#) Power of municipalities and counties to enact ordinances to deal with states of emergency.

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act

SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan Functional Annex: Recovery and Mitigation

Recovery and Mitigation Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Finance• Assistant Town Manager/Emergency Management Coordinator (EMC)
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Emergency Management• Community Nonprofit and Faith Based Organizations

Internal Plan Alignment to Recovery and Mitigation Annex:

- *Damage Assessment Plan Annex*

External Plan Alignment to Recovery and Mitigation Annex:

- *New Hanover County Recovery and Mitigation Annex*
- *Public Assistance Resources*
- *New Hanover County Disaster Recovery Plan*
- *New Hanover County Damage Assessment Plan*

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Introduction

Purpose

The purpose of *Functional Annex: Recovery and Mitigation* is two-fold. The intent of recovery is to coordinate those measures the Town of Carolina Beach must undertake to return all systems to normal or improved levels following a disaster. Effective recovery consists of a complex array of inter-dependent and coordinated actions. These actions are undertaken at several levels: individually, organizationally, communitywide, statewide, and nationally. Recovery allows for the prompt restoration of essential services, the reconstruction of damaged property, and the resumption of normal operations. Mitigation also plays a key role in recovery operations and should be done simultaneously. Mitigation provides the means for reducing the impacts of disaster events by taking actions to reduce or eliminate the risk to people and property from hazards and their effects.

This annex is a functional component of the Town's Emergency Operations Plan (EOP). This plan is not intended to take the place of any emergency plans and procedures that the agencies tasked in this document with responsibilities may have. Rather it is designed to complement such plans and fortify positive operational interactions among the agencies noted.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Recovery and Mitigation in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

Activities may include:

- Short-term and long-term recovery operations.
- Coordination of damage assessments.
- Coordination of mitigation activities.
- Provision of opportunities for public and individual assistance for those impacted by disasters.

Situation

- Most hazardous events which may affect the Town of Carolina Beach have the potential for causing damage.
- A planned damage assessment program is essential for effective response and recovery operations.
- Video, still, and digital photography both at ground and from the air should be made available as soon as possible after the disaster event.
- The Town of Carolina Beach has trained personnel in damage assessment. The magnitude of the emergency or disaster may necessitate a need for mutual aid or additional personnel to be trained in damage assessment.
- The Federal Disaster Relief Program is designed to supplement the efforts and available resources of state and local governments, voluntary relief organizations and other forms of assistance, such as private insurance.
- The President's Declaration of a major disaster or an emergency authorizes Federal assistance under the Stafford Act and activates other federal disaster relief programs.
- A full Presidential Declaration of Disaster includes:
 - Public Assistance (PA)
 - Individual Assistance (IA)
 - Small Business Administration (SBA) Assistance
 - Hazard Mitigation Grant Programs (HMGP)

- The President may declare an emergency in the absence of a Governor's request, when the emergency involves a subject area for which the federal government exercises exclusive or preeminent responsibility.
- Hazard Mitigation Grants will be available through FEMA to the county after a Presidential Declaration. The grant total will be based on the amount of the Public Assistance funds provided to the applicants.
- Mitigation activities will be conducted in coordination with existing mitigation planning documents.
- As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster-related expenses from the onset of the emergency.

Planning Assumptions

- Incorporating mitigation into response and recovery will result in cost savings and an increase in resiliency to future disasters.
- A catastrophic disaster will exceed the damage assessment resources of the Town of Carolina Beach and will require additional damage assessment personnel.
- State, county, and municipal personnel not impacted by the emergency or disaster may be available to assist with impact assessment.
- A catastrophic disaster may impede the ability of the Town of Carolina Beach to provide immediate situation reports.
- The demand for information by the media may interfere with the Town of Carolina Beach's ability to conduct damage assessment.
- Damage to the utility and communication systems may hamper the impact assessment process.
- The thoroughness and accuracy of damage assessment can affect the receipt of recovery assistance.
- Proper guidance will be provided to allow applicants into the PA and IA systems to apply for assistance in a timely manner.
- Individuals with unmet needs will be assisted through existing programs as the information becomes available.

Concept of Operations

General

- Responsibility for preliminary and detailed damage assessment lies with county and municipal governments, and other non-profit entities (if their facilities are affected).
- Accurate emergency logs and expenditure records will be kept from the onset of the disaster by each local government agency for possible reimbursement.

Specific

NC State Disaster Recovery Task Force

When disasters hit North Carolina, local governments may need state assistance as their communities recover. The State Emergency Response Team offers short-term help immediately after a disaster, while the State Disaster Recovery Task Force supports and advises state agencies, such as the North Carolina Office of Recovery and Resiliency (NCORR) and North Carolina Emergency Management, as they address long-term recovery and build resiliency.

Emergency/Disaster Declarations

- Whenever warranted, the elected officials will declare an emergency for the municipality in accordance North Carolina General Statute 166A-19.22. In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including press release to media, route alerting, or other technologies available.
- Under the authority of North Carolina General Statute 166A-19.22 “Municipal or county declaration of state of emergency, and additionally Pursuant to Chapter 2, Article V, Section 2-351 “Declaration of Emergency” of the Town of Carolina Beach Code of Ordinances governs the procedure for a Proclamation for Declaration of State of Emergency.

The Mayor, after consultation with the EMC and deliberation with the Town Council in emergency session, is empowered to proclaim that a civil emergency exists.

The Proclamation for Declaration of State of Emergency form on the following page is the document signed by the Mayor to initiate the State of Emergency at the local level.

Notification should be made immediately to New Hanover County EOC via phone or WebEOC that a declaration has been made.

Once the emergency situation has subsided, the Mayor coordinates with the Town Incident Commander and convenes the Town Council in emergency session to discuss the issuance of a proclamation rescinding the Declaration of State of Emergency.

State Emergency/Disaster Declarations

- According to NC state law, a “state of emergency may be declared by the Governor or by a resolution of the General Assembly, if either of these finds that an emergency exists.” N.C. Gen. Stat. § 166A-19.20
- State governments may also declare Pre-Disaster Emergency Declarations in order to pre-position resources and obtain federal assistance for an impending threat. This is an emergency declaration in advance or in anticipation of the imminent impact of an incident that threatens such destruction as could result in a major disaster. Such requests must meet all of the statutory and regulatory requirements for an emergency declaration request. Requests must demonstrate the existence of critical emergency protective measure needs prior to impact are beyond the capability of the state and affected local governments and identify specific unmet emergency needs that can be met through Direct Federal Assistance (DFA). Such DFA may include, but is not limited to, personnel, equipment, supplies, and evacuation assistance. Pre-positioning of assets generally does not require a declaration. Assistance made available under a pre-disaster emergency declaration will typically be Category B (emergency protective measures), limited to DFA. FEMA may require damage assessments and/or verified cost estimates if additional types of assistance are requested.

Federal Disaster Declarations

- The Governor may request a Presidential Declaration of a “major disaster,” “major emergency,” or a specific Federal Agency Disaster Declaration (SBA, Department of Agriculture, US Army Corps of Engineers) to augment state, local and private relief efforts.
- When the President issues a “Major Disaster Declaration,” two basic types of disaster relief assistance are authorized:
 - Individual Assistance (IA) includes:
 - Temporary housing (100% Federal Dollars)
 - Individual/family grants (IFG) 25% state and 75% federal dollars
 - Disaster unemployment assistance
 - Disaster loans

- Legal services to low-income families
- Consumer counseling & assistance in obtaining insurance benefits
- Social security benefits assistance
- Veterans' assistance
- Casualty loss tax assistance
- Public Assistance (PA) (75% federal and 25% state funds)
 - Debris removal
 - Emergency protective measures
 - Funds to permanently repair/replace road systems, water control/disposal/treatment facilities, public buildings, public equipment, public recreational facilities, etc.
- When a major Federal Declaration is received, the President appoints a Federal Coordinating Officer (FCO) and the Governor appoints a Governor's Authorized Representative (GAR) to coordinate relief efforts and delivery of disaster assistance.
- A Disaster Field Office (DFO) will be established near the disaster area. If the disaster affects a large region, a satellite DFO may be opened to handle disaster claims.
- Disaster Recovery Centers (DRC's) will be established in the disaster area for individuals to make application for assistance.
- FEMA may establish a toll free 800 number for disaster victims to call. After their call, damage inspectors are dispatched to verify losses, based on FEMA guidance, if needed.
- If the declaration includes Public Assistance, an applicant's briefing will be conducted for those officials in county, state, local and private non-profit entities wishing to apply for reimbursement of disaster related expenses. During this briefing, each eligible entity will submit a Notice of Interest (NOI) and appoint an Applicant's Agent to coordinate the submission of disaster documentation to the DFO.
- In lieu of a full Presidential Declaration, Federal assistance can also be delivered through a partial declaration, Emergency declaration or any combination of the following:
 - Search and rescue assistance
 - Fire suppression assistance
 - Health and welfare assistance
 - Emergency conservation programs
 - Emergency loans for agricultural interest
 - Disaster loans for homeowners/businesses
 - Repairs to the federal aided highway system
 - Tax refund/IRS assistance
 - Voluntary agency assistance through the American Red Cross
 - Emergency assistance program

Damage Assessment

A Preliminary Damage Assessment (PDA) is the mechanism state, local, tribal, and territorial governments and the federal government use to determine the impact and magnitude of damage following a disaster and the resulting unmet needs to individuals, businesses, the public sector, and communities. The primary objective of the PDA is to collect information, conduct analysis, and provide situational awareness to SLTT government leaders to determine whether the impacts of a disaster warrant a disaster declaration request under the Stafford Act (42 U.S.C. §§ 5121 et seq.).

See FEMA guidance on conducting damage assessment operations on the FEMA website here: <https://www.fema.gov/disaster/how-declared/preliminary-damage-assessments/guide>.

Damage assessments are conducted to determine the extent of the damage in the Town to public infrastructure, homes, businesses, and the environment. The damage assessment process begins at the local level by conducting local Initial Damage Assessments (IDAs).

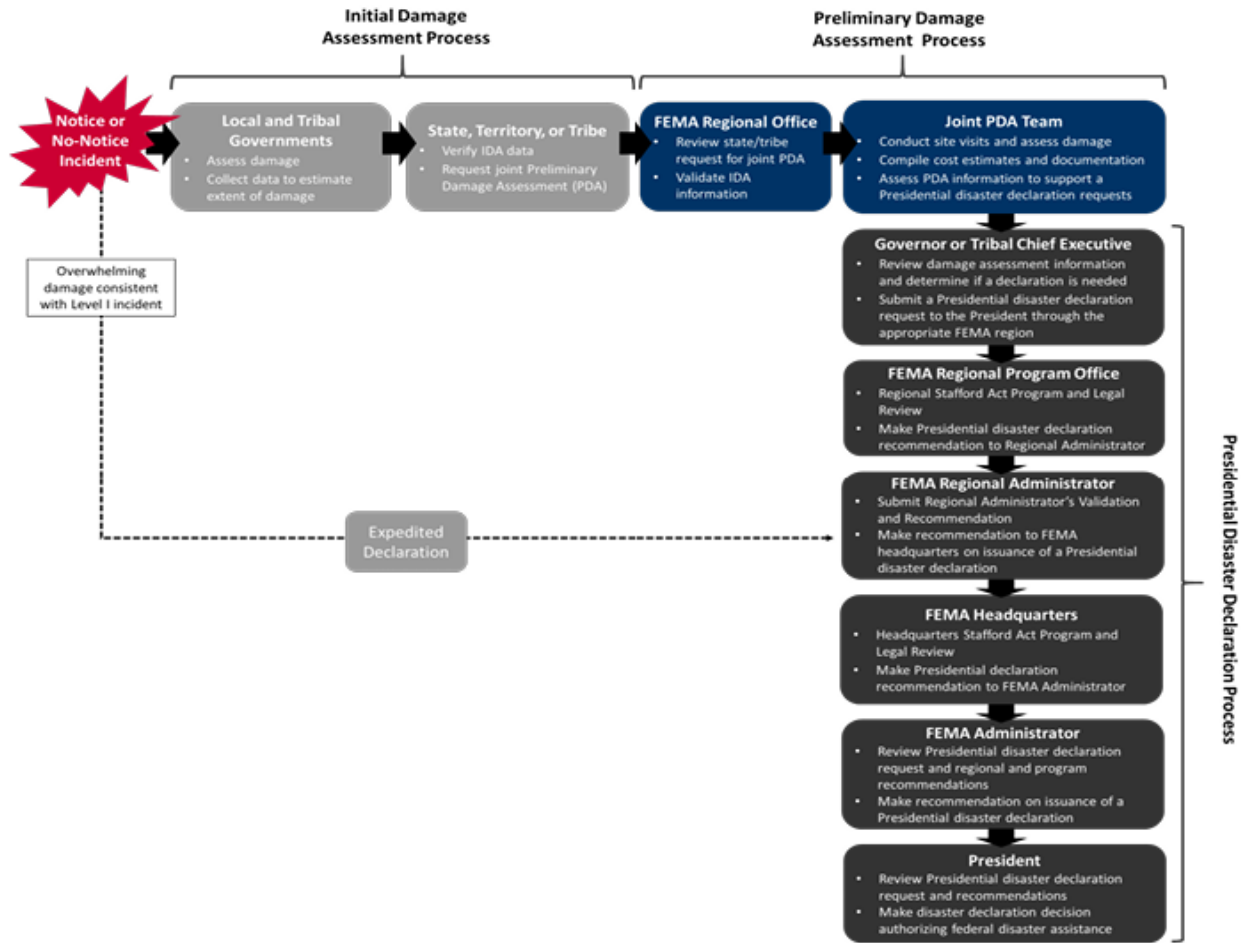
Following a disaster, damage assessment activities will be conducted by a variety of organizations including, but not limited to:

- Local, state and federal damage assessment teams
- American Red Cross
- Insurance companies
- Utility companies

If a significant emergency or disaster occurs, the following damage assessment activities will be conducted by local government:

- Conduct an initial impact assessment
- Preparation of an Immediate Situation Report
- Determination of the need for outside assistance and/or resources.
- Notification and transmittal of an Immediate Situation Report to the Eastern Branch Office NC Division of Emergency Management.
- Initiation of detailed damage assessment activities including dispatch of teams to the field.
- Preparation of a summary of field information gathered by damage assessment teams.
- Submission of detailed damage assessment information to the Eastern Branch Office NC Division of Emergency Management.

The Finance Department and Assistant Town Manager will coordinate the compilation of damage assessment information, the plotting of damaged areas on local maps and the preparation of damage assessment reports for the Incident Command Post (ICP). Damage assessment reports will include, but are not limited to, information on persons affected, victim mass care, infrastructure survival, damage to vital facilities and economic impact. Damage assessment reports will be forwarded to the Eastern Branch Office NC Division of Emergency Management. Damage assessment reports will be reviewed to determine if any outside assistance will be necessary to recover from the event.




FEMA Preliminary Damage Assessment Guide, August 2021

Public Assistance


FEMA’s Public Assistance program is designed to provide supplemental grants to state, tribal, territorial, and local governments, and certain types of private non-profits so that communities can quickly respond to and recover from major disasters or emergencies. FEMA also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process. More detailed information can also be located in the [FEMA Public Assistance Program and Policy Guide](#).

Public Assistance begins with the disaster declaration process when an area has received a Presidential declaration of an emergency or major disaster. Applicants will coordinate with the Recipient and FEMA to complete their award package during the Pre-Award phase of the grant lifecycle.


The four basic components of eligibility are applicant, facility, work, and cost.




An **Applicant** must be a state, territory, tribe, local government, private nonprofit organization.



A **Facility** must be a building, public works, system, equipment, or natural feature.



Work is categorized as either Emergency or Permanent. It must be required as a result of the declared incident, located within the designated disaster area, and the legal responsibility of the Applicant.



Cost is the funding tied directly to eligible work, and must be adequately documented, authorized, necessary and reasonable. Eligible costs include labor, equipment, materials, contract work, as well as direct and indirect administrative costs.

Source: FEMA Public Assistance Overview: <https://www.fema.gov/assistance/public/program-overview>

Detailed information on each of the above criteria can be found in the FEMA Public Assistance Program Policy Guide.

Eligible types of work are placed into seven categories. The following shows an overview of the categories of work which may be included in the program depending upon the specifics of the disaster declaration.

Eligible Types of Work	
EMERGENCY WORK - MUST BE COMPLETED WITHIN SIX MONTHS	PERMANENT WORK - MUST BE COMPLETED WITHIN 18 MONTHS
<ul style="list-style-type: none">▪ Category A: Debris removal▪ Category B: Emergency protective measures	<ul style="list-style-type: none">▪ Category C: Roads and bridges▪ Category D: Water control facilities▪ Category E: Public buildings and contents▪ Category F: Public utilities▪ Category G: Parks, recreational, and other facilities

Source: FEMA Public Assistance Overview: <https://www.fema.gov/assistance/public/program-overview>

Storms often erode the coastline and leave improved property vulnerable to damage. Beaches and shorelines may be eligible for emergency sand placement or restoration through the PA program. See the [North Carolina Public Assistance Beaches Quick Guide](#) for additional information.

FEMA has developed thresholds for costs related to the Public Assistance program. The following the damage cost indicators are accurate for disaster events occurring after October 1, 2020.

- Countywide Damage Cost Indicators- The FEMA Countywide Per Capita indicator has increased to \$3.89 (up from \$3.84).
- Statewide Damage Cost Indicators- The FEMA Statewide indicator has increased to \$1.55, which takes the State of North Carolina's PA threshold to \$14.78M in disaster-specific damages to qualify for FEMA Public Assistance (up from \$14.3M).
- Small Project and Large Project Thresholds- The Small Project/Large Project Threshold is now \$132,800 (up from \$131,100). Any project that has costs that total \$132,800 or less is considered a small project. Any project that has costs that total \$132,800.01 or greater is considered a large project.
- Costs to Write a FEMA PA Project FEMA PA requires at least \$3,320 in damages to write a PA project (up from \$3,300).

Additional Information:

Factors Considered for a Federal Declaration: https://www.ecfr.gov/cgi-bin/text-idx?SID=4fbf4cff72cd442b4005a4f903a2cbc7&mc=true&node=pt44.1.206&rgn=div5#se44.1.206_148

About Damage Assessments and Federal Disaster Declarations: https://www.ecfr.gov/cgi-bin/text-idx?SID=4fbf4cff72cd442b4005a4f903a2cbc7&mc=true&node=pt44.1.206&rgn=div5#se44.1.206_133

Historic FEMA Per Capita Indicators: <https://www.fema.gov/assistance/public/applicants/per-capita-impact-indicator>

The Town of Carolina Beach directly reports and submits damages and costs to NC EM. They do not submit to NHC EM. The jurisdictions are responsible for their PWs and FEMA application process independently. The jurisdictions do report their damage in dollars according to each FEMA category to NHC EM.

Individual Assistance

The FEMA Individual Assistance (IA) programs provide financial and direct assistance to disaster survivors with disaster-caused unmet needs. Support may include assistance for temporary housing and housing repairs, critical disaster-related expenses, the replacement of essential personal property, and funding to the state, tribal, or territorial government for IA program services.

Refer to the IAPPG for more information on IA programs:

<https://www.fema.gov/assistance/individual/policy-guidance-and-fact-sheets>.

For Presidential disaster declaration requests that include IA, state, tribal, and territorial governments must evaluate and document specific information regarding the extent of damage to local jurisdictions.

When evaluating the need for IA, FEMA will consider the following six factors for states and territories:

1. State or territory fiscal capacity and resource availability,
2. Uninsured home and personal property losses,
3. The disaster-impacted population profile,
4. Impact to community infrastructure,

- 5. Casualties, and
- 6. Disaster-related unemployment.

In order to consider those factors, FEMA requires an assessment of home and personal property losses and an impact statement that includes an analysis of the other variables. The principal factors FEMA will consider in the evaluation of a major disaster declaration request for IA include the estimated cost of assistance for uninsured homes and personal property losses and resource capability and capacity of the requesting state, tribe, or territory.

The Individual Assistance program provides assistance to homeowners and renters whose primary residences were damaged or destroyed by a natural or manmade disaster.

The program includes:

- Individuals who face displacement from their homes due to disaster-related income loss;
- Homes that are inaccessible due to road, bridge, and culvert or driveway washout;
- High quality inspections of disaster damaged dwellings as the basis for determining the kinds and amounts of assistance to be provided to individuals and families.
- Processing services for disaster applicants to give assistance as quickly as possible while ensuring proper stewardship of federal funds and;
- Providing housing resources through the state of North Carolina or FEMA for disaster victims.

Survivors can register for help by:

- Registering online at www.DisasterAssistance.gov
- Calling toll-free to 800-621-FEMA (3362) between 7 a.m. and 10 p.m.
- Applying for federal assistance directly through their web enabled mobile phone devices or smartphones. Visit m.fema.gov and follow the link to www.disasterassistance.gov to apply for federal assistance.

Small Business Administration

The Small Business Administration (SBA) provides low-interest loans to help businesses and homeowners recover from declared disasters. SBA loans are available to businesses of all sizes in declared disaster areas, private nonprofit organizations, homeowners, and renters affected by declared disasters.

These loans are for losses not covered by insurance or other sources of FEMA funding. The types of loans available are as follows:



Physical damage loans

Loans to cover repairs and replacement of physical assets damaged in a declared disaster.

>



Mitigation assistance

Funding to cover small business operating expenses after a declared disaster. >



Economic Injury Disaster Loans

This loan provides economic relief to small businesses and nonprofit organizations that have suffered damage to their home or personal property. >



Military reservist loan

SBA provides loans to help eligible small businesses with operating expenses to make up for employees on active duty leave. >

Mitigation

Hazard mitigation planning reduces loss of life and property by minimizing the impact of disasters. It begins with identifying natural disaster risks and vulnerabilities that are common in NHC. After identifying these risks, long-term strategies for protecting people and property from similar events are developed. Mitigation plans are key to breaking the cycle of disaster damage and reconstruction.

For details on planning requirements as well as mitigation grants, please see the FEMA website at: <https://www.fema.gov/emergency-managers/risk-management/hazard-mitigation-planning/regulations-guidance>.

Mitigation in NHC is coordinated through the Southeastern NC Regional Hazard Mitigation Plan. A copy of that plan may be found here: <https://em.nhcgov.com/hazard-mitigation/>.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town for which the Town's EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain a current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- During hurricane threat or evacuation, all agencies that are assigned primary and supporting responsibilities will maintain ongoing communications with the Incident Command Post (ICP).
- Appropriate representation will be sent to the Incident Command Post (ICP) or JIC as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained including contact lists, internal procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile lists of resources (personnel and equipment) that can be used to support damage assessment activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Train personnel in damage assessment, organization, techniques, and reporting guidelines.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Maintain a list of municipal officials and key County and state agency's contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain access to and training on the use of WebEOC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating with field units if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a "Monitoring" phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan for to adequately support Incident Command Post (ICP) operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Refer questions concerning the disaster or emergency situation to the PIO for handling.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plans to overcome resource shortages			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Report to the Incident Command Post (ICP), when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify builders with construction in progress to secure sites.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare preliminary damage assessment reports for distribution.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When sufficient preliminary data has been gathered, compile it into a report for transmittal to the State.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate damage assessment activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Begin initial planning to identify potential recovery sites.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Establish communication with support agencies (radio, telephone, cellular) and ensure that they are ready to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide list of available personnel and resources to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report rumors to the PIO, if detected.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Instruct supporting agencies and field units to report their status, area situation, personnel needs, equipment needs, activation of mutual aid agreements, location of field command posts, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
When appropriate, provide damage assessment teams with expedient training in completion of forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Confirm that resources are available to support damage assessment activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assign damage assessment teams to specific areas. Maintain a damage assessment team and notification/recall roster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise Incident Command Post (ICP) of any hazards observed by damage assessment teams.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review the list of vital facilities to determine damage, if any.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track damage assessment teams (personnel & equipment) for possible reimbursement.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Obtain information and reports from utility representatives regarding any system damage and expected repair time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Include any damage to utility systems in the reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate activities with federal and/or state teams that may be dispatched to the disaster area.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster related costs according to guidance from the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Maintain list of available resources and personnel (volunteer from private or business sector) that have been called activated.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile report of any damaged assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Create and implement a plan for deactivation of all assets.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Compile reports of damages to facilities, equipment, injuries, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate information with utility representatives on severely damaged areas, if requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to compile damage assessment reports from teams.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide expedient training of damage assessment teams, if needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine if contract personnel for damage assessment tabulation will be required.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
In cooperation with the PIO, educate the public on the damage assessment and recovery process.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Document areas of greatest destruction by using camera, video, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist Town with request for disaster declaration, if appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate activities with the State Strike Team personnel dispatched to the county/Town to do initial assessment of infrastructure.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify areas of the Town isolated by disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify potential applicants of Public Assistance Briefing location, date, and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist in identification of areas in the Town for temporary housing sites, mobile home sites, feeding areas, service centers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate information with adjusters from private insurance firms coming to the disaster area, if appropriate.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Work with the PIO to publicize the disaster recovery process.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review the list of vital facilities to determine damage, if any.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Inform emergency operations officials of hazardous facilities, bridges, roads, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Provide estimate of the number of housing units damaged or destroyed and businesses damaged or destroyed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure resources are demobilized and returned to places of origin according to agreements in place.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach's EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town of Carolina Beach's EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Authorities and References

The following are specific references and authorities relative to the operation of this annex:

- FEMA Public Assistance Policy Guide: https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf
- FEMA Preliminary Damage Assessment Guide: <https://www.fema.gov/disasters/how-declared/preliminary-damage-assessments/guide>.
- Small Business Administration Disaster Assistance: <https://www.sba.gov/funding-programs/disaster-assistance>

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management

EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team

SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Appendix A: Public Assistance Resources

Resources included in Appendix A may be found in separate file system.

FEMA Public Assistance 101 - The Basics

This document is a presentation by the North Carolina Department of Public Safety detailing the basics of applying for public assistance in the State of North Carolina.

FEMA Public Assistance Grants Portal- Grants Manager Channel

This YouTube channel details the process to apply for a FEMA grant including step-by-step demonstrations on using the PA grants management online portal.

<https://www.youtube.com/channel/UCIjP91Ds2IaVIR1t8uXcEKg>

Emergency Operations Plan

Functional Annex: Public Information, Alert, and Warning

Public Information, Alert, and Warning Annex Responders	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none"> • Town Manager & Assistant Town Manager/Emergency Management Coordinator (EMC)
Supporting Agencies	<ul style="list-style-type: none"> • New Hanover County Communications and Outreach • New Hanover County Emergency Management • New Hanover County 911 Communications Center • New Hanover County Public Schools • New Hanover Disaster Coalition • American Red Cross • Duke Energy • United Way of the Cape Fear Area • National Weather Service – Wilmington Field Office
Private Resources	<ul style="list-style-type: none"> • Translators

Internal Plan Alignment to Public Information, Alert, and Warning Annex:

- *Masonboro Emergency Services Center Annex*

External Plan Alignment to Public Information, Alert, and Warning Annex:

- *New Hanover County Public Information, Alert, and Warning Annex*
- *New Hanover County Joint Information Center Framework*
- *Brunswick Nuclear Plant Messaging Templates*

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Introduction

Purpose

The purpose of *Functional Annex: Public Information, Alert, and Warning* is to establish how public information activities will be coordinated to meet the needs generated by disasters affecting the Town of Carolina Beach. This annex will coordinate accurate, timely, and accessible alerts, warnings, and emergency public information to all residents and visitors of the community.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with emergency public information, alert, and warning in the Town of Carolina Beach. This annex is focused solely on the municipal response and recovery operations, as applicable.

- Emergency public information refers to any information for public purposes regarding preparing for, responding to, and recovering from a disaster. This includes media relations, community relations, and governmental affairs.
- Alerting operations are designed to make the community aware of conditions which may have been unexpected or unknown to those receiving the alert.
- Warnings are communications which encourage residents to be aware of and take appropriate actions regarding a specific circumstance.

Situation

- It is the responsibility of the Town of Carolina Beach to provide the public with necessary, timely and accurate information before, during, and after disasters.
- All organizations involved in disaster preparedness and response in the Town of Carolina Beach maintain the capability to provide information to the public at some level. Many of these organizations maintain capabilities and procedures for coordinating the release of emergency public information and perform the activity on a regular basis.
- There are a variety of tools and systems available to assist with notifying and disseminating information to the public. These include:
 - The Town of Carolina Beach and the Carolina Beach Police Department utilize the CodeRED Community Notification System and CodeRED Weather Warning service
 - The Emergency Alert System (EAS)
 - National Oceanic and Atmospheric Administration (NOAA) All-hazards Weather Radios
 - Media outlets
 - Online sources such as government websites and social media forums (Facebook, Twitter, Instagram, NextDoor).
 - Town of Carolina Beach and County Emergency Public Information website for preparedness and during emergency incidents.
 - Wireless Emergency Alerts (WEA) through NC Emergency Management. These alerts are sent to targeted geographic areas and received by WEA-enabled mobile devices.

Planning Assumptions

- Timely dissemination of accurate, well-coordinated emergency public information will reduce the impact to life and property, help maintain public trust and confidence, and ensure uninformed citizens do not impede the timeliness or effectiveness of on-the-ground operations/response efforts.
- The Town of Carolina Beach will receive extensive regional and national media coverage during and after a significant emergency or disaster situation necessitating the activation of a Joint Information System (JIS) to handle the coordinated release of information.

- Jurisdictions and organizations involved in response and recovery operations will recognize the importance of consistent and coordinated emergency messages and will work through the Joint Information System (JIS) structure to collaborate with fellow responders.
- Agency and municipal Public Information Officers (PIOs) collect and maintain a file of fact sheets, instructions and procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information. Pre-scripted information is verified on a regular basis to ensure that it is current and accurate.
- Many disasters occur quickly, or without warning. This limits the ability of response organizations and local government to provide comprehensive information as quickly as is needed. For this reason, it is important to ensure the public is provided with pre-disaster education regarding hazards and appropriate protective actions.
- Media outlets assist in disseminating emergency public information to the public and are a valuable partner.
- Disasters may impact individuals' ability to receive public information due to displacements, limited access to television, phone, newspaper, the internet, social networks, etc., or from disruption to critical infrastructure. Alternative methods to provide information will be necessary.
- A disaster may create a significant demand for information from a wide variety of sources, which may exceed local capabilities.
- Rumors or misinformation may be spread before, during, and/or after a disaster. This can cause unnecessary distress among the public, provoke counterproductive public actions, and impede response and recovery efforts. Rumor control is essential.
- The interest generated by a disaster may lead to requests for information or visits from a variety of public officials, dignitaries, or VIPs. Such requests will require coordination and resources.
- All equipment and systems relied upon to notify/inform the public are operational and tested on a regular basis.
- All PIOs will have basic PIO training and receive training on relevant plans and procedures specific to the emergency public information function.

Concept of Operations

General

Emergency public information, alert, and warning functions may be activated at varying levels dependent upon the situation. In smaller, more routine emergencies, these activities may be handled by an Incident Commander (IC) and/or a single organization's PIO. In larger or more unique situations, organizations involved in the response will coordinate their notification and/or public information efforts with other responding entities through use of the JIS structure to ensure comprehensive and coordinated public communications.

Radio, television, print and online media, NOAA All-hazard radios, mass notification systems, phone, text, email, TTY (Teletypewriter), fliers, posters, brochures, information kiosks in local businesses and government offices, annual transient population mailing, social media, and Town of Carolina Beach web sites are all established methods for providing information to the public. Use of particular medium(s) will be situational dependent, based upon the urgency of the information and the intended audience.

Public communication methods may require additional modifications and have specific information needs for segments of the population with Access and Functional Needs (AFN) such as:



Source: US HHS/ASPR Functional Needs Factsheet¹

C.A.R.E. (Children and Resident Encounters Program) is a registry program established by the Carolina Beach Police Department to assist citizens who have special needs and is designed to promote communication while providing first responders with quick access to critical information about a person with special needs (Autism Spectrum Disorder, Alzheimer's Disease, Dementia, etc.).

Contingency communications may need to be implemented when disasters impact critical infrastructure. Some of these contingencies may include first responder vehicles acting as public address systems, door-to-door sweeps from law enforcement or other volunteer organizations, information delivered through neighborhood watch groups, libraries, and central public areas, etc.

At a minimum, the following functions should be performed regardless of the incident specifics:

- Develop a capability to rapidly release accurate emergency instructions and information to the public.
- Coordinate periodic media briefings throughout an emergency or disaster, as appropriate. A media briefing center may be established as determined by the incident. These locations must be available on short notice and be logistically suitable for conducting media briefings.
- Receive inquiries from the media and the public concerning an emergency situation and respond with official information or relay inquiries to the appropriate function.
- Obtain reports or situation summaries from the Incident Command Post (ICP) or specific response organizational elements to maintain situational awareness.
- Prepare news releases, key messages, and talking points.
- Develop and maintain an emergency online presence to provide emergency information to the media and public.
- Deploy PIOs into the field as appropriate.
- Conduct situation briefings for visitors, media, other government agencies, representatives, or other affected parties.
- Conduct tours for VIPs and elected officials, as appropriate.
- Arrange interviews with key personnel, when requested by the media or the PIO.
- Provide special considerations and planning to ensure that the whole community is provided with emergency public information, alerts, and warnings in a way that is accessible and understandable.

Some information provided to the JIC for public release is of a particularly sensitive nature and requires the use of special handling instructions or care due to the sensitivity of the information. Some of those circumstances are as follows:

¹ <https://www.phe.gov/Preparedness/planning/abc/Pages/AFN-FactSheet.aspx>

- Information on restricted areas, as well as the process for reentry into an area after it has been declared safe.
- Information on any federal, state, or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases, this information may be given directly to the media and public. In other cases, a telephone number will be provided for obtaining additional information.
- Information on the number of fatalities, injured and missing will be obtained from the appropriate agency, coordinated with the Incident Command Post (ICP) and disseminated to the media and the public as appropriate. The identity of victims will be released only after confirmation of proper next of kin notification.

Alert and Warning

Alerting operations are designed to make the community aware of conditions which may have been unexpected or unknown to those receiving the alert. Warnings are communications which encourage residents to be aware of and take appropriate actions regarding a specific circumstance. These alerts and warnings can take many forms.

- The Town can utilize all communication means possible to disseminate warnings to the public in a timely manner. These methods may include one or more of the following systems:
 - The Town of Carolina Beach and the Carolina Beach Police Department have engaged the CodeRED Community Notification System and CodeRED Weather Warning service to help disseminate important and/or critical information to our citizens regarding hurricanes and other hazardous weather conditions, flooding, bridge closures, road closures, accidents, evacuations, etc. Residents must sign up to receive notifications.
 - Mobile Public Address Systems
 - Telephones (Land and Mobile)
 - Print and News Media
 - TV and Radio Broadcast
 - Emergency Alert System (EAS)

Nuclear Alert and Warning

In response to a declared emergency at the Brunswick Nuclear Plant (BNP), a designated PIO from the Town of Carolina Beach will coordinate with the PIO from the NHC EOC and JIC.

Weather Alert and Warning

- The National Oceanic and Atmospheric Administration (NOAA) National Weather Service (NWS) is responsible for issuing weather related advisories, watches, and warnings. The NWS will detect and track potentially dangerous weather which may impact NHC. NWS advisories are broadcast over the NWS/NOAA Weather Radio System, local government frequencies, radio, and television stations, and numerous apps and websites.
- The Amateur Radio Emergency Services (ARES) and SKYWARN, by agreement with the NWS, will report any weather conditions with the potential to cause severe damage.

All Hazards Alert and Warning

- The 911 Center and NHC EOC have dedicated connection links to the Brunswick Nuclear Power Plant (BNP) through Duke Energy's Duke Emergency Management Network (DEMNET) communications system.
- The National Warning System (NAWAS) network can also be accessed from the 911 Center to transmit and receive warnings to the State Warning Point and the State EOC.
- Coordinate with the NHC EM on the following:

- NHC Emergency Management (NHC EM) has the capability to use the Emergency Alert System (EAS) to deliver warnings and instructions to the public. Those with access and functional needs (AFN) or other specific groups (schools, persons in group quarters, camps, boaters in waterways, etc.) may require targeted warnings.
- NHC EM has the capability to send messages via the federal Integrated Public Alert and Warning System (IPAWS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio.
- NHC may also utilize the Wireless Emergency Alerts (WEA) to notify all mobile devices within a certain geographic region.

Pre-Disaster Emergency Public Information

Disasters can evolve quickly, so it is crucial to continually prepare the residents to be ready for any disaster situation through quality disaster education.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All PIOs should maintain a working relationship with the media.
- The media should be involved with public information planning, training, and exercises when appropriate.
- PIOs will maintain a current media directory with points of contact and programming information for radio, television, newspaper, and other media outlets.
- Organizations responsible for providing emergency notifications/public information are responsible for maintaining the capability to do so. Specific planning efforts may include developing and maintaining the plans, procedures, checklists, contact lists, and other materials needed to implement the public information function.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- During a hurricane threat or evacuation, all agencies that are assigned primary and supporting responsibilities will maintain ongoing communications and coordinate media releases with the identified PIO and/or JIC.
- Minimally, the Town PIO(s) will coordinate with the NHC JIC.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Maintain all departmental/organizational/municipal response plans, policies, and procedures.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure necessary supplements to the annex are developed and maintained (including emergency contact lists, resource lists, departmental/functional plans, procedures, protocols).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to the Incident Command Post (ICP) /JIC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Conduct public education campaigns to address likely hazards, including information for those with AFN.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop pre-scripted messaging templates for known hazards with preparedness actions for the public.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
During non-emergency times, educational information regarding emergency plans will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal websites, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review contact lists of department heads, PIOs, media organizations, and governmental officials.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Encourage preparedness activities by citizens and visitors to minimize the loss of life and property during a disaster. This includes pet arrangements.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop pre-scripted messaging templates for use during events for all hazards.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a “Monitoring” phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assess the need for staffing the public information and warning actions.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Support the County JIC and EPIC, as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Ensure an adequate supply of written and graphic disaster preparedness materials, brochures and publications are readily available for distribution to the public and media.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate media briefings, news releases, and situational reports as required by Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop approval process for information being released based upon the situation and the specific authorities of those impacted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a strategy to limit access to public officials directly involved on response efforts.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a strategy to limit media access to the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a media monitoring strategy.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a rumor control strategy.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop a media briefing strategy and schedule.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Ensure essential functions are staffed and operational. Functions include: public and media relations, social media and website updates, information gathering, rumor control, intergovernmental affairs, community affairs, media production, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Conduct public information disaster impact and needs assessments, prioritize public information operational objectives in alignment with the Incident Action Plan, and coordinate activities.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Collect and analyze information relevant to this annex and report in Incident Command Post (ICP) documents including Incident Action Plans and Situational Reports.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Disseminate and implement approval process for information being released based upon the situation and the specific authorities of those impacted. Ensure clear understanding of the policy.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Implement the media monitoring strategy and continually report any concerns.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Implement the rumor control strategy and continually address issues as they arise.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Disseminate information concerning the threat, secondary threats, protective measures, recommendations, and local directives, encouraging the public to be self-sufficient.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Advise media representatives of the activities of the response organizations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain coordination activities with NHC EOC, JIC and EPIC.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Ensure media briefings occur at regularly scheduled times.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Act as chief spokesperson and media contact person in an emergency situation.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintains a media kit for distribution to authorized media personnel to include maps (11" X 17"), ID's (generic "Media"), and procedural information to assist the media in expediting coverage. Meet media at the bridge and escort to locations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster related costs according to guidance from the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during the recovery phase, including during partial or full activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Disseminate disaster recovery information and resources to the community through all available channels.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to brief media representatives on recovery actions.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue to coordinate all distributed information through established procedures.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure proper demobilization of any assets no longer needed for recovery.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions	Notes	Responsible Party	Status
Release recovery information for all activated functions.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue coordination of information, guidance and direction regarding areas that are impassable or uninhabitable.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist with releasing disaster recovery procedures, telephone numbers, contact numbers, location of application centers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Release information on re-entry procedures, if applicable.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Direction, Control, and Coordination

Annex Activation

This annex will be activated in the event of a disaster or emergency impacting the Town of Carolina Beach in coordination with the Town of Carolina Beach’s EOP, as outlined in the Base Plan. These procedures consist of processes and systems to communicate timely, accurate, and accessible information to the public, responders and stakeholders- the whole community. Any event requiring activation of the EOP may necessitate the activation of this annex.

Annex Development and Maintenance

This annex is developed by the Town of Carolina Beach in conjunction with emergency partners charged with a role in this annex. It is a functional annex supporting the Town’s EOP. This document will be reviewed, maintained, and updated annually by the Town of Carolina Beach and any changes necessary will be made and forwarded to emergency partners. This annex may also be updated following exercises or real-world activations of this annex to modify policies, procedures, and incorporate lessons learned.

Authorities and References

The following are specific references and authorities relative to the operation of this annex:

- North Carolina Open Meetings Law [G.S. §143-318.9](#)
- North Carolina Open Records Law [G.S. §132-1](#)

Acronyms

AFN	Access and Functional Needs
APIO	Assistant Public Information Officer
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ASU	Animal Services Unit
BNP	Brunswick Nuclear Plan
CDC	Centers for Disease Control
CISM	Critical Incident Stress Management
EAS	Emergency Alert System
EMS	Emergency Medical Services
EOC	Emergency Operations Center

EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right to Know Act
EPIC	Emergency Public Information Center
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GIS	Geographic Information Systems
IC	Incident Command
IC-3	Individual Care Coordination Center
ICP	Incident Command Post
ICS	Incident Command System
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Commission
NAWAS	National Warning System
NC OEMS	North Carolina Office of Emergency Medical Services
NC	North Carolina
NFPA	National Fire Protection Administration
NHC EM	New Hanover County Emergency Management
NHC EOC	New Hanover County Emergency Operations Center
NHC EOP	New Hanover County Emergency Operations Plan
NHC HHS	New Hanover County Health and Human Services
NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
NHCHD	New Hanover County Health Department
NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
NWS	National Weather Service
OSC	On-Scene Coordinator
PETS	Pets Evacuation and Transportation Standards Act
PIO	Public Information Officer
PSAP	Public Safety Answering Point
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission

SMAT	State Medical Assistance Team
SMORT	State Mortuary Operations Team
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
TTY	Teletypewriter
USAR	Urban Search and Rescue
USCG	United States Coast Guard
UWCFA	United Way of the Cape Fear Area
VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts

Emergency Operations Plan

Functional Annex: Financial Management

Financial Management Annex Responder Roles	
Agency Role	Agencies
Primary Agencies	<ul style="list-style-type: none">• Finance
Supporting Agencies	<ul style="list-style-type: none">• New Hanover County Emergency Management

External Plan Alignment to Financial Management Annex:

- *New Hanover County Financial Management Annex*

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Introduction

Purpose

The purpose of *Functional Annex: Financial Management* is to coordinate the planning, tracking, and documentation essential to successful emergency response and recovery efforts. This annex provides guidance for the Town of Carolina Beach to ensure funds are provided appropriately for response and recovery operations following an event in accordance with local, state, and federal regulations.

This annex is a functional component of the Town of Carolina Beach’s Emergency Operations Plan (EOP). This plan is not intended to take the place of any emergency plans and procedures that the agencies tasked in this document with responsibilities may have. Rather it is designed to complement such plans and fortify positive operational interactions among the agencies noted.

Scope

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with Financial Management in the Town of Carolina Beach. Specific operating procedures and protocols for individual agencies are addressed in documents maintained by those organizations. This annex is focused solely on the municipal response and recovery operations, as applicable.

Coordination activities may include:

- Provision of financial support through emergency purchasing for municipality agencies/organizations.
- Assistance to agencies/organizations on proper documentation of disaster costs.
- Provision of guidance on emergency purchasing and expenditures.

Situation

- Financial management for the Town of Carolina Beach is under the authority of the Finance Department.
- Some disaster costs are recoverable through state and/or federal disaster recovery reimbursement grants.
- Cost recovery through the Federal Emergency Management Agency (FEMA) is prescribed in the FEMA Public Assistance Program and Policy Guide (PAPPG) and is detailed in *Functional Annex: Recovery and Mitigation*.
- Emergency purchasing regulations have been adopted and put into place in the Town of Carolina Beach and are in compliance with state and federal regulations.
- Emergency purchasing ordinances, policies, and laws are in place in the Town of Carolina Beach as well as at the county, state, and federal levels.

Planning Assumptions

- Town of Carolina Beach agencies/organizations will be provided appropriate guidance on cost documentation and recovery through New Hanover County.
- Town of Carolina Beach agencies/organizations operate within local, state, and federal regulations for management of disaster-related expenses.
- The Town of Carolina Beach will track costs and follow emergency procurement regulations regardless of the status of a disaster declaration.

Concept of Operations

General

- All expenditures related to a disaster will be properly documented.
- All Town of Carolina Beach agencies/organizations will be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts etc.).
- All Town of Carolina Beach agencies/organizations will be responsible for keeping an accurate inventory of resources and identify potential needs for emergency/disaster situations. A listing of potential resource providers will be developed and maintained for anticipated equipment and service needs, as required. Mutual aid agreements and sample contract agreements will be developed to facilitate the receipt of assistance and expedite the procurement process during the response and recovery phases of disaster operations.
- All Town of Carolina Beach agencies/organizations will follow existing standardized procedures for documenting costs and procuring goods/services. All departments must adhere to established disaster accounting and finance procedures to minimize the potential for waste, fraud, and delays in processing requests, maximize state and federal assistance, and facilitate the documentation of disaster expenditures, the development of disaster cost statistics, and audits following the disaster.

Specific

- Finance Department
 - Responsible for expediting the process of procuring the necessary goods and services to support emergency operations.
 - Designating disaster account numbers(s)/cost codes for tracking all disaster related costs.
 - Assisting in the development of applications for state and federal assistance.
 - Participating in the development and review of vendor contracts.
 - Developing, documenting, and providing financial data to the proper authorities.
 - Provide guidance to all departments on how to track costs and procure goods and services through emergency purchasing and contracts.

Finance and Administration Section

Emergency Purchasing

When possible, the Town of Carolina Beach will obtain multiple quotes for goods and services acquired for a disaster just as is done for non-emergency procurement. If it is not possible, goods and services will be procured using emergency procurement procedures in the most expeditious manner possible.

Cost Documentation

All receipts are required to be kept.

Finance will coordinate with each department that will have a need for emergency expenditures to be sure they are aware of policies and procedures and have the tools they need to operate within the policies set forth.

Emergency Contracts

When new contracts are put into place, Finance coordinates with the department requesting the contract and legal counsel to ensure the required language is in place. Language is derived from the US Office of

Management and Budget's [Uniform Guidance](#) and is coordinated with the FEMA Public Assistance Program Guidance on emergency contracting when possible. The Town of Carolina Beach will attempt to obtain multiple quotes when possible.

Financial Controls and Guidance

Timely financial support of response activities is crucial to achieving the operational objectives of saving lives and protecting property, therefore expeditious means are employed to facilitate proper financing of operations. Despite the need for haste, departments must use management controls, policies, and procedures to reasonably ensure the following:

- Programs achieve their intended results.
- Resources are used consistent with agency missions.
- Programs and resources are protected from waste, fraud, and mismanagement.
- Laws and regulations are followed
- Reliable and timely information is obtained, maintained, reported and used for decision-making.

Organization and Assignment of Responsibilities

All agencies charged with a response in this annex are expected to collaborate and coordinate with emergency partners to respond to and recover from emergencies in the Town of Carolina Beach. This annex is not a substitute for local/departmental response plans and does not usurp local policies and procedures. This annex may be activated to support any response in the Town of Carolina Beach for which the EOP is activated.

Key actions which should be implemented by all those responding under this annex are as follows:

- All responders should maintain professional relationships with partner agencies.
- All responders should participate in training and exercises as appropriate.
- Agencies will maintain current rosters with points of contact and resources.
- Organizations responsible are expected to maintain the capability to provide services for which they are charged. Contingency plans should be in place for continuing operations if needed.
- All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment, and disaster related costs.
- Appropriate representation will be sent to the Incident Command Post (ICP) as needed.

The following pages are checklists of actions to be coordinated by those listed in this annex as primary and support agencies. The primary agencies will coordinate the overall response under the functions covered by this annex and supporting agencies will assist in the response as needed. The primary agencies will collaborate to identify and activate supporting agencies as appropriate.

Preparedness Actions Checklist

These actions may be taken during normal operations in preparation for an event. All primary and support agencies should consider these actions.

Preparedness Actions	Notes	Responsible Party	Status
Review, update and revise mutual aid agreements, memorandums of understanding, standard operating guidelines, etc. annually.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continually evaluate capabilities required to accomplish operations under this annex, identify any gaps, and leverage resources to address them.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Address after-action items and lessons learned regarding this annex from exercises and real-world events, whether through planning, operations, exercises, training, or equipment.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and/or participate in relevant related planning, training, and exercise activities at the local, regional, state, and/or federal level.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Review, revise and update policies and procedures on disaster financial management.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Be familiar with the FEMA equipment rate schedules.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop procedures for the procurement and delivery of essential supplies, equipment, and other resources.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Preparedness Actions	Notes	Responsible Party	Status
Ensure necessary supplements to the annex are developed and maintained including contact lists, internals procedures, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure staff are fully trained and prepared to respond to Incident Command Post (ICP) as needed.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a list of municipal officials and key County and State agency's contact phone numbers, unlisted numbers, pager number, cell phone and fax numbers, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop and update contact lists with phone numbers (home, cellular, fax, etc.), radio call signs, etc.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Plan for alternate means of communicating if normal communications channels are disrupted.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/ Initial Incident Actions Checklist

The following actions may be taken during the initial phases of incident response, including during a "Monitoring" phase activation. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Identify and notify the supporting agencies that their resources and personnel may be required to respond.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare staffing plan for to adequately support Incident Command Post (ICP) operations over the required number of operational periods.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Report to the Incident Command Post (ICP), when requested.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Monitoring/Initial Incident Actions	Notes	Responsible Party	Status
Prepare and share guidance on cost documentation expectations with all departments/organizations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Coordinate the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Maintain a vendor contact list.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Support departments and external agencies responding to the disaster to maximize their ability to receive financial assistance from state and federal governments.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Determine what resources need to be procured under emergency purchase orders. Maintain a log of those purchases.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop, maintain, and disseminate procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions Checklist

The following actions may be taken during the response, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Response Actions	Notes	Responsible Party	Status
Provide guidance to responders on cost documentation and recovery through the Incident Command Post (ICP).			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Response Actions	Notes	Responsible Party	Status
Receive, review and contribute to situational reports from the Incident Command Post (ICP) on a regular basis.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track all incident related activities through appropriate ICS forms.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Notify local contractors of emergency work and the process to assist.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all supporting agencies have maintained accurate logs of personnel and equipment resources utilized for response.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Instruct responders to document mileage and time.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Track disaster related costs.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that all essential records are preserved in a safe location. This procedure will include the back-up of all computerized records and information to a hard copy format for safe placement in a secure location.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure the integrity of personnel and payroll throughout the event		HR Director	Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure personnel and payroll records are preserved in a safe location. This procedure will include the back-up of all computerized records and the securing of all paper records for placement in a secure location.		HR Director	Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure personnel related legal documents are protected and preserved in accordance with existing laws, statutes and ordinances.		HR Director	Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

Recovery Actions Checklist

The following actions may be taken during recovery, including during partial or full phase activations. Not all actions will be necessary during every event. Complete those actions necessary for the incident.

Recovery Actions	Notes	Responsible Party	Status
Ensure all responders to this annex and/or their agencies provide appropriate records of costs incurred for purposes of reimbursement when available.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Assist in the preparation and submission of government insurance claims.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Participate in after-action review.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Continue staffing the Incident Command Post (ICP) until advised that it is closing.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Ensure that agencies have maintained logs of mileage and time of personnel utilized to respond to disaster.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>
Develop plan of action to improve response during future events.			Complete <input type="checkbox"/> Ongoing <input type="checkbox"/> Incomplete <input type="checkbox"/>

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NC	North Carolina
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NHC	New Hanover County
NHCFR	New Hanover County Fire Rescue
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NNHRMC	Novant New Hanover Regional Medical Center
NOAA	National Oceanic and Atmospheric Administration
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VIPR	Volunteer Intervention Prevention Response
WEA	Wireless Emergency Alerts



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward, Town Clerk

DEPARTMENT: Clerk

MEETING: Town Council Workshop 8/23/2022

SUBJECT: Short Term Rental Update by Attorney Fox

BACKGROUND:

Attorney Noel Fox will give an update on Short Term Rentals



AGENDA ITEM COVERSHEET

PREPARED BY: Kim Ward

DEPARTMENT: Clerk

MEETING: Town Council – 8/23/2022

SUBJECT: WMPO Bike/Ped Committee Appointment

BACKGROUND:

The citizen representative on the WMPO Bike/Ped Committee submitted his resignation. Mayor Barbee will make a recommendation for a replacement.

ACTION REQUESTED:

Motion to approve the recommended appointee to the WMPO Bike/Ped Committee.