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FORWARD

The Buncombe County Emergency Operations Plan was developed to address multiple hazards which threaten a jurisdiction. Through use of a functional format, the prototype encourages an Integrated Emergency Management System (IEMS) approach to disasters; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of skills, people and resources. IEMS recognizes that plans developed for one type of emergency can be established by addressing broadly applicable functions.

This prototype presents a basic plan which serves as a summary document to thirteen (13) functional annexes. The annexes define who will do what and when in emergency situations. Defining the roles of each response agency reduces the confusion, chaos and conflict during emergencies; and significantly decreased vulnerability of the public and their property to hazardous threats.

This prototype meets the requirements of FEMA planning guidance, and the legal responsibilities identified in North Carolina General Statutes, Chapter 166-A. It provides all the necessary elements to insure that local government can fulfill its legal responsibilities for emergency preparedness.

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
BASIC PLAN**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. SITUATION

1. General description of area: Buncombe County is located in North Carolina Emergency Management Western Branch and FEMA Region IV. It's geographic location is in the western section of the State. It is bound on the East by McDowell County and Rutherford County, on the South by Henderson County on the North by Madison County, and on the West by Haywood County. (reference APPENDIX 3, COUNTY MAP).The current population of the County and municipalities within the County is 191,122.
2. The major traffic arteries are I-40, I-26, U.S. Highways 19, 23, 25, 70.
3. Railroads are operated by Norfolk Southern Railroad.
4. The County contains the Asheville Regional Airport which is located in the south end of the county.

5. The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards (natural, technological and national security) for Buncombe County are:

- a. **Major Fires**

A major fire is a fire of such magnitude as to create a significant economic impact on the jurisdiction or results in a number of casualties.

The possibility of a major urban fire is considered remote in the County. This is not to say that structural fires will not occur, but rather that the chances of one fire spreading to burn large areas of a community are almost nil.

Forest fires which destroy vast tracts of timber within the county have been identified as a significant hazard by local government. (or a minor hazard, but only so far as they could effect residential areas.)

- b. **Floods**

The inundation of normally dry land or property as the result of an act of nature or the failure of a man-made structure. The initial effects of a flood are Inundation and current. Swift currents and debris cause structural damage to homes, buildings, roads, railroads and bridges. Sanitation, power, water and telephone Installations may be damaged and systems interrupted. Inventories and personal belongings may be lost or damaged. Farms may lose stored grain and livestock. Valuable topsoil may be stripped and farmlands left in an eroded condition.

Flooding has only become a major problem in relation to man's attempt to utilize lands

subject to periodic inundation for residential, industrial or agricultural purposes with little or no regard for this land's natural periodic flooding. Flooding continues as one of our most destructive natural hazards.

Flooding may occur at any season, but is most frequent in early spring through early fall. The primary cause of flooding in the County is intense precipitation usually associated with storm systems and hurricanes. However, downstream floods can occur as the result of failure of hydrologic structures (dam failure etc.), geophysical occurrences, or the concurrent arrival of flood crest from major tributaries. Snow melt run-off is a negligible flood threat in the County. Buncombe County is subject to the following general types of floods:

Flash Flood - A flash flood is considered to be a flood that takes place within four to six hours after the storm that caused it. Generally, it is the flooding of minor streams and tributaries caused as the result of an extremely intensive rainstorm; however, flash floods can occur on a major drainage system under extreme circumstances. Flash floods are characterized by a quick rise to, and fall from flood levels and very swift and strong currents which have a "bull-in-a-china-shop" effect on structures in their path. Because of its sudden onset and strong currents, it is estimated that most flood deaths are attributable to flash floods.

C. Tornadoes/High Winds

Tornadoes are local storms of short duration formed of winds rotating at very high speeds that descend in the familiar funnel shape from thunderstorm cloud systems. A tornado vortex is normally several hundred yards in diameter, whirls usually in a counterclockwise direction (in the Northern

Hemisphere), and contains winds estimated to be near 300 miles per hour. Tornadoes occur on all continents, at any time of year, at any hour of the day. They have occurred in every state of the union. Avoidance of tornadoes is virtually impossible, and all Buncombe County is vulnerable to their occurrence. The fact that the County has experienced few tornadoes does not mean that tornadoes will not occur in the County in the future. However, Buncombe County is not located in the National Primary Tornado Incidence Zone. Because of the near total devastation of mobile homes and mobile home parks, residents must be instructed not to attempt to remain in their mobile home during a tornado even if the mobile home is tied down.

d. Severe Winter Storms

Because winter storms include cold, ice, snow, and wind in all forms and combinations, the National Weather Service, rather than give a definition, gives a description of a winter storm as a: snow dumping, ice covering, blood chilling paralyzer of cities, trapper of travelers, taker of lives, and destroyer of property. The severity is determined by snow or ice deposited by the storm system. The common feature is the ability to completely immobilize large areas and to isolate and kill persons and livestock in their paths. In Buncombe County, snow and sleet occur on an average of four or five times each year. In an average winter, snowfall ranges from one inch to about nine inches.

While most people can protect themselves from winter storms, livestock, crops and real property bear the brunt of its force. Unprotected livestock, and even sheltered animals, if there are power failures, can be destroyed or injured sufficiently to lose commercial value. Winter grain and fruit trees succumb to ice storms, and the loss of

are used for manufacturing processes or for fuel. Hazardous wastes are less concentrated mixtures of hazardous materials and other process by-products. A detailed manifest system is required to track waste from the moment of generation through transportation, storage and ultimate disposal.

Hazardous material accidents are the results of advancing technology and a need for an ever increasing volume of the products of that technology. One hundred years ago, we had few or no reported releases of hazardous materials because there were few such materials and with the exception of petroleum products, most were in short supply. Increasing industrial needs have made it necessary to expand the national inventory both in number of products and volume.

There are approximately 24000 materials listed as hazardous materials by the Federal Government. These materials are further classified as explosives, flammables, corrosives, combustibles, poisons, radioactive material and etiologic agents. These materials, vital to the economy of the nation are shipped via all modes of transportation in vast quantities estimated by DOT at about four billion tons each year.

Being hazardous, they pose an inherent risk in accidental releases. The loss of liquid petroleum products, (gasoline and fuel oil) constitutes the most frequent occurrence of hazardous materials incidents in the County. Being a liquid it naturally seeks the lowest elevation and eventually enters a stream or impoundment and to some extent contaminates the waste system. The volume of petroleum product in storage and being transported presents focal points for the occurrence of accidents and/or the release of material on the highways and at storage facilities. While there is no documentation of the volume of hazardous materials being moved,

DOT estimates 5-15 percent of all trucks on the highway carry percent of the total hazardous material transported. The Association of American Railroads estimates that 10 percent of the rail car fleet transport the remaining 70 percent of the total movement of hazardous materials. Although all types of materials are shipped by both modes, trucks move a higher percentage of petroleum products as compared to chemicals by rail. The movement of these products from point of manufacture to point of use and disposal of the by-products creates that primary areas for accidental release of these substances.

f. Drought

A drought may be defined as a condition where and when the water supply is deficient enough for a long enough period of time to damage the growth of vegetation, industrial production, or domestic activities. A drought occurs whenever there is less water than the amount to which people have become accustomed. Buncombe County is vulnerable to severe droughts. The amount of rainfall received in a given period of time for a particular locality is not the critical factor in this instance, but rather the amount of variation between that amount normally received and the amount actually received in relation to the rate of evaporation. Prolonged periods of dry weather cannot be forecast; however, general trends are known. The months of April, May and June generally offer the highest probability for a deficiency of rainfall because the rate of evaporation usually exceeds the amount of precipitation during these months.

g. Power Failure

A power failure is the loss of electrical

service resulting from the damage or destruction of the distribution system or generating capability of sufficient duration to require alternative sources of power to prevent human suffering or property damage.

Power failure can occur as a result of a separate incident commonly known as a blackout or as a result of any natural or man made incident. Whenever it occurs, it tends to aggravate the situation due to loss of light and power needed to operate the equipment for controlling the situation. Should it continue for any length of time, alternate sources must be provided.

h. Dam Failure

A dam failure occurs when the structure retaining the water fails to function in the manner for which it was designed and constructed. The failure may vary in time from a prolonged deterioration of the structure to an almost instantaneous failure in which the dam gives away completely and without warning. The resulting rushing wall of water downstream constitutes the danger of dam failure.

B. Assumptions

1. It is necessary for the County to plan for and to carry out disaster response and short-term recovery operations utilizing local resources. However, it is likely that outside assistance would be available in most major disaster situations affecting the County.
2. Officials of the County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan and will fill these responsibilities as needed.

3. Implementation of this plan will reduce or prevent the loss of lives and damage to property.

III. CONCEPT OF OPERATION

A. General

1. As required by General Statutes 166A-2, it is the responsibility of County government to protect life and property from the effects of hazardous events.
2. The County Emergency Operating Center (EOC) will be staffed and operated as the situation dictates.
3. The senior elected official or the designee of the jurisdiction will direct evacuation and shelter activation as necessary.
4. The primary Emergency Alert System (EAS) Station is WWNC radio located in Asheville. The Chairman of the County Commissioners, or representative, will be in contact with WWNC during times of emergency.
5. As the emergency situation develops, the senior elected official or the designee of the jurisdiction may declare a State of Emergency to exist within the jurisdiction (or a part thereof) and begin implementing emergency procedures. (Reference ATTACHMENT 1 TO APPENDIX 5, PROCLAMATION OF A COUNTY STATE OF EMERGENCY).
6. The County Emergency Management Director will coordinate and control all resources and advise municipalities of needs and progress.
7. Termination of a State of Emergency shall be declared by the authority by whom it was proclaimed. (Reference ATTACHMENT 2 TO APPENDIX 5, PROCLAMATION TERMINATING A COUNTY STATE OF EMERGENCY).
8. The basic data for hazardous materials occurrence is contained in APPENDIX 8, HAZARDOUS MATERIALS.

B. Phases of Comprehensive Emergency Management

1. Mitigation - Mitigation activities are those designed to either prevent the occurrence of an emergency or minimize the potentially adverse effects of an emergency. Some mitigation activities include development of public health and zoning/building code ordinances and enforcement of those regulations on a day-to-day basis.
2. Preparedness. Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.
3. Response. Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties, damage and to speed recovery. Response activities include direction and control, warning, evacuation, mass care, and other similar operations.
4. Recovery. Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

Most of the departments within local government have emergency functions in addition to their normal duties.

Each department is responsible for developing and maintaining their own emergency management procedures. Specific responsibilities are outlined below under the section entitled Responsibilities as well as in the functional annexes and hazard specific checklists. Responsibilities for certain organizations which are

not a part of local government are also presented.
Reference APPENDIX 1, ORGANIZATIONAL STRUCTURE.

B. Responsibilities

1. Chairman, County Commissioners

- a. Carry out appropriate provisions of state general statutes, in addition to local ordinances relating to emergencies.
- b. Declare an emergency at the County level and assume direction and control of emergency operations or designate a person to do so.
- c. Request assistance from state government, as needed, to control an emergency.
- d. Insure that information and reports are forwarded through the Branch Office to the State Division of Emergency Management regarding an emergency.

2. County Manager

- a. Ensure County agencies develop and continually update emergency plans and Standard Operating Procedures (SOPs) to respond to emergencies.
- b. Ensure that exercises and tests of the emergency systems are conducted on a periodic basis.
- c. Ensure that representatives for EOC staff are designated (e.g. Health Director, etc.) to report to the EOC upon activation to provide direction and control.
- d. When directed, act on behalf of the Chairman, County Commissioners in the Control of emergency operations.
- e. Ensure that financial records of expenditures are kept during emergencies.
- f. Function as the official County spokesperson

and Public Information Officer or assure that a qualified trained PIO is in place.

2. Emergency Management Director

- a. Perform assigned duties according to state statutes and local ordinances.
- b. Responsible for planning in accordance with Federal and State guidelines and coordinating of emergency operations within jurisdiction.
- c. Establish and equip the County Emergency Operating Center (EOC) to include primary And backup radio communications (fixed and mobile), and provide for operations on a continuous basis as required.
- d. Alert and activate, as required, the County Emergency Management organization when informed of an emergency within the County.
- e. Coordinate exercises and tests of the emergency systems within the jurisdiction.
- f. Receive requests for assistance from municipalities within the County and direct aid to areas where needed.
- g. Maintain administrative records as required.
- h. Ensure adequate training for the emergency management organization.
- i. Ensure necessary information and reports are issued on schedule.
- j. Recruit and insure training of disaster analysis staff.
- k. Maintain liaison with utility companies to arrange for back-up water, power and telephone service during emergencies.
- l. Maintain current list of available

resources.

- m. Ensure that narrative and operational journals are kept during the emergency.

3. Public Information Officer

- a. Maintain current inventories of public information resources.
- b. Prepare procedures for the conduct of public information services during disasters.
- c. Coordinate all media releases pertaining to emergency planning and operations.
- d. Provide for rumor control and emergency instructions.
- e. Develop media advisories for the public.
- f. Provide emergency information materials for the public including non-English speaking groups.

4. Sheriff

- a. Plan for conducting traffic control and Other law enforcement operations throughout The County during disasters.
- b. Develop mutual aid agreements.
- c. Provide security for the EOC personnel and equipment.

5. Fire Marshal

- a. Plan for coordination of fire fighting operations throughout the County in time of disaster.
- b. Develop mutual aid agreements.

6. Emergency Medical Services Director

- a. Plan for coordination of ambulance/rescue activities throughout the County during disasters.
- b. Develop mutual aid agreements.
- b. Coordinate with hospital disaster Coordinator on use of medical facilities within the County of mass casualty incidents.

7. Social Services Director

- a. Plan for coordination of social service operations during disaster.
- b. Coordinate emergency activities during response and recovery with American Red Cross, Salvation Army, Aging, and other volunteer organizations to include shelter, feeding and clothing.
- c. Develop mutual aid agreements.
- d. Coordinate with medical/health care facilities (e.g. nursing homes; rest homes, etc.) to insure development of emergency procedures in conjunction with appropriate agencies.

8. Communications Supervisor-EOC

- a. Plan and direct communications and warning system, including two-way radio systems throughout the County, describing methods of communications between EOC, field forces, shelter facilities, adjacent jurisdiction and area/State EOC.
- b. Disseminate warning information.
- c. Operate message center at the County EOC.

9. Public Works Director (General Services)

- a. Plan for emergency repair and restoration of County roads, vital facilities and

utilities during disasters.

b. Assist with debris removal.

10. Health Director

a. Develop procedures for emergency public health operations including mental health care.

11. Medical Examiner

a. Respond to notifications of fatalities from local authorities and establish an adequate morgue.

b. Supervise the location and transportation of the remains of the deceased.

c. Certify the causes of death of the deceased victims and issue death certificates.

d. Notify next-of-kin and release the remains and personal effects to proper representative.

e. Issue press releases in conjunction with the Public Information Officer.

12. Transportation Coordinator

a. Plan for transportation of County residents in a disaster, including special population groups (handicapped;elderly, etc.).

b. Coordinate transportation operations, and keep EOC advised of status.

13. Finance Officer

a. Plan for/identify available resources for emergency purposes including critical facilities.

b. Develop financial accounting record procedures for agencies to report their

emergency expenses

14. Damage Assessment Officer

- a. Coordinate disaster assessment teams conducting field surveys.
- b. Collect data and prepare damage assessment reports.

15. Superintendent of Schools

- a. Support transportation operations during evacuation and return.
- b. Provide support personnel (school, nurses, counselors, bus drivers).
- c. Establish economic stabilization operations to include food rationing and price stabilization.

16. American Red Cross

- a. Coordinate shelter/mass care operations.
- b. Provide support personnel as required.

17. The Salvation Army

- a. Coordinate mass/emergency feeding operations.
- b. Provide/recruit support personnel as required.

18. Hearts With Hands

- a. Provide personnel for mass/emergency feeding.
- b. Provide/recruit support personnel as required.
- c. Coordinate donations management after disaster.

V. DIRECTION AND CONTROL

- A. **Direction and Control provides** for an efficient response to an emergency by coordinating all response and recovery activities through one central location. The Emergency Operating Center (EOC) is the base of operation for all emergency management activities for the County. Members of the Emergency Management organization will be familiar with plans and procedures to cope with an emergency. The Chairman, County Commissioners, or designee will decide whether To activate the EOC. The overall direction and control of emergency activities in a crisis situation is vested with the Chairman, County Commissioners.
- B. **Upon declaration of an emergency** the Chairman of County Commissioners and EMD will operate from the EOC.
- C. **Initially,** emergency operations will be conducted locally with little or no outside assistance or coordination.
- D. **On-site direction and control** will be established by the senior officers of the emergency service having primary responsibility for the situation.

VI. CONTINUITY OF GOVERNMENT

A. General

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

B. Line of Succession

- 1. The line of succession of the County Board of Commissioners proceeds from the Chairman to the members of the board in accordance with County policy.

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

C. Preservation of Vital Records

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

D. Relocation of Government

1. The County provides for the relocation of the governing body to the EOC during times of emergency, if necessary.
2. If the primary EOC is determined inoperable, the governing body will relocate to the alternate EOC facility as needed.

VII. ADMINISTRATION AND LOGISTICS:

A. General

1. The emergency services dispatching operations center operates continuously 24 hours per day and is administered by the Director of Emergency Services.
2. The operational readiness of the EOC is the responsibility of the Emergency Management Director.

B. Records and Reports

1. Records of expenditures and obligations during emergency operations must be maintained by County government.

2. Narratives and operational journals of response actions will be kept.

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

D. Non-Discrimination

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

E. Agreements and Understandings

1. Agreements and understandings must be entered Into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
2. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings.
3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. **The Chariman, County Commissioners will insure development and annual review** of this plan is Conducted by all officials involved and will coordinate necessary revision efforts. That shall include review of efforts of those portions of the plan actually implemented the planning an emergency.
- B. **This plan shall be exercised** in accordance with The Federal Emergency Management Agency (FEMA) five-year exercise plan to insure a readiness posture for those who have an emergency responsibility.

IX. AUTHORITIES AND REFERENCES

- A. **The following listed authorities and reverences were consulted to support this plan:**

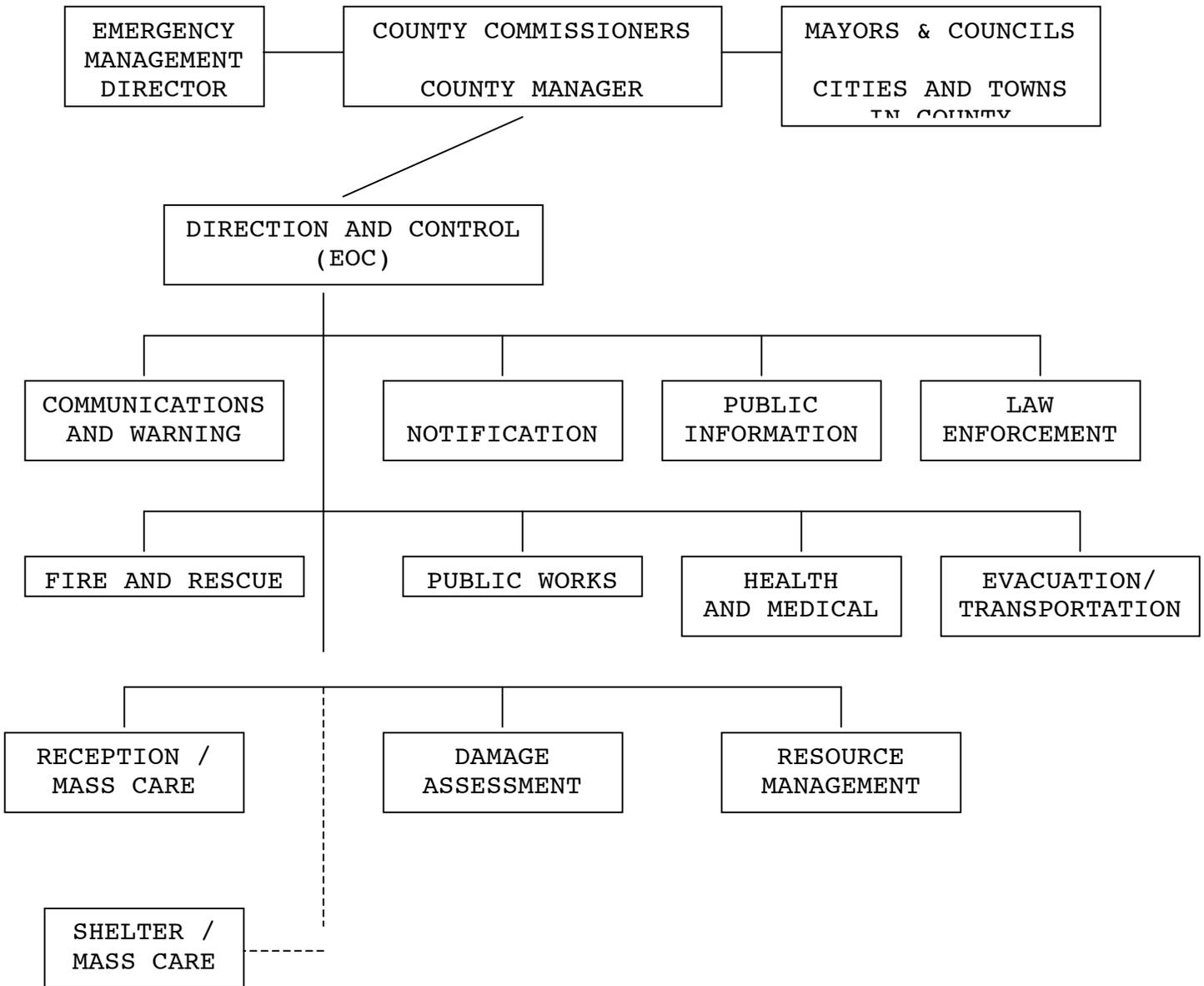
1. Public Law 93-288 and amended by Public Law 100-707.
2. National Security Decision Directive #259.
3. N. C. General Statutes, Chapter 166A.
4. N. C. Executive Order 73.
5. N. C. General Statutes 115C-242 6).
6. N. C. General Statutes Article 36A of Chapter 14.
7. N. C. Executive Order 43.
8. N. C. general Statutes 147-33.

- B. **The following listed authorities are located as appendices to this plan:**

1. Buncombe County Emergency Management Ordinance (Reference APPENDIX 4).
2. County State of Emergency Ordinance (Reference APPENDIX 5).

3. Local Mutual Aid Agreements and Understandings
(Reference APPENDIX 6, MUTUAL AID AGREEMENTS)

**APPENDIX 1
ORGANIZATIONAL STRUCTURE
FOR EMERGENCY OPERATIONS PLAN**



_____COMMAND
.....COORDINATION

APPENDIX 2

GLOSSARY

ACT-Superfund Amendments and Reauthorization Act of 1986 (see SARA)).

Acute Toxicity-The LD 50 of a substance (the lethal dose at which 50 percent of test animals succumb to the toxicity of the chemicals) is typically used as a measure of its acute toxicity.

Annex - (functional)-Parts of the EOP that begin to provide specific information and direction; should focus on operations, what the function is and who is responsible for carrying it out, emphasize responsibilities, tasks, procedures, and operational actions that pertain to the function being covered, including activities to be performed by anyone with a responsibility under the function. Should clearly define and describe the policies, procedures, roles, and responsibilities inherent in the various functions before, during, and after any emergency period.

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

ARC - American Red Cross

CAER-Community Awareness and Emergency Response program adopted by member companies of the Chemical Manufacturers Association (CMA), designed to integrate facility emergency response plans with community emergency response plans and provide the public with information on chemicals manufactured or used at local

chemical plants. Anticipated many eventual requirements of CEPP and SARA.

CAMEO-Computer-Aided Management of Emergency Operations computer data-base storage-retrieval of pre-planning data for on-scene response use in hazmat incidents. Includes systematic MSDS data on common chemicals, air-plume modeling program and pre-planning displays of chemical storage sites and amounts of designated sites, based on prior input of data received from facility managers. "Codebreaker" feature can identify wide range of substances via instant cross-reference procedure. Developed by and available via USCG and NOAA.

Carcinogen-An agent that produces cancer.

CAS Number-Chemical Abstract System standardized reference number for all regulated materials.

CEPP-Chemical Emergency Preparedness Program developed by the Environmental Protection Agency to address accidental releases of acutely toxic chemicals. Many parts adopted by Congress into SARA.

CERCLA-The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund) regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites; established authority to tax chemical and petroleum industries to finance a \$1.6 billion response trust fund (the Superfund or Fund), and provides broad Federal authority to respond directly to releases or threatened releases of hazardous substances and pollutants or contaminants that may endanger public health or welfare or the environment. EPA is primarily responsible for implementing Superfund. Under CERCLA, EPA may take legal action to force those responsible for hazardous substance releases to clean them up or to reimburse EPA for costs or cleanup. Reauthorized via SARA. (Codified as: 42 USC 9601 et. seq.)

CFR-Code of Federal Regulations: "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulation.

Chemical Manufacturer-An employer with a workplace where chemical(s) are produced for use or distribution.

Chemical Name-Scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

Chemical Plant-Any chemical industry facility including manufacturing plants, distribution facilities, warehouses, and transportation vehicles located on-site.

CHEMNET-Mutual aid network of chemical shippers and contractors composed of over 250 chemical emergency response teams, and several emergency response contractors. Activated when a member shipper cannot respond promptly to an incident involving that company's product(s) and requiring the presence of a chemical expert. If a member company cannot go to the scene of the incident, the shipper will authorize a CHEMNET-contracted emergency response company to go. Responders act as advisors on safe techniques for securing the scene and dealing with spills and fires involving the chemical. If requested, the experts will provide "hands on" assistance in capping and patching containers and in transferring the chemical from the damaged container.

CHEMTREC-**CHEMical TRANSPORTATION Emergency Center** operated by the Chemical Manufacturer's Association to provide information and/or assistance to emergency responders. CHEMTREC contacts the shipper or producer of the material for more detailed information on the chemical release, to facilitate response and cleanup actions. CHEMTREC maintains technical information files

on over 300,000 proprietary chemicals. During emergencies, CHEMTREC can provide information regarding the effects of most chemicals on persons or the environment and suggest methods for treatment, containment and control of an incident. CHEMTREC also maintains a directory of experts and industry assistance teams that can assist in emergency. CHEMTREC can be reached 24 hours per day (800-424-9300). REMEMBER: a call to CHEMTREC does not fulfill any statutory or regulatory reporting requirements of the Federal government.

CHLOREP-The **CHLORine Emergency Plan** established by the Chlorine Institute to enable the nearest producer of chlorine to respond to an accident involving chlorine. CHEMTREC serves as the communication link for this program.

CHRIS-Chemical Hazards Response Information System set of reference manuals developed by U. S. Coast Guard for use by the response community; contains technical emergency response and precautionary information on chemicals shipped by water in U. S. commerce. Spill trajectory modeling portions are computerized in the Hazard Assessment Computer System (HACS). Federal OSC's use HACS to answer specific questions during a response or in contingency planning for potential incidents. State and local officials may also request HACS assistance through the Federal OSC.

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

Command Post-A centralized base of operations established near the site of a hazardous materials incident.

Commission-State Emergency Response Commission for the state in which the facility is located. Oversees local committees' information and operations; approves submitted local response plans; intermediary between

Federal and local officials in SARA compliance. See "SERC".

Committee-The Local Emergency Planning committee for the Emergency Planning District in which the facility is located; required by federal law and some state laws to develop contingency plans (for planning districts as set forth by the State Commission).

Community Emergency Coordinator-A person appointed for the local emergency planning committee (pursuant to SARA), who makes the determinations necessary to implement plans, and who received official emergency notification of releases.

Community Information Coordinator-Official designated by the Committee to receive public requests for facility information required under Title III.

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

Comprehensive Cooperative Agreement (CCA)-For each state, a single budgetary vehicle for applying for and receiving financial assistance for several discrete FEMA-administered programs. Negotiated separately for each state via FEMA Regional Offices. Mechanism for distribution of Title III training grants. Comprehensive Emergency Management (CEM)-Is a concept that applies mitigation, preparedness, response, and recovery activities to all - hazards in a local/state/federal partnership.

Comprehensive Environmental Response, Compensation and Liability Act of 1980-Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA).

Conglomerate-A term used to identify a specific hazard area together with its associated relocation areas.

Congregate Care Facilities (CCF)-Public or private buildings in the host areas planned for use to lodge

and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Continuity of Government (COG)-Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

Corrosive-A chemical that causes viable destruction of, or irreversible alterations in, living tissue by chemical action at the site of contact. A chemical is considered to be corrosive if, when tested on the intact skin of albino rabbits by the method described by the U. S. Department of Transportation, it destroys or changes irreversibly the structure of the tissue at the site of contact following an exposure period of four hours. This term shall not refer to action on inanimate surfaces.

Covered Facility-A facility subject to a reporting requirement of Title III. The term "covered facility" has four different meanings in Title III, depending on the section of the Act.

Covered Substance-A hazardous chemical exceeding the designated TPQ level established by EPA, which subjects a facility to the requirements of Title III.

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

Department of Crime Control & Public Safety (CCPS)-The North Carolina Department responsible for state crime control and disaster preparation and response.

Diamond (NFPA 704M)-Four-segment diamond placed on outside of fixed-site locations; color-coded segments indicate categories and levels of health, flammability and reactivity risks to responding emergency units.

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

Division of Emergency Management (EM)-The North Carolina state agency tasked with protecting the general public from the effects of natural or manmade disasters.

DOD-Department of Defense.

DOT-Department of Transportation.

Emergency Alert System(EAS) - EAS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/manmade emergencies or disasters at national, state, or local levels. This system keeps the public informed.

Emergency Education Network (EENET)-FEMA- sponsored satellite telecommunications training deployment system which broadcasts EMI, NFA, and other on-campus training activities via video-conferences throughout the nation. Is unscrambled for maximum utility by all local agencies with satellite receiver capability.

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

Emergency Management Assistance-FEMA program of financial contributions to assist the States and their political subdivisions to develop a capability for civil defense by assisting them on a 50-50 funds-matching reimbursement basis.

Emergency Management Director - The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities

of the combined government, industry, and public forces at work in the disaster.

Emergency Management Institute (EMI)-Component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland. It conducts resident and nonresident training activities for Federal, State, and local government officials, managers in the private economic sector, and members of professional and volunteer organizations on subjects that range from civil nuclear preparedness systems to domestic emergencies caused by natural and technological hazards.

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

Emergency Medical Technician (EMT)-Person nationally or state-certified as trained to provide a specific level of emergency medical care, usually at the actual scene of an emergency which led to the injuries being treated, prior to transport to a hospital.

Emergency Operations Center (EOC)-A protected site from which civil government officials and emergency response personnel exercise direction and control in an emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

Emergency Operations Plan (EOP)-A brief, clear, and concise description of action to be taken or instruction to be given to those concerned during a specific emergency. The plan will state the method or scheme for coordinated action based on predetermined assumptions, objectives, and capabilities.

Emergency Operations Simulation (EOS)-Emergency operations training for Emergency Operating Center (EOC) personnel, including civil government officials, under conditions of a simulated emergency.

Emergency Planning Notification-Notice a facility must make to the Commission, declaring itself to be subject

to the emergency planning requirements of Title III. [sec.302(c) of SARA].

Emergency Procedures-See Standard Operating Procedures.

Emergency Public Information (EPI)-Information disseminated during an emergency to provide general information, direct actions, instruct the public, and transmit general orders.

Emergency Response-The response to any occurrence which results, or is likely to result, in a release of a hazardous substance due to an unforeseen event.

Emergency Response Guidebook (ERG)-Published and distributed by DOT for response personnel's initial use on-scene at HazMat events. Latest issue is dated "1990". Earlier editions should be discarded.

Emergency Response Plan-Comprehensive emergency response plan developed by the Committee (local), in compliance with Title III (sec. 303), for submission to SERC; outlines procedures for chemical emergency planning and response.

Emergency Response Team-FEMA group, composed of a headquarters element and a regional element, that is deployed by the Director, FEMA, to the scene of an extraordinary situation to coordinate the overall Federal response. Also used by EPA (see "ERT").

Emergency Worker-Workers employed during an emergency to work specifically in disaster roles such as debris removal, engineering services, dike construction, water removal, etc. Also any person engaged in operations required to minimize the effects of a fixed nuclear facility emergency.

Environmental Response Team (ERT)-A group of highly-trained EPA scientists and engineers based in Edison, NJ and Cincinnati, Ohio. Capabilities include multimedia sampling and analysis, hazard evaluation,

environmental assessment, cleanup techniques and overall technical support for OSCs.

EPA-U. S. Environmental Protection Agency: primary CERCLA agency; chair of NRT. Title III Hotline (800) 535-0202; in Washington, D.C. (202) 479-2449, 8:30 AM-4:30 PM Monday-Friday. (Also known as CEPP hotline).

Evacuation-Relocation of population to safe areas when disaster, emergencies or threats thereof necessitate such action.

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

Exercise-Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Exercise Scenario-Background detail (domestic, international, political, military, etc.) against which an exercise is conducted.

Explosive-A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Exposure/Exposed-When an employee is subjected to hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

Extremely Hazardous Substance-EPA list of 300-plus substances named in Appendix D of 40 CFR Part 3000, as described in SARA section 302(a)(2). Section 302, 303 and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

Facility-As defined by section 101 of CERCLA, means any building, structure, installation, equipment pipe or pipeline (including ANY pipe into a sewer or publicly-

owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Federal Emergency Management Agency (FEMA)-A

federal agency tasked with national disaster or emergency preparedness and response. It also deals in temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

Federally Permitted Release-Releases in compliance with a permit issued under the Federal Water Pollution control Act, Clean Air Act, Safe Drinking Water Act, and Solid Waste Disposal Act.

FIFRA-The Federal Insecticide, Fungicide, and Rodenticide Act: which governs EPA's regulation of pesticides; often called a "balancing" statute because it requires the Agency to weigh the risks of pesticides against their economic and social benefits when making regulatory decisions. Under FIFRA, all pesticides intended for use in the United States must be registered (licensed) by EPA to ensure that they do not cause "unreasonable adverse effects on the environment". In

the context of FIFRA, unreasonable adverse effects are defined to mean: "any unreasonable risk to man or the environment, taking into account the economic, social, and environmental costs and benefits of the use of any pesticide".

Fire Department-A paid or voluntary professional fire department with jurisdiction over Local Emergency Response; receives reports from facilities under Title III.

Fixed Nuclear Facility-Nuclear power plants,

reactor fuel fabrication or processing plants, test and research reactors, or any other facility using or producing large quantities of radioactive material.

Flash Flood Watch-Indicates that a flash flood is possible or probable within an area, stay alert.

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

Foreseeable Emergency-Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical.

Full Protective Clothing-Clothing that will prevent gases, vapors, liquids, and solids from coming in contact with the skin. Full protective clothing includes the helmet, self-contained breathing apparatus, coat and pants customarily worn by firefighters (turn-out or bunker coat and pants), rubber boots, gloves, bands around legs, arms and waist, and face mask, as well as covering for neck, ears, and other parts of the head not protected by the helmet, breathing apparatus, or face mask.

FWPCA-Federal Water Pollution Control Act.

General Statute (G.S.) - The specific form of state law, codified and recorded for reference.

HACS-Hazard Assessment Communication System (USCG): part of CHRIS Manuals (op cit).

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

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

Hazard Class-A group of materials, as designated by the Department of Transportation, that share a common major hazardous property, i.e., radioactivity, flammability.

Hazard Communication Standard-The OSHA Standard cited in 29 CFR

1910.1200; requires communication of risks, from hazardous substances, to workers in regulated facilities.

Hazard/Risk Area-Areas designated by the Federal Government that are considered relatively more likely to experience the direct weapons effects of a nuclear attack.

Hazard - A **Warning** words, pictures, combination thereof appearing on a label or other appropriate form of warning which convey the hazard(s) of the chemical(s) in the container(s).

Hazardous Chemicals-All chemicals which constitute a physical hazard or a health hazard as defined by 29 CFR 1910.1200(c), with the exception listed in sec. 311(e). Any chemical which is a physical hazard or a health hazard.

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

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

Hazardous Materials Response Team-A team of specially trained personnel who respond to a hazardous materials incident. The team performs various response actions including assessment, fire fighting, rescue, and containment; not responsible for cleanup operations following incident.

Hazardous Materials Transportation Incident-Uncontrolled, unlicensed release of hazardous materials during transport outside a fixed-site operation.

Hazardous Substances-Defined under two distinct statutes: the Clean Water Act (33 USC 1251 et seq.) and

the Comprehensive Environmental Response, Compensation and Liability Act (Superfund) (42 USC 9601 et seq.). Focus of the Clean Water Act is on prevention of spills [of materials identified as hazardous substances] into the navigable waters of the United States. Initial regulations promulgated by DOT include approximately 300 specific chemicals identified by EPA under Section 311 of the Clean Water Act as posing a threat to waterways when spilled. Many of these chemicals had already been regulated in transportation because of hazards unrelated to their pollution potential. As defined by section 101(14) of CERCLA, means: (1) Any substance designated via the Federal Water Pollution Control Act; (2) Any element, compound, mixture, solution, or substance designated pursuant to CERCLA; (3) Any hazardous waste having the characteristics identified under or listed under pursuant to the Solid Waste Disposal Act [but not including any waste the regulation of which under the Solid Waste Disposal Act has been suspended by Act of Congress]; (4) Any toxic pollutant listed under section 307(a) of the Federal Water Pollution Control Act; (5) Any hazardous air pollutant listed under section 112 of the Clean Air Act; and, (6) Any imminently hazardous chemical substance or mixture with respect to which the Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act. The term does not include petroleum, including crude oil or any fraction thereof that is not otherwise specifically listed or designated as a hazardous substance, and the term does not include natural gas, natural gas liquids, liquefied natural gas, or synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas).

Hazardous Wastes-Discarded materials that EPA regulates under authority of the Resource Conservation and Recovery Act (RCRA) (42 USC 6901 et. seq.) because of public health and safety concerns. Under RCRA, a hazardous waste is fully regulated from "cradle to grave"--that is, from its time of creation until properly discarded.

Health Hazard-Chemical for which there is statistically significant evidence (based on at least one study conducted in accordance with established scientific

principles) that acute or chronic health effects may occur in an exposed human population. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system and agents which damage the lungs, skin, eyes, or mucous membranes.

HIT-Hazard Information Transmission program provides digital transmission of CHEMTREC emergency chemical report to first responders at the scene of a hazardous materials incident. Advises responder on hazards of the materials, level of protective clothing required, mitigating action and first aid of victims. Reports are sent [in emergency situations only] to organizations that have pre-registered with HIT, by writing: Manager, CHEMTREC/CHEMNET, 25001 M Street, N. W., Washington, DC 20037.

HMCP-HazMat Contingency Planning Course: designed by FEMA, EPA, and DOT, for SERC and LEPC briefing. Delivered at local level by 'Qualified Instructor' cadre trained at EMI campus of FEMA.

HMI X-Hazardous Materials Information Exchange, a national data repository and "bulletin board" for all states' use regarding planning, available training courses, regional activities and events and recent legislation or regulatory updates. It is available to any communications-capable personal computer by dialing directly to (312) 972-3275.

Hot Zone-The total exclusion area around the hazardous material incident; size of the "hot zone" will vary depending on the material involved. No entry is allowed except by personnel wearing special protective clothing.

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

ICS-Incident Command System: combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident, Intended to expand as situation requires

larger resource, without requiring new, reorganized command structure.

IDLH-Immediately Dangerous to Life and Health.

In-Place Sheltering-Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat, i.e. vapor cloud or explosion. In-place sheltering is defined as "the indoors sheltering of people to prevent external contact or inhalation of harmful chemicals". All air circulating devices should be shut off and windows and doors closed. It is anticipated in-place sheltering will last a short time, no more than a few hours.

Integrated Emergency Management System (IEMS)- A system which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies.

Inventory Form-The Tier I or Tier II Emergency and Hazardous Chemical Inventory Form included in Subpart D of 40 CFR Part 370.

Inventory Release Form-For annual release reporting, as specified by Title III legislation (Sec. 313, SARA).

Irritant-A chemical, which is not corrosive, but which causes a reversible inflammatory effect on living tissue by chemical action at the site of contact. A chemical is a skin irritant if, when tested on the intact skin of albino rabbits by the methods of 16 CFR 1500.41 for four hours exposure or by other appropriate techniques, it results in an empirical score of five or more.

Joint Information Center (JIC)- A combined Public Information Office which serves two or more levels of government or federal, state, local agencies.

LEPC-Local Emergency Planning Committee. (See "Committee").

Liability- An obligation to do or refrain from doing something; a duty which eventually must be performed; an obligation to pay money; also used to refer to one's

responsibility for his conduct.

Liabile-To be responsible for; to be obligated in law. (See liability).

Local Government-Political subdivision of the State.

Material Safety Data Sheet (MSDS)-Compilation of the health, flammability, and reactivity hazards of a chemical. It is a legal document, required by the OSHA 1910.1200(g) Hazard Communication Standard (Title 29 CFR). Required by SARA to be submitted to LEPC, SERC and local fire department by chemical manufacturer or importer. Each MSDS contains information about safe handling of a hazardous chemical in the workplace, and will contain recommended exposure limits, by such organizations as the American Conference of Governmental Industrial Hygienists (ACGIH).

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

Multi-Year Development Plan (MYDP)-Part of FEMA's Hazard Identification, Capability Assessment, and Multi-Year Development Plan (HICA/MYDP) information system, completed or updated on an annual basis by both State and local emergency management organizations, to provide a format for estimating resource requirements (i.e., staff, costs) to correct shortfalls identified in the Capability Assessment. (See CPG 1-35).

Mutagen-A material that creates a change in the genetic structure, and which is potentially capable of being transmitted to the offspring.

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

National Contingency Plan (NCP)-Term referring to the National Oil and Hazardous Substances Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response systems of the Clean Water Act (sec. 311); refer to 40 CFR Part 300. It established three organizational levels: the National Response Team (NRT), Regional Response Teams (RRTs) and On-Scene Coordinators (OSCs), and can be implemented using two sources of federal response funding. One fund enables the OSC to conduct oil spill activities, the other is used for chemical releases. The NRT's membership consists of 14 federal agencies with interests and expertise in various aspects of emergency response to pollution incidents. The Environmental Protection Agency (EPA) serves as chairman and the Coast Guard serves as vice chairman of the NRT. The NRT is primarily a national planning, policy and coordinating body and does not respond directly to incidents. The NRT provides policy guidance prior to an incident and assistance as requested by an OSC via an RRT during an incident. NRT assistance usually takes the form of technical advice, access to additional resources/equipment or coordination with other RRTs. (See RRT and OSC, op. cit.).

National Emergency Training Center (NETC)-FEMA's campus in Emmitsburg, Maryland, composed of the National Fire Academy (NFA) and the Emergency Management Institute (EMI). NFA deals directly and specifically with firefighting professionals, including hazardous materials training. For the rest of emergency personnel, EMI develops, monitors and delivers training regarding all categories of emergency and disaster threats to communities, including hazmat,

National Fire Academy (NFA)-A component of FEMA's National Emergency Training Center located in Emmitsburg, Maryland; provides fire prevention and control training for the fire services and allied services. Courses are offered in technical, management, and prevention subject areas. A growing off-campus course delivery system is operated in conjunction with State fire training program offices.

National Response Center (NRC)-Established under the Clean Water Act and CERCLA, and operated by the U. S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in

coordinating a national response action when required. for release reporting call 24 hours a day (800) 424-8802; in Washington, D. C. call (202) 426-2675.

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

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

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

NFPA-National Fire Protection Association.

NRT-1-Emergency Planning Guide issue by NRT, dated March 1987; fulfills Congressional requirement for unified Federal guidance document for HazMat emergency planning. Product of numerous inputs from State and local government, industry, emergency planners, environmental groups, and the public. Known to some as the "orange book", and is a key, central document for LEPC/SERC guidance.

NRT-1A-"Criteria for Review of Hazardous Materials Emergency Plans", issued by NRT in May, 1988, to assist communities in assessing the effectiveness of their plans. Derived in part from FEMA documents such as CPG 1-8, 18A and NRT-1.

NSF-The Coast Guard's National Strike Force (NSF), composed of two strategically-located strike teams which

are extensively trained and equipped to assist to assist OSCs in responding to major oil spills and chemical releases. Their capabilities are especially suited to incidents in a marine environment but also include site-assessment, safety, action plan development and documentation for both inland and coastal zone incidents.

On-Scene-Total area that may be impacted by the effects of an extraordinary situation. The on-scene area is divided into mutually-exclusive on-site and off-site areas. Area boundaries may be circular or irregular in shape and will be established by the State or Coordinating Federal Agency, depending on the situation.

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

OSC-On-Scene Coordinator, the Federal official pre-designated by EPA or USCG to coordinate and direct Federal responses and removals under the NCP; or the DOD official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities. The OSC makes a preliminary assessment of the need for a Federal response. If required, the OSC will go to the scene. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of State and local governments, the OSC may initiate Federal actions, using funding from the FWPCA Pollution Fund for oil discharges and the CERCLA Trust Fund (Superfund) for hazardous substance releases.

OSHA-Occupational Safety and Health Administration, responsible for workplace safety regulation, including HazMat responders training standards.

Pesticide Safety Team Network-Consists of approximately 40 emergency teams located throughout the country; operated by the National Agricultural Chemical Association. CHEMTREC serves as communications link for this program.

Physical Hazard-Chemical for which there is scientifically valid evidence that it is a combustible

liquid, a flammable gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable reactive, or water reactive.

PIAT-Public Information Assistance Team. A highly-skilled Coast Guard unit of public affairs specialists prepared to complement existing public information capabilities of the OSC to address appropriate issues during a cleanup. PIAT concentrates on maintaining a flow of timely and factual information from the OSC to the public, through frequent and direct contact with the news media.

PL-Public Law, citation referring to the session of Congress enacting the law followed by a number indicating the order of that Congress' laws in which it took effect.

Placard [UN/NA]-Required on all four sides of all transport vessels, displaying UN class code and four digit identification number for contained hazardous material, within an 11-inch diamond.

Plan of Instruction-Outline of a particular training activity (course, workshop, seminar, conference), stating behavioral (POI) objectives, units of instruction, cross-reference to an instructor guide and student manual, and establishing agenda for the training activity; establishes a method of instruction to assure consistent quality.

Process-Preparation of a toxic chemical after its manufacture, for distribution in commerce: 1) in the same form or physical state as, or in a different form or physical state from that in which it was received by the person preparing the chemical; or 2) as part of an article containing the toxic chemical.

PRP-Potentially Responsible Party: party most likely responsible for a pollution incident; has the liability for its proper cleanup and disposal and should initiate appropriate actions. State and local governments have the immediate responsibility for resolving threats to public health and safety. When appropriate action is being taken by the responsible party and/or the state

or local government, the federal government may only monitor the situation. When the responsible party is unknown, unwilling or unable to respond properly, and an incident exceeds the capabilities of state and local governments, the activation of federal response resources may be appropriate. The relationships among various on-scene authorities are best addressed through preplanning.

Public Information Officer (PIO)-Responsible for the preparation and dissemination of public and emergency information, and also for advising government on appropriate news releases for keeping the public informed of instructional emergency information.

RCRA-Resource conservation and Recovery Act (of 1976): established a framework for proper management and disposal of all wastes; directed EPA to identify hazardous wastes, both generically and by listing specific wastes and industrial process waste streams. Generators and transporters are required to use good management practices and to track the movement of wastes with a manifest system. Owners and operators of treatment, storage, and disposal facilities also must comply with standards.

Reasonable Man (Person)-A hypothetical person who exercises "those qualities of attention, knowledge, intelligence and judgement which society requires of its members for the protection of their own interest and the interests of others". Thus, the test of negligence is based on a failure to do "something which a reasonable man, guided by those considerations which ordinarily regulate the conduct of human affairs, would do, or (the doing of) something which a reasonable and prudent person would not do". The phrase does not apply to a person's ability to reason, but rather the prudence with which he acts under the circumstances. Similar phrases include: "reasonably prudent person", "ordinarily prudent man", etc.

Reception Center-A center established to register evacuees and to assess their needs. If an evacuation is ordered, suitable facilities to be used as reception centers must be designated, The centers will be used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay

elsewhere, to ascertain where they can be contacted. Persons requiring temporary shelter will be directed to a shelter location. (Note: Reception and shelter facilities may be at the same location).

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

Regional Response Team-Established under CERCLA and operated under the National Response Team, chaired by EPA and co-chaired by Coast Guard; composed of representatives of Federal agencies and a representative from each State in the Federal region. During a response to a major hazardous materials incident, the OSC may request that the RRT be convened to provide advice or recommendations. May be convened by the chairman when a hazardous materials discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses regional boundaries; or may pose a substantial threat to the public health, welfare, or environment, or to regionally significant amounts of property. RRTs may review plans developed in compliance with Title III, if the local emergency planning committee so requests. RRTs receive direction from the National Response Team; RRT membership parallels National Response Team membership. Responds to emergency situations at the direction of EPA/USCG on-scene coordinators.

Release-Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance which enters the environment.

Reportable Quantity (RQ)-The reportable quantity established in Table 302.4 of 40 CFR 3002 for any CERCLA Hazardous Substance, which requires release reporting;

has the same meaning for any Extremely Hazardous Substance listed in 40 CFR #00 Appendix D; the amounts of hazardous substances that must be reported under CERCLA if accidentally released. Reportable quantities are established in a different way than threshold planning quantities. EPA has adopted five levels (1, 10, 100, 1000, and 5000 pounds) originally established pursuant to section 311 of the Clean Water Act. When the EPA adjusts a reportable quantity set by law, the adjustment is based on an evaluation of the intrinsic properties, called primary criteria, of aquatic toxicity, mammalian toxicity, ignitability/reactivity, and chronic toxicity.

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

Responsible Party-Someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary. See PRP.

RIA-Regulatory Impact Analysis.

Risk-The probability that damage to life, property, and the environment will occur.

Risk Analysis-Assesses probability of damage (or injury) due to hazardous materials release and actual damage (or injury) that might occur, in light of the hazard analysis and vulnerability analysis. Some planners may choose to analyze worst-case scenarios. Use the Chemical Profiles in the CEPP technical guidance or a similar guide to obtain information.

Risk Area-An area considered likely to be affected by a release of a toxic chemical. Risk areas are based on recommended isolation distances (i.e., one-half mile radius in all directions and one mile downwind), identifiable land features (streets, addresses, rivers, etc.) and predominate wind directions.

Risk Assessment-Broadly defined as the scientific activity of evaluating the toxic properties of a chemical and the conditions of human exposure to it,

with the objective of determining the probability that exposed humans will be adversely affected. Its four main components are: Hazard Identification-Does the agent cause the effect?; Dose-Response Assessment-What is the relationship between the dose and its incidence in human beings?; Exposure Assessment-What exposures are experienced or anticipated and under what conditions?; Risk Characterization-The combined analysis producing an estimate of the incidence of the adverse effect in a given population.

Risk Communication-Government/public exchange of information about risk, via talking and listening to the public on three essential factors pertaining to risk: (1) environmental and health risks arising in a given situation; (2) the specific decision(s) under consideration in the situation; and (3) the reasons for a proposed or final course of action. These factors are central to all risk communications, whether they involve national policy-making or the specific risks at a particular Superfund site.

Risk Management-As the term is used by EPA and other regulatory agencies, refers to a decision-making process which involves such considerations as risk assessment, technological feasibility, economic information about costs and benefits, statutory requirements, public concerns, and other factors.

Rumor Control Center-A center established to provide a contact point for the public to call for additional information. The center is located adjacent to the JIC.

SARA-Superfund Amendments and Reauthorization Act of 1986 (PL 99-499). Extends and revises Superfund authority (in Title I and II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

Section 305(a)-Part of SARA which designates FEMA as responsible for administering a training grant program providing \$5 million each year (1987-90) to enhance hazmat training.

Section 305(b)-Part of SARA mandating the EPA to report to Congress in 1988 on the status of alert and

notification.

Sensitizer-Chemical that causes a substantial proportion of exposed people or animals to develop an allergic reaction in normal tissue after repeated exposure to the chemical.

Shelter-A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

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

SIC Code-Standard Industrial Classification code; SIC codes 20 through 39 include all manufacturing facilities (and which are subject to sec. 313 annual reporting requirements).

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

Standard Operating Procedures (SOPs)-A set of instructions covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

State Emergency Operations Plan-Plan designated specifically for State-level response to emergencies or major disasters; which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance. (See EOP, op. cit.).

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

State Warning Point (SWP)-The State Facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

STCC Number-The Standard Transportation Commodity Code number used in the rail industry; a seven-digit number assigned to a specific article or group of articles and used in the determination of rates; for hazardous materials shipments, the number will begin with the digits "49" indicating reference to Title 49 of the Code of Federal Regulations (which deals with regulation of Hazardous Materials transport).

Superfund-Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA).

Superfund Amendments and Reauthorization Act of 1986 (SARA)-Act (PL 99-499) reauthorizing the Comprehensive Environmental Response, Compensation, and Liability Act for another 5 years. Under Title III of SARA, new authorities are established for chemical emergency planning and preparedness, community right-to-know reporting, and toxic chemical release reporting.

Synergism-Enhanced combined effect of two or more agents acting in concert; greater than the arithmetic adding of separate, single effects would project.

Teratogen-Material that affects the offspring when the developing embryo or fetus is exposed to that material.

Terrorism-is defined by the Federal Bureau of Investigation as "the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives."

Regardless of the definition used, terrorism includes three

elements:

1. Terrorist activities are illegal, criminal acts and they involve the use of force,
2. The objectives are to intimidate or coerce,
3. The actions are committed in furtherance of political or social objectives.

Threshold Planning Quantity (TPQ)-The amount of an Extremely Hazardous Substance present in a facility at any one time which, when exceeded, subjects the facility to Emergency Planning Notification (sec. 302). Is the "trigger" that determines the applicability of Title III's emergency planning provisions. TPQ's have been established by EPA based on an index that accounts for the toxicity of the chemical and its potential to become airborne in an accidental release. Threshold planning quantities are not intended to be predictive of the risk of the substance at the facility. The ranking of dispersion and toxicity was adopted as a method primarily because it produces lower threshold planning quantities for substances that might pose serious problems, and higher thresholds for chemicals that might be toxic but are not likely to be released to the air.

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

Tier I or Tier II-Inventory form for reporting Hazardous Chemicals (Sec. 312) and extremely Hazardous Substances (Sec. 302). Tier II describes more detailed chemical quantity and location(s) within the facility.

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

TLV-Threshold Limit Value.

Totally Encapsulated Suits-Special protective suits made of material that prevents toxic or corrosive substances or vapors from coming in contact with the body.

Toxic Chemical-A substance so listed in the latest version of the Federal Register; determined to be of potential danger to human health/life by EPA in conjunction with HHS. (ref. sec. 313-c).

Toxic Materials-Substances that can be poisonous if inhaled, swallowed, or absorbed into the body through cuts or breaks in the skin.

Trade Secrets-Any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it.

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

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

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

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

Tornadoes-Spawned by hurricanes sometimes produce severe damage and casualties. If a tornado is reported in your area, a warning will be issued.

USCG-U. S. Coast Guard.

Vulnerability-The Susceptibility to life, property, and the environment to damage if a hazard manifests its potential.

Vulnerability Analysis-Identifies what is susceptible to damage. Should provide information on: Extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species. Refer to the CEPP technical guidance or DOT's Emergency Response Guidebook to obtain information on the vulnerable zone for a hazardous materials release. A standard vulnerability analysis has been developed by EPA to assist communities in addressing sec. 303 of Title III.

Warm Zone-The contamination control area immediately outside the "hot" zone. The distance between the hot line and the contamination control line should be at least 120 feet depending on the severity of the incident, the materials involved, and the scene characteristics.

Warning-The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects of natural disasters and acts of civil disturbance.

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

Warning Signal-An audible signal, sounded on public outdoor warning devices.

Water Reactive-A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Weapons of Mass Destruction (WMD)-the term currently used which refers to Federal Legislation which sets forth the Government's policy regarding the use of weapons of mass destruction by terrorists.

Workers Right - to - Know - Legislation mandating communicating of chemical information to employees. A

regulatory initiative by OSHA, and an antecedent to
Community Right-to-Know.

**APPENDIX 3
COUNTY MAP**

APPENDIX 4

BUNCOMBE COUNTY EMERGENCY MANAGEMENT ORDINANCE

WHEREAS, pursuant to North Carolina General Statute Section 166-A, the County of Buncombe entered into a Civil Defense Agreement with the municipalities of Asheville, Biltmore Forest, Black Mountain, Montreat, Woodfin and Weaverville, establishing a local organization known as the Buncombe County United Civil Defense Organization; and

WHEREAS, in October, 1973, representatives from the United States Defense Civil Preparedness Agency, the State of North Carolina Civil Preparedness Division, and the Civil Defense Director of Buncombe County, conducted an "On-Site Assistance Project" in which the Civil Defense Plan for the County and the municipalities was reviewed with the aim of establishing an efficient and workable plan emphasizing Civil Preparedness; and

WHEREAS, the municipalities of Asheville, Biltmore Forest, Black Mountain, Montreat, Weaverville and Woodfin, and the County of Buncombe have entered into a Civil Preparedness Agreement attached hereto as Exhibit "A" implementing the recommendation of the above study; and

WHEREAS, the governing bodies of each of the municipalities have endorsed, adopted, and authorized the execution of the Civil Preparedness Agreement as being in the best interest of the citizens of the County of Buncombe.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the County of Buncombe as follows:

1. That the Chairman be and is hereby authorized to execute the Civil Preparedness Agreement attached hereto as Exhibit "A" on behalf of the County of Buncombe.
2. That this resolution shall be effective upon its adoption.

Board of Commissioners for
the County of Buncombe

September 17, 1974

STATE OF NORTH CAROLINA

CIVIL PREPAREDNESS AGREEMENT

COUNTY OF BUNCOMBE

This Civil Preparedness Agreement made and entered into this 21st day of June, 1974 by and between the County of Buncombe, hereinafter referred to as "County" and the municipalities of Asheville, Biltmore Forest, Black Mountain, Montreat, Weaverville and Woodfin, all being incorporated municipalities in the County of Buncombe hereinafter referred to as "Municipalities"; and

WHEREAS, Section 166-8 of the North Carolina Civil Defense Act of 1951 as amended authorized each political subdivision of the State of North Carolina to establish a local organization for Civil Defense in accordance with the State Civil Defense Plan and program; and

WHEREAS, on the 25th day of April, 1957, the County of Buncombe and the municipalities of Asheville, Biltmore Forest, Black Mountain and Weaverville entered into a Civil Defense Agreement establishing such a local organization known as the Buncombe County United Civil Defense Organization; and

WHEREAS, under said agreement, the County and municipalities have actively engaged in carrying out the terms and agreements and have succeeded in establishing a permanent-continuing Civil Defense Plan for the said County and municipalities; and

WHEREAS, in October, 1973, representatives of the United States Defense Civil Preparedness Agency, the State of North Carolina Civil Preparedness Division, and the Civil Defense Director of Buncombe County, conducted an "On Site Assistance Project" in which the Civil Defense Plan of the County and municipalities was reviewed with the aim of establishing an efficient and workable plan emphasizing civil preparedness; and

WHEREAS, it is the recommendation of the above "On Site Assistance Project" that the Civil Defense Agreement with the County and municipalities dated 25th of April, 1957 be amended to include the recently incorporated municipalities and to change the name of the Civil Defense Director to Civil Preparedness Coordinator as well as defining the duties of his office; and

WHEREAS, the governing bodies of the County and municipalities agree that the 1957 that the 1957 Civil Defense Agreement should be

amended and revised in accordance with the recommendations of the On Site Assistance Project; and

WHEREAS, Section 1668 of the North Carolina General Statutes as amended provides that each local Civil Preparedness organization shall have a Civil Preparedness Coordinator appointed by the governing bodies of such political subdivision; that said Coordinator shall have direct responsibility for the organization, administration and operation of the local organization for Civil Preparedness subject to the direction and control of the governing body by which appointed; and that the Civil Preparedness Coordinator appointed by the governing body of a county shall coordinate the activities of all Civil Preparedness organizations within such county, including the activities of Civil Preparedness organizations of cities and towns within the County; and

WHEREAS, the governing bodies of the County of Buncombe, North Carolina, and of the incorporated municipalities of Asheville, Biltmore Forest, Black Mountain, Montreat, Weaverville and Woodfin, each within the said County of Buncombe, believe that, for the common good, all the facilities and all the resources of said county and of said incorporated municipalities should be welded together in a united Civil Preparedness organization capable not only of functioning anywhere within the County, but also capable of participating on a mutual-aid basis with other Civil Preparedness organizations outside the County of Buncombe;

THEREFORE, the governing bodies of the County and the municipalities hereby mutually agree among themselves and with each other:

1. That there be established and organized under the jurisdiction of the Board of County Commissioners, a Buncombe County Civil Preparedness Agency;
2. That the Civil Preparedness organizations of said municipalities (already organized or to be organized) shall be component parts of the Buncombe County Civil Preparedness Organization and shall be responsive thereto; and subject to County overall jurisdiction, shall be responsible for Civil Preparedness matters within their respective political boundaries;
3. That the Board of County Commissioners shall appoint the Coordinator of the Buncombe County Civil Preparedness Agency, who shall have overall jurisdiction of all Civil Preparedness organizations and activities within Buncombe County;
4. That subject to the general direction and control of the Board of County Commissioners, said Coordinator, or his successor in office, shall be empowered to take action as follows in the performance of his responsibilities:
 - a. To do all things necessary in order to organize and to prepare for operation in the event of a natural disaster, subversive action or enemy action, all Civil Preparedness

organizations and activities within Buncombe County; to utilize particularly in training exercises, but not necessarily limited thereto, equipment belonging to said county and to said municipalities as appropriate to the exercise or otherwise, and to call upon the employees of said municipalities as needed, not only for assistance in training exercises but also to assist him in all other phases of the foregoing responsibilities;

- b. In the event of a natural disaster, subversive action or enemy action, either threatened or actual, to do all things necessary in order to call into action and to direct the operations of any or all Civil Preparedness organizations and activities within Buncombe County; to utilize any or all of the equipment of any kind and description belonging to said County and to said municipalities; and to call upon any or all employees of said County and of said municipalities to assist him during such times of emergency.
- c. It shall be the duties of the Coordinator on a day to day basis to coordinate all phases of Civil Preparedness Activities. He shall be responsible for the planning, coordination, and operation of the Civil Preparedness activities in the County and all municipalities listed herein. He shall maintain a liaison with State and Federal authorities and authorities in other political subdivisions as to insure the most effective Civil Preparedness plan. His duties shall include, but not be limited to, the following:
 - I. Coordinating the recruitment of volunteer personnel and agencies to augment the personnel and facilities of the County and municipalities listed herein for Civil Preparedness purposes.
 - ii. Development and coordination of plans for the immediate use of all of the facilities, equipment, manpower and other resources of the County and municipalities listed herein for the purpose of minimizing of preventing damage to persons and property; and protecting and restoring to usefulness governmental services and public utilities necessary for the public health, safety and welfare.
 - iii. Negotiating and concluding agreements with owners or persons in control of buildings or other property for the use of such buildings or suitable buildings as public shelters or any other purpose necessary for the operation of the Civil Preparedness Plan.
 - iv. Educating the civilian population as to actions necessary and required for the protection of their persons and property in case of enemy attack, or disaster, either impending or present.
 - v. Conducting public practice alerts to insure the effi-

cient operation of the civil preparedness forces and to familiarize residents with civil preparedness regulations, procedures and operations.

- vi. Coordinating the activity of all other public and private agencies engaged in any civil preparedness activity.
- vii. Assuming such authority and conducting such activity as the Coordinator may direct to promote and execute the Civil Preparedness Plan.

- 5. All contracts and agreements entered into by the Buncombe County United Civil Defense Organization and the County and municipalities for the benefit of the Civil Defense Agreement of 1957, shall continue in full force and effect.

IN WITNESS WHEREOF, the County of Buncombe has caused these presents to be signed in its mane by its Chairman, attested by its Clerk and its corporate seal to hereunto affixed, and the City of Asheville, Town of Biltmore Forest, Town of Black Mountain, Town of Montreat, Town of Weaverville, and Town of Woodfin, have each caused these presents to be signed by its Mayor, attested to by its Clerk, and its corporate seal to be hereunto affixed, this 21st day of June, 1974.

**APPENDIX 5
COUNTY STATE OF EMERGENCY ORDINANCE**

**AN ORDINANCE AUTHORIZING THE PROCLAMATION OF A STATE
OF EMERGENCY AND THE IMPOSITION OF PROHIBITIONS AND
RESTRICTIONS DURING A STATE OF EMERGENCY**

Under the authority of Article 36A of Chapter 14, Chapter 166A, and Chapter 153A of the North Carolina General Statutes, the County of Buncombe ordains:

Section 1. State of Emergency;Restrictions Authorized

(a) A State of Emergency shall be deemed to exist whenever during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.

(b) In the event of an existing or threatened State of Emergency endangering the lives, safety, health and welfare of the people within Buncombe County or any

part thereof, or threatening damages to or destruction of property, the Chairman of the Board of Commissioners of Buncombe County is hereby authorized and empowered under Section 14-288.13 and 166A-8 to issue a public proclamation declaring to all persons the existence of such a State of Emergency, and, in order to more effectively protect the lives and property of people within the county, to place in effect any or all of the restrictions hereinafter authorized.

The Chairman is hereby authorized and empowered to limit by the proclamation the application of all or any part of such restrictions to any area specifically designated or described within the county and to specific hours of the day or night; and to exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firemen and other public employees, rescue squad members, doctors, nurses, employees of hospitals and other medical facilities; on-duty military personnel, whether state or federal; on-duty employees of public utilities, public transportation companies, and newspaper, magazine, radio broadcasting, and television broadcasting corporations operated for profit; and such other classes of persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health, and welfare needs of people within the county.

Section 2. Proclamation Imposing Prohibitions and Restrictions

(a) The Chairman of the Board of Commissioners of Buncombe County by proclamation may impose the prohibitions and restrictions specified in sections 3 through 8 of this ordinance in the manner described in those sections. The Chairman may impose as many of those specified prohibitions and restrictions as he finds are necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety, and property. The Chairman shall recite his findings in the proclamation.

(b) The proclamation shall be in writing. The Chairman shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in the County Courthouse. The Chairman shall send reports of the substance of the proclamation to the

mass communications media which serves the affected area. The Chairman shall retain a text of the proclamation and furnish upon request certified copies of it.

Section 3. Evacuation

The Chairman may direct and compel the evacuation of all or part of the population of the County of Buncombe, to prescribe routes, modes of transportation, and destination in connection with evacuation; and to control ingress and egress of a disaster area, the movement of persons within the area, and the occupancy of premises therein. Details of the evacuation may be set forth or amended in a subsequent proclamation which shall be well publicized.

Section 4. Curfew

(a) The proclamation may impose a curfew prohibiting in certain areas and during certain periods the appearance in public of anyone who is not a member of an exempted class. The proclamation shall specify the geographical area or areas and the period during each 24-hour day to which the curfew applies. The Chairman may exempt from some or all of the curfew restrictions classes of people whose exemption the Chairman finds necessary for the preservation of the public health, safety, and welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.

(b) Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the Chairman by proclamation removes the curfew

Section 5. Restrictions on Possession, Consumption, or Transfer of Alcoholic Beverages

The proclamation may prohibit the possession or consumption of any alcoholic beverage; including beer, wine, and spirituous liquor other than on one's own premises, and may prohibit the transfer, transportation, sale or purchases of any alcoholic beverage within the area of the County described in the proclamation. The prohibition, if imposed, may apply to transfers of alcoholic beverages by employees of Alcoholic Beverage Control stores as well as by anyone else within

the
geographical area described.

**Section 6. Restriction on Possession, Transportation,
and Transfer of Dangerous Weapons and Substances**

) (The proclamation may prohibit the transportation or possession off one's own premises, or the sale or purchase of any dangerous weapon or substance. The Chairman may exempt from some or all of the restrictions classes of people whose possession, transfer, or transportation of certain dangerous weapons or substances is necessary to the preservation of the public's health, safety, or welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted.

(b) "Dangerous weapon or substance" means:

Any deadly weapon, ammunition, explosive, incendiary device, radioactive material or device as defined in G. S. 14-288.8 (c)(5), gasoline, or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property.

(2) Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property, when the circumstances indicate that there is some probability that such instrument or substance will be so used.

(3) Any part or ingredient in any instrument or substance included above when the circumstances indicate a probability that such a part or ingredient will be so used.

© If imposed the restrictions shall apply throughout the jurisdiction of the County or such part thereof as designated in the proclamation.

) (d A violation of this section shall be punishable as provided in G.S. 14-288.7.

Section 7. Restrictions on Access to Areas

) (a The proclamation may prohibit obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in

violation of any order, clearly posted notice, or barricade indicating that access is denied or restricted.

(b) Areas to which access is denied or restricted shall be designated by the Sheriff and his subordinates or other law enforcement officer when directed in the proclamation to do so by the Chairman. When acting under this authority, the Sheriff and his subordinates when directed in the proclamation to do so by the Chairman. When acting under this authority, the Sheriff and his subordinates may restrict or deny access to any area, street, highway or location within the County if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.

Section 8. The Proclamation may Prohibit or Restrict

(a) Movements of people in public places;
(b) The operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate; and
Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency, within the area designated in the proclamation.

Section 9. Removal of Prohibitions and Restrictions

The Chairman shall by proclamation terminate the entire declaration of emergency or remove any of the prohibitions and restrictions when the emergency no longer requires them, or when directed to do so by the Board of Commissioners.

Section 10. Superseding and Amendatory Proclamations

The Chairman in his/her discretion may invoke the restrictions authorized by this ordinance in separate proclamations, and may amend any proclamation by means of a superseding proclamation in accordance with the procedures set forth in Section 2.

Section 11. Termination of Proclamation

Any proclamation issued under this ordinance shall

expire five days after its last imposition unless sooner terminated in writing under the same procedures set forth in Section 2 for proclamations.

Section 12. In Case of Absence or Disability of Chairman

In case of the absence or disability of the Chairman, the Vice-Chairman of the Board of Commissioners, or such other person as may be designated by the Board of Commissioners, shall have an exercise all of the powers herein given the Chairman.

Section 13. Penalty for Violation

Except as provided in section 6, any person violating any prohibition or restriction imposed by a proclamation authorized by this ordinance shall be guilty of a misdemeanor, punishable upon conviction by a fine not exceeding fifty dollars (\$50.00) or imprisonment not exceeding 30 days, as provided by G.S. 14-4.

Section 14. Repeal of Conflicting Ordinances

All ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 15. Territorial Applicability

This ordinance shall NOT apply within the corporate limits of any municipality, or within any area of the County over which the municipality has jurisdiction to enact general police-power ordinances, unless the municipality by resolution consents to its application or the Mayor of the municipality has requested its application, in which event it shall apply to such areas as fully and to the same extent as elsewhere in the County.

Section 16. Validity

If any sectionsubsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Commissioners hereby declares that it would have passed this ordinance and each section, subsection, clause,

and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 17. Effective Date of Ordinance

This ordinance shall take effect on the _____ day of _____, 19__.

_____Chairman

Commissioners

**ATTACHMENT 1 TO APPENDIX 5
PROCLAMATION OF A COUNTY STATE OF EMERGENCY**

Section 1. Pursuant to County Ordinance _____ and Chapter 166A of the General Statutes and Article 36A Chapter 14 of the General Statutes, I have determined that a State of Emergency as defined in County Ordinance _____ exist in the County of Buncombe.

Section 2. I, therefore, proclaim the existence of a State of Emergency in the County of Buncombe.

Section 3. I hereby order all county law enforcement officers and employees and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the provisions of the county emergency ordinances which are set forth below.

Section 4. Evacuation. I have determined that, in the best interest of public safety and protection, it is necessary to evacuate the civilian population from the County of Buncombe. Citizens are free to use any type of transportation, but they are to use only _____ in leaving the county. Evacuation is to occur as soon as possible. Further proclamation concerning evacuation will be issued as needed.

Section 5. Curfew. Unless a member of the County's law enforcement agency or the emergency management program, every person who is located within a _____ radius of _____ is to be inside a house dwelling from the hours of _____ to _____.

Section 6. No Alcoholic Beverages. There shall be no sale, consumption, transportation, or possession of alcoholic beverages during the State of Emergency in the County of Buncombe, except possession or

consumption is allowed on a person's own premises..

Section 7. No firearms, ammunition, or explosives. during the State of Emergency, there shall be no sale or purchase of any type of firearm or ammunition, or any possession of such items along with any type of explosive off owner's own premises.

Section 8. Execution of Emergency Plan. All civilians and emergency management personnel are ordered to comply with the emergency reaction plan.

Section 9. This proclamation shall become effective immediately. Proclaimed this the ____ day of ____ 19__, at ____ (a.m.) (p.m.)

CHAIRMAN BOARD OF COMMISSIONERS

**ATTACHMENT 2 TO APPENDIX 5
PROCLAMATION TERMINATING
A COUNTY STATE OF EMERGENCY**

Section 1. On _____,
at _____ (am/pm), I determined and proclaimed a local
State of Emergency for the County of Buncombe.

Section 2. On _____,
at _____ (am/pm), I ordered the evacuation of all
civilians from the area, imposed a curfew, prohibited
alcoholic beverages, firearms, ammunition and explosives,
and ordered the execution of the emergency reaction plan.

Section 3. I have determined that a State of
Emergency no longer exists in the County of Buncombe.

Section 4. I thereby terminate the proclamation of a
local State of Emergency and all of the restrictions and
orders therein.

Section 5. This proclamation is effective
immediately. Proclaimed this the _____ day of
_____, at _____ (am/pm).

CHAIRMAN, BOARD OF COMMISSIONERS

**APPENDIX 6
MUTUAL AID AGREEMENTS**

**APPENDIX 7
HAZARDOUS MATERIAL**

I. PURPOSE

This appendix provides additional information to the basic plan for response to hazardous material emergencies and to meet the jurisdiction's responsibilities pursuant to the Emergency Planning and Community Right-to-Know Act of 1986 (Title III), Superfund Amendments and Reauthorization Act of 1986 (SARA).

II. SITUATION AND PRESUMPTIONS

A. SITUATION

The specific facilities involved with hazardous materials subject to the emergency planning requirements of Section 302 of SARA Title III are listed in Attachment 1 to this Appendix.

2. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population.

The results of a hazardous material incident could include the death or serious injury of persons exposed to the material, the spread of contaminants in varying degree throughout the County, and the destruction of property from fire, explosion, and exposure. A hazardous material accident could result in the spread of contaminants in varying degrees throughout the County, or in the destruction of dwellings and property from fire or explosion.

4. Evacuation, a protective measure, could isolate evacuees from their homes for an indefinite period of time.

5. Victims of hazardous materials accidents may

require unique or special medical care not typically needed in other types of emergencies.

6. The release of hazardous materials may have short and/or long term health and environmental effects depending upon the chemical composition of the substance.
7. A hazardous material incident may affect several hundreds of people within the jurisdiction without warning.

A hazardous material incident may require the public to shelter-in-place or to evacuate depending upon conditions at the time of the emergency.

B. ASSUMPTIONS

This plan can be effective if the following assumptions prove true:

1. Most, but not all, people affected by a hazardous material incident will follow instructions and shelter in-place or relocate to designated shelters.

2. Notification/warning and evacuation, if required, will be in accordance with the procedures described in the Notification and Warning Annex (Annex C) and the Evacuation and Transportation Annex (Annex I of this plan).

3. The local jurisdiction must respond to the incident in the initial phase without assistance from outside the jurisdiction. Emergency response agencies will take appropriate actions to prevent or minimize the spread of the material, provide early first aid as necessary, and manage the incident scene with emphasis toward safety of the public and responding personnel.

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

5. The hazardous material involved in an incident can be identified within a reasonable period of time by the owner of the facility or the vehicle, by the shipping documents, by the properties of the material itself, or by information provided pursuant to SARA, Title III or the N. C. Right-to-Know act.
6. A facility involved in a hazardous material incident will provide all information required by SARA, Title III, Section 304 on a timely basis.

Emergency response personnel are knowledgeable in the use of available resources.

The current edition of the US DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.

III. CONCEPT OF OPERATION

- A. **There are two types of incidents involving hazardous materials:** (1) incidents at fixed facilities, including illegal dump sites, and (2) transportation incidents.
- B. **The level of response required for an incident is determined by:**

1. the quantity and the toxic effects of material involved in an actual or release;
the imminent
2. the population and/or property threatened;
3. the type and availability of protective equipment required for the released material,
and;
4. the probable consequences should no

immediate

action be taken.

- C. Depending upon the threat posed by the incident,** protective measures initiated for the safety of the public could include in-place shelter, evacuation, and isolation of the contaminated environment.
- D. Incidents are classified according to level of risk** according to the Incident Commander's assessment.
- 1. 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.
 - 2. 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.
 - 3. Level III (Full Emergency Condition)** is an incident that involves a severe hazard or large area, posed 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.
- E. Response Procedures** for each level of incident will be according to local policies and procedures in compliance with worker safety standards.
- F. This plan recognizes that a hazardous material incident can change with time,** and necessitate escalating the response to a higher level, or

down-grading the response to lower levels as the situation is controlled.

- G. **When responding to an incident** where hazardous materials are known to be stored, the responders will assume the involvement of the most toxic substance at that location until otherwise informed.

- H. **A Local Emergency Planning Committee (LEPC)** has been established at the jurisdiction 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~~ ^{have} interest in hazardous materials may have a representative on the committee. At each covered facility, as defined by SARA, Title III, Section 303(d)(1), 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.

- I. **Notification of a release** of a hazardous material may be provided by any one who recognizes that a release has occurred. The telephone will be the primary means of alerting for any hazardous material incident, however, other methods including two-way radio and alarm systems may be used for initial notification if accepted by the LEPC. See Attachment 3 for recommended procedure.

- J. **Warning and notification** of the public, including special populations such as the hearing impaired, will be accomplished in accordance with the Notification and Warning Annex (Annex C) of this plan. Procedures for warning that have been developed for the hazard zones surrounding identified fixed facilities supersede the provisions of Annex C.

- K. As necessary, emergency vehicles with effective sound devices (sirens and/or public address systems) will be used as a public alerting system.** If a fixed notification system is in place around the facility or emergency area the vehicles may be used as a backup system. The vehicles will be dispatched within the evacuation area and will stop at each quarter (1/4)mile in populated areas and at each house or group of houses that are more than 1/4 mile apart. The emergency vehicle will notify the public of the situation and recommend protective action. Each route should be run twice if possible to ensure receipt of the initial warning by all members of the community. The second run, or backrun, will be to confirm alert and notification. Backruns need only stop at houses that are dark at night or where it is apparent that people are not complying with instructions. If necessary, door-to-door alerting will be accomplished during the second run.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. General:** The head of each agency involved in hazardous materials emergency response is responsible for the safety of its personnel. Training, emergency response procedures, and medical surveillance shall comply with the provisions of the North Carolina Hazardous Waste Operations and Emergency Response Standard (13 NCAC 7C.0101 (a) (26)). Topics addressed shall include but not limited to the dangers of hazardous materials, emergency response techniques, protective measures, protective clothing and equipment, and medical monitoring of personnel. In this regard, the head of each agency is, therefore, responsible for developing, maintaining, and updating training programs and standard operating procedures.

B. Jurisdiction Responsibilities:

1. Chairman, County Commissioners

- a. Nominate a Local Emergency Planning Committee (LEPC) as identified in Title III

of the Superfund Amendments and Reauthorization Act of 1986 and in accordance with the policies of the North Carolina Emergency Response Commission (NCERC). The LEPC will be appointed by the NCERC. The LEPC shall consist of representatives as required by federal law and NCERC policy.

- b. Encourage cooperation between the Local Emergency Planning Committee, local government agencies, facilities, and other applicable organizations.

2. County Manager:

- a. Ensure, through the Chairman of the LEPC, that county facilities with hazardous materials are properly identified, are reporting as required, and have appointed a Facility Emergency Coordinator to represent them on the LEPC.
- b. Provide administrative support to the Local Emergency Planning Committee as required.

3. Emergency Management Director

- a. Coordinate exercises and tests of the emergency plan in accordance with current requirements and concurrence of the LEPC. An exercise concerning the release of hazardous materials shall be conducted at least annually.
- b. Support the LEPC to maintain liaison with facility emergency coordinators to ensure availability of current information concerning hazards and response to an incident.
- c. Ensure a critique of incident responses to assess and update procedures as needed.
- d. Serve as the Community Emergency Coordinator

as identified in SARA, Title III.

e. Serve as liaison for the LEPC in coordinating planning efforts with other political subdivisions for facilities that affect multiple jurisdictions.

4. **Incident Commander (IC)**

- a. Activate the pre-plan and implement the necessary steps to safeguard human life, property, and the environment in accordance with available guidance.
- b. Secure the area as required by the situation.
- c. Identify the material involved without undue risk of exposure.
- d. Assess the situation and communicate the results to responding agencies, the EOC, and facility representatives.
- e. Appoint a Safety Officer and then other staff members as the situation requires in accordance with the jurisdiction's Incident Command System.
- f. Develop strategy (confinement, containment, Neutralization) and implement tactics (evacuation, offensive or defensive posture) with regard to available resources and capability of personnel.

5. **Health Department:** In addition to other responsibilities identified in this plan and other directives, the Health Department will assist in the enforcement of regulations and the initiation of legal actions against parties responsible for releases of hazardous materials in violation of regulations.

6. **Emergency Medical Services Director:** In addition to other responsibilities identified in this plan, the EMS Director shall develop procedures with assistance from facility owners and operators, in accordance with local protocols, for:
 - a. Treatment of contaminated patients.
 - b. Decontamination of patients and equipment.
 - c. Direction and control of mass casualty incidents as a result of the release of hazardous materials.

C. Local Emergency Planning Committee (LEPC)

1. Ensure fulfillment of responsibilities for local emergency planning pursuant to SARA, Title III and the policies of the North Carolina Emergency Response Commission.
2. Assess the current level of prevention, preparedness, and response capability within the jurisdiction.
3. Review existing plans for overlap, useful information and ideas.
4. Conduct an analysis of hazardous materials within the jurisdiction to identify the hazards, vulnerability, and risk.
5. Develop procedures to ensure a perpetual chemical hazard identification and risk assessment program within the jurisdiction.
6. Ensure the development and distribution of public awareness programs.
7. Ensure public access to information and the emergency operations plan regarding hazardous materials within the jurisdiction.
8. Ensure development of procedures for notification

and warning in the event of an incident involving hazardous materials.

9. Identify individuals and groups within risk areas who have special needs such as transportation, advanced medical care, and special warning (sight or hearing impaired).
10. Ensure that training for all responders to a hazardous material incident (including management) is in accordance with applicable policies, procedures and standards.
11. Ensure that agencies develop and maintain Standard Operating Procedures for hazardous materials response operations.
12. Identify resources needed for response to a hazardous material incident from public and private sources and make recommendations to the County officials about emergency response matters.
13. Ensure an ongoing program plan implementation, maintenance, training, and exercising.
14. Ensure compliance with the provisions of Title III, Superfund Amendments and Reauthorization Act of 1986.
15. Assure coordination of planning efforts between jurisdictions (municipalities, counties, facilities, etc.) including the development of notification/warning, response, and remediation procedures for covered facilities.

D. State Responsibilities

1. The State Emergency Management Plans and Operations staff, in accordance with state statutes, are responsible for support to the local jurisdictions. The State Emergency Response Team (SERT) is available, as required, for assistance in the event of an incident. Most state agencies (especially those with a response role such as Environmental Management, Solid and

Hazardous Waste, State Highway Patrol, National Guard, and) others are available to assist local jurisdictions through the State Emergency Response organization.

2. The Area Coordinator has been empowered by the Secretary of Crime Control and Public Safety to act on his behalf as prescribed in G. S. 166A and is responsible for local assistance, when requested, during an incident and will be the single on-scene coordinator of state resources.

E. Specific Fixed Facility Information

1. Information about each facility identified under SARA Title III as having extremely hazardous materials exceeding the threshold planning quantities will be collected, kept current, and the information distributed to responders as required.
2. The information on each identified facility is stored on computer files in the Emergency Management Office.
3. The information on each identified facility is available in a Facility Information Notebook located in the Emergency Management Office.

F. Facility Emergency Coordinator

1. Ensure that reportable information required by SARA, Title III is provided to the LEPC in a timely manner. In accordance with NCERC policy and where required, Tier II report forms shall be submitted in lieu of Tier I forms.
2. Ensure that the facility's emergency response procedures are current and effective for its property. Procedures shall specify actions for the immediate and follow-up notification of the affected jurisdiction(s), state, and federal authorities in the event of a hazardous material incident. Emergency procedures shall be submitted in writing to the LEPC.
3. Ensure that facility personnel are trained in

emergency response procedures, including but not limited to, determining that a release has occurred, notifying appropriate facility personnel and public officials, and initiating protective and / or hazard suppression activities.

4. Ensure that the facility has a current inventory of equipment and resources available for response to a hazardous material emergency.
5. Provide a technical representative to the Incident Commander and the EOC during an incident.

G. Hazardous Materials Transportation Incidents

1. The provisions of this Multi-Hazard Emergency Operations Plan (EOP) as well as the DOT Emergency Response Guidebook will be used for guidance during a transportation incident involving hazardous materials.
2. The routes for the transportation (highways, railways, pipelines, etc.) of hazardous materials, identified by the LEPC during the hazard analysis process, are listed in the situation statements of the basic plan and in the individual facility information date.
3. Other sources of guidance may be utilized during a transportation incident involving hazardous materials. The first responders to an incident should follow their agency's standard operating procedures for the initial actions involving transportation related incident.

V. DIRECTION AND CONTROL

The overall direction and control of emergency activities in a disaster situation is vested with the Chairman, County Commissioners. On site management will be established by the incident commander. The entire county emergency response force, including activation of the EOC, may not be required to handle every type of emergency involving a hazardous material.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for agencies and officials involved in a hazardous material incident are in accordance with established procedures.

VII. ADMINISTRATION AND LOGISTICS

- A. The agencies that may become involved** in a hazardous material incident will develop procedures to cope with a major incident involving hazardous material. The Emergency Management Coordinator and the Local Emergency Planning Committee will ensure, through the use of information provided pursuant Sections 302, 304, 311, 312, and 313 of SARA, Title III and other knowledge, that all identified hazards are evaluated.
- B. Equipment and supplies for response** to a hazardous material incident will be provided initially from the responding agencies' resources. Additional resources will be obtained through mutual aid agreements with other agencies, local jurisdictions or from private organizations and facilities. State and federal aid may be requested after local resources have been exhausted or determined to be inadequate for the task. Equipment and supplies for the EOC will be provided by the Emergency Management Coordinator.
- C. Training programs for emergency responders** of the county will be through individual agency in-service training, community college courses, and other offerings of related training. A schedule of these programs is maintained and distributed by the emergency management office of the county.
- D. Exercise schedules** for this plan are developed and maintained by the emergency management office. Exercises shall be in accordance with local, state, and federal policies and when possible, coordinated with the Area Office of N. C. Division of Emergency Management. The Types of exercises shall include, but not limited to, table-top, functional, and full-scale exercises. There must be at least one full-scale exercise every 5 years. An actual occurrence may be substituted for an exercise provided

it adequately tested response functions addressed in this plan and a critique of the event was conducted.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Director will coordinate with the LEPC, the designated Facility Emergency Coordinators, and other applicable agencies in the development and maintenance of this plan.

- B. This Hazardous Material Appendix is designed to be used as in integral part of this Multi-Hazard Emergency Operations Plan. Specific functions and responsibilities are addressed in Annexes A through M of this plan.

- C. The Local Emergency Planning Committee will approve and review this appendix on at least an annual basis. Changes will be submitted to the committee when necessary. Copies will be made available to the public, each response agency, and the N. C. Division of Emergency Management through the Area Office.

IX. AUTHORITIES AND REFERENCES

- A. **Emergency Planning and Community Right-to-Know Act of 1986:** Title III of the Superfund Amendments and Reauthorization Act of 1986.

- B. **N. C. Executive Order 43,** North Carolina Emergency Response Commission, April 7, 1987.

- C. **N. C. General Statutes,** Chapter 166A.

- D. **Local Emergency Ordinances.**

- E. **DOT Emergency Response Guidebook (DOT P 5800.4).**

F. Hazardous Materials Emergency Planning Guide, NRT-1, March 1987.

G. N. C. Occupational Safety and Health, Hazardous Waste Operations and Emergency Response Standard (13NCAC 7C.0101 (a) (26)).

X. APPROVAL

This appendix is approved by the undersigned:

Signature _____

Chairman, Local Emergency Planning Committee

Date _____

Signature _____

County Manager

Date _____

**APPENDIX 7
ATTACHMENT 1**

SAMPLE MESSAGE

HAZARDOUS MATERIALS

_____ have advised that an accident has occurred at the _____.

The accident involves the (potential) release of hazardous materials from the facility at a level which might be hazardous to the public.

(Select one or both options)

1. Those people living or working within _____ of the facility should remain indoors, close all windows and _____ doors, turn off fans, air conditioners, and forced-air heaters, and move to the basement or part of the building that offers the most protection.

REPEAT:

2. Those people living or working within _____ of the facility should evacuate their homes and businesses. A shelter will be set up for you at _____ . PLEASE REGISTER AT THIS SHELTER.

REPEAT:

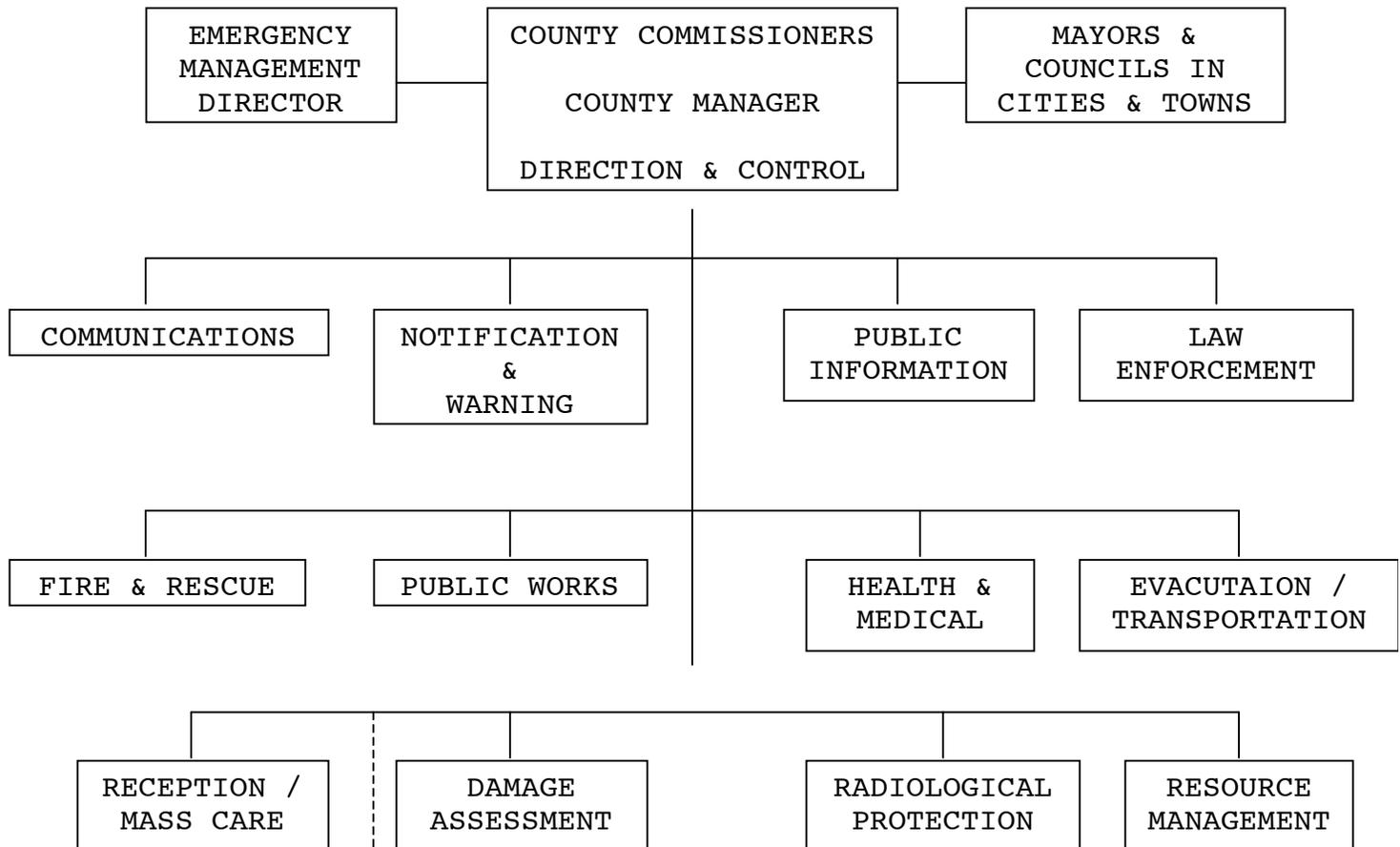
If anyone in your area is working with loud machinery, please

inform them of the emergency situation.

(If the emergency occurs at night, read: If your neighbors houses are dark, try to wake them and inform them of the emergency situation).

Stay tuned to a radio or television station serving your area for additional important information.

**APPENDIX 8
EMERGENCY OPERATIONS PLAN
FUNCTIONAL RESPONSIBILITY MATRIX**



SHELTER /
MASS CARE

_____COMMAND

.....COORDINATION

**BASIC PLAN
APPENDIX 9
HAZARD SPECIFIC-SEVERE WINTER STORMS**

I. PURPOSE

This hazard specific appendix establishes the procedures to minimize the effects of a winter storm on the populace of Buncombe County.

II. SITUATIONS AND ASSUMPTIONS

A. SITUATION

1. During the winter months Buncombe County is subject to winter storms.
2. Buncombe County does not normally experience severe winter storms. When this occurs the county could have extended cold temperatures with large amounts of snow or freezing precipitation. Transportation and/or employment patterns could be adversely affected.

B. ASSUMPTIONS

1. The National Weather Service located at Greenville/Spartenburg Regional Airport will detect and track severe storm systems, giving Buncombe county residents several days notice, and periodic updates on the progress of the system.
2. The news media receives constantly updated information on a storm from the National Weather Service. In addition, the National Weather Service transmits updated information on the NOAA weather radio frequencies.
3. Winter storms may cause disruption of electrical power and telephone service to a large portion of the County.
4. Streets and highways likely will become impassable because of ice and snow causing problems for vital workers to report to their work stations.

III. CONCEPT OF OPERATIONS

A. General

1. There are two (2) levels of winter storm readiness for Buncombe County. Each level of readiness will be determined by the projected or actual status of the winter storm. These levels of readiness are:

<u>Readiness-Level</u>	<u>Storm Status</u>
a. Level 2	Winter Storm Watch
b. Level 1	Winter Storm Warning

2. At the start of the winter months, the Emergency Management office will review this plan and ensure that procedures and alert rosters are updated, as needed.
3. As the storm status progresses from one level to

the next, the readiness phase will be increased.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. During periods of increased readiness resulting from any actual or imminent threat, Buncombe County's emergency plans and procedures will be implemented to provide appropriate response capabilities.
2. Unless noted otherwise, organization and responsibilities applicable to county, municipal, and local agencies are specified in Annex A-Direction and Control.

B. Mitigation Phase

1. Upon approaching winter season, the preparation and release of preparedness information for public safety will be coordinated with local news media.

C. Preparedness Phase

1. County, municipal and local agencies, with attending responsibilities, should review and revise applicable plans and procedures.
2. The Emergency Management Office will coordinate with the National Weather Service to maintain up-to-date information concerning potential effects of the storm upon Buncombe County. As appropriate, such information will be relayed to county, municipal, and local authorities.
3. The Buncombe County Emergency Management Office will coordinate activities to ensure that the following are in readiness condition:
 - a. County Emergency Operations Center (EOC).
 - b. Communications Systems.
 - c. Shelter/Mass Care Support.
 - d. Emergency Transportation.

D. Response Phase

1. Where appropriate, the Buncombe County Emergency Management Office is responsible for the activation of the County EOC (See EOC SOP).
2. Upon activation, the EOC shall serve as the primary point for direction and control of operational effects during response and recovery phases.
3. Generally, the EOC will be the primary point of contact, through the Branch EM office, with the North Carolina Division of Emergency Management (NCEM) in obtaining additional and necessary State or Federal resources. Otherwise, the Buncombe County Emergency Management Office has the responsibility for resources coordination and support.

E. Recovery Phase

1. Buncombe County government shall coordinate and support recovery operations. In this endeavor, damage assessment efforts to determine the extent of damage upon public and private property county-wide, will be coordinated through the County EOC. (See Annex K-Damage Assessment).
2. Buncombe County will coordinate with the NCEM to obtain necessary State and Federal assistance. (Source: Public Law 93.288, Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended by Public Law 100-707).

V. DIRECTION AND CONTROL

A. General

1. There are six municipalities within Buncombe County. Each municipality should exercise its full authority in the execution of locally designed emergency operations plans and procedures. However, such activities shall be coordinated with the Buncombe County Emergency Management office.

2. Major emergency situations affecting the unincorporated portions of the county will be supported by the Buncombe County government. Emergencies which affect multi-jurisdictional areas will be managed in a cooperative effort through the County EOC.

VI. CONTINUITY OF GOVERNMENT

A. County Government Line of Succession

1. Board of Commissioners: The line of succession for the Board of commissioners is from the Chairman to the Vice Chairman, continuing through the remaining board members according to their order of seniority. In the absence of the aforesaid officials, this line of succession would proceed to the County Manager.
2. Administration and Operations: The line of succession for County management is from the County Manager to Assistant County Managers or designated representative.
3. Preparedness and Coordination: The line of succession for county emergency preparedness and coordination is from the Emergency Management Director to the designated Emergency Management staff representatives.
4. Departmental Organization: The line of succession within each department or agency is according to their respective SOPs.

B. Documentation and Preservation of Records

Measures to maintain documents and accountability of operations, including preserving records, will be taken to ensue continued operation and/or reconstitution, if necessary, of County government.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibility

1. This appendix was developed and is maintained by the Buncombe County Emergency Management Director

in conjunction with Buncombe County government. The Emergency Management Director will coordinate implementation of the plans and procedures addressing winter storm preparedness and emergency response efforts.

2. This appendix shall be reviewed annually by the Buncombe County Emergency Management Office. Changes and revision will be coordinated with appropriate agencies having attending responsibilities.

VIII. ATTACHMENTS

Attachment 1 Winter Storm Public Safety Information

IX. AUTHORITIES AND REFERENCES

A. North Carolina General Statutes, Chapter 166A

B. Buncombe County Emergency Management Ordinance

X. APPROVAL

County Manager

Date

Emergency Management Director

Date

**APPENDIX 9
ATTACHMENT 1
WINTER STORM PUBLIC SAFETY INFORMATION**

-

Get independent. Check battery powered equipment, heating fuel, food stock and other supplies.

-

Dress for the season. Layers of protective clothing are more effective and efficient than single layers of thick clothing. Mittens are warmer than gloves. Hoods should cover mouth, to protect lungs from extremely cold air.

-

Don't kill yourself shoveling snow. It is extremely hard work and can bring on a heart attack, a major cause of death during and after winter storms.

-

Take winter driving seriously. Keep your car "winterized". Carry a winter car kit containing equipment to help you keep warm, visible, and alive if you are trapped in a winter storm.

-

Ice storm, freezing rain, freezing drizzle mean a coating of ice is expected;

If a blizzard traps you, avoid overexertion and exposure. Stay in your vehicle (but keep it ventilated). Exercise, Turn on dome light at night. Stand watches. Don't panic.

heavy means the weight of the ice will cause extra damage.

-

Snow means a steady fall unless occasional or intermittent is used.

Heavy snow means a fall of four to six inches or more is expected in the next 12 hours, or six or more inches in the next 24 hours. But heavy snow can mean two or three inches where winter storms are infrequent.

-

Snow flurries mean intermittent snowfall that may reduce visibility.

Snow squalls are brief, intense falls of snow, with gusty surface winds.

-

Blowing and drifting snow means strong winds and greatly reduced visibility.

Blizzard means wind speeds of at least 35mph, considerable falling and/or blowing snow, and temperatures of 20 degrees Fahrenheit or less, over an extended period.

WINTER STORM WATCH-A winter storm is approaching.

WINTER STORM WARNING-A winter storm is imminent.

Severe blizzard means wind speeds of at least 45 mph, dense snow and temperatures of ten degrees or less.

Cold wave means a rapid fall in temperature within a 24 hour period that will require emergency protective action.

**BASIC PLAN
APPENDIX 10
HAZARD SPECIFIC-TORNADOES**

I. PURPOSE

This hazard specific appendix has been developed to provide for orderly and coordinated actions to be taken to minimize the effects of tornadoes on the populace of Buncombe County. This plan in its entirety or in part, can also be used for "severe thunderstorms".

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Although tornadoes can occur at any time and anywhere, for Buncombe County, the most likely time for occurrence would be late afternoon or evening in the months of April through June of each year.
2. The probability of a tornado hitting Buncombe County is estimated to be one in ten chances per year.
3. Severe thunderstorms and hurricanes can and do spawn tornadoes.

B. Assumptions

1. The National Weather Service (NWS), located at the Greenville-spartenburg Regional Airport, can detect weather conditions which spawn tornadoes on their radar.
2. The National Weather Service has an agreement with the Amateur Radio operators (RACES) to be spotters and report any sightings of tornadoes.
3. The National Weather Service will issue tornado watches and warnings over the NOAA Weather Radio

System.

4. NWS will issue watches and warnings over the Emergency Alert System (EAS).

III. CONCEPT OF OPERATION

A. General

Realizing that different weather conditions can create different situations, this appendix will be broken down into different phases:

<u>Phase</u>	<u>Tornado-Status</u>
1. Mitigation	Normal Operations
2. Preparedness	Tornado Watch Tornado Warning
3. Response	Tornado Touchdown
4. Recovery	Return to Normal

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. During periods of increased readiness, resulting from any actual or imminent threat of a tornado, Buncombe County's emergency plans and procedures will be implemented to provide for appropriate response capabilities.
2. Unless noted otherwise, organization and responsibilities applicable to county, municipal and local response agencies are specified in Annex A-Direction and Control.

B. Mitigation Phase

1. During day-to-day operations:
 - a. The Emergency Management Director will:
 - (1) Release information on "tornado safety" to the public.

- (2) Assist other departments in developing plans and procedures.
- (3) Assist in exercising plans and procedures.
- (4) Run periodic tests on Emergency Management warning sirens in the County.

b. Municipalities and departments involved in emergency response will:

- (1) Develop plans and procedures.
- (2) Exercise their plans and procedures.
- (3) Keep notification rosters current.

C. Preparedness Phase

1. Tornado Watch

After a tornado watch has been issued by the National Weather Service the:

- a. State Warning Point will notify the Buncombe County EOC (County Warning Point).
- b. The Buncombe County EOC will:
 - (1) Notify the Emergency Management Director.
 - (2) Alert the appropriate municipalities.
 - (3) Broadcast conditions on fire, rescue and law enforcement radio nets.
- c. Emergency Management Director will:

- (1) Prepare to activate the EOC.
- (2) Notify key personnel, according to SOP.

d. Supervisory personnel of response organizations will:

- (1) Alert key personnel.
- (2) Insure necessary equipment is in a state of readiness.

2. Tornado Warning

After receiving notification that a tornado has been detected in the area, NWS will issue a "Tornado Warning". In addition to the above being accomplished:

- (a) The NWS will activate EAS.
- (b) The Emergency Management Director will make preparations to activate the EOC, as the situation dictates.
- (c) The Emergency Services will be activated to assist citizens as needed.

-

All mobile homes should be evacuated if time allows.

-

D. Response and Recovery Phase

- 1. Where appropriate, the Emergency Management Director will activate the EOC.
- 2. Upon activation, the EOC shall serve as the primary point for direction and control of

operational efforts during response and recovery phases.

3. Generally, the Buncombe County EOC will be the primary point of contact through the Branch EM office, with the North Carolina Division of Emergency Management (NCEM) in obtaining additional and necessary state or federal resources. Otherwise, the Buncombe County Emergency Management office has the primary responsibility for coordinating resources and support.
4. Buncombe County government, through the EOC, will coordinate damage assessment efforts to determine the extent of damage upon public and private property. (See Annex K-Damage Assessment)
5. Buncombe County officials will coordinate with the NCEM to obtain necessary state and federal assistance. (Source: Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended by Public Law 100-707).

V. DIRECTION AND CONTROL

A. General

1. There are six municipalities within Buncombe County. Each municipality should exercise its full authority in the execution of locally designed emergency operations plans and procedures. However, such activities should be coordinated with the Buncombe County Emergency Management Office.
2. Major emergency situations affecting the unincorporated portions of the County will be under direct control of the Buncombe County government.
3. Emergencies which affect multi-jurisdictional areas, the county and municipalities, will be managed in a cooperative effort through the County EOC.

NOTE: Specific functions for direction and

control are outlined in Annex A-Direction and Control.

VI. CONTINUITY OF GOVERNMENT

A. County Government Line of Succession

1. County Commissioners: The line of succession for the Board of County Commissioners is from the Chairman to the Vice-Chairman, continuing through the remaining board members according to their order of seniority. In the absence of the aforesaid officials, this line of succession would proceed to the County Manager.
2. Administration and Operations: In dealing with the subject at hand, the line of succession for County Management is from the County Manager to the Assistant County Manager or designated person.
3. Preparedness and Coordination: The line of succession for County emergency preparedness and coordination is from the Emergency Management Director to the designated Emergency Management staff representative(s).
4. Departmental Support: The line of succession within each County department is according to respective published SOPs.

B. Documentation and Preservation of Records

Measures to maintain documentation and accountability of operations, including the preservation of records, will be taken to ensure continued operation and/or reconstitution, if necessary, of County government. (See Basic Plan: Part VI-Continuity of government).

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibility

1. This hazard specific appendix is developed and maintained by the Buncombe County Emergency

Management office in conjunction with the Buncombe County government. The Emergency Management Director will coordinate implementation of plans and procedures addressing tornado preparedness and emergency response efforts.

- 2. This appendix shall be reviewed annually by the Buncombe County Emergency Management Office. Changes and revisions will be coordinated with appropriate agencies having attending responsibilities.

VIII. DEFINITION OF TERMS

TORNADO WATCH-Issued by the National Weather Service when conditions are favorable for a tornado to develop.

TORNADO WARNING-Issued by the NWS when a tornado has been detected or spotted in the area.

IX. ATTACHMENTS

Attachment 1-"Tornado Safety Rules".

X. AUTHORITIES AND REFERENCES

A. N. C. General Statutes, Chapter 166A.

B. Buncombe County Emergency Management Ordinance.

XI. APPROVAL

-
County Manager

Date

Emergency Management Director

Date

**BASIC PLAN
APPENDIX 10
ATTACHMENT 1**

TORNADO SAFETY RULES

When a tornado threatens, your immediate
action can save your life!

**STAY AWAY FROM WINDOWS, DOORS, AND OUTSIDE WALLS
PROTECT YOUR HEAD**

- [] In homes and small buildings, go to the basement, or to an interior part on the lowest level--closets, bathrooms, or interior walls. Get under something sturdy.
- [] In schools, nursing homes, hospitals, factories, and shopping centers, go to pre-designated shelter areas. Interior hallways on the lowest floor are usually best.
- [] In high-rise buildings, go to interior small rooms or hallways.
- [] In mobile homes or vehicles, leave them and go to a substantial structure. If there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert with your hands shielding your head.

TORNADO WATCH: Tornadoes and severe thunderstorms are possible.

TORNADO WARNING: Tornado detected; take shelter immediately.

Tornadoes often accompany SEVERE THUNDERSTORMS and are only one of many thunderstorm hazards. Others include:

LIGHTNING--Kills and injures hundreds and starts fires.

WINDS--Very strong, gusty winds can cause great damage.

RAIN--Heavy downpours may result in flash floods.

HAIL--Not a killer but can be very damaging.

-

LISTEN TO RADIO, TELEVISION, OR NOAA WEATHER RADIO for latest National Weather Service bulletins.

**BASIC PLAN
APPENDIX 11
HAZARD SPECIFIC-CIVIL DISORDERS**

I. PURPOSE

This appendix describes the operational policies to be implemented for the purpose of minimizing the impact of civil disturbances upon the citizens and the property of Buncombe County.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. There is a need for control to maintain law and order during times of gathering of citizen protest groups or other type groups.
2. Buncombe County has union and non-union business and industry.
3. There are six municipalities in Buncombe County all subject to civil disorder.

B. Assumptions

1. It is assumed that all municipal police departments and the Buncombe County Sheriff's Department have written procedures in place to deal with civil disorders.
2. Mutual aid agreements between the municipalities and the Sheriff's Department will enhance the availability of law enforcement support, when needed.
3. Through the N. C. Division of Emergency Management, assistance of the State Highway Patrol and the N. C. National Guard can be obtained.

III. CONCEPT OF OPERATIONS

A. Normally, when groups with conflicting viewpoints form, law enforcement will gather intelligence by both overt and covert means.

B. By monitoring the intelligence, the responsible officials may predict when such gatherings are likely to

precipitate a commotion.

C. By pre-planning and utilizing mutual aid agreements, responsible officials can have reasonable assurance that adequate support is available to counter a civil disturbance and maintain or restore order.

D. A "State of Emergency" proclamation, issued by a municipality or Buncombe County, gives the issuing governmental body additional authority to effectively address the situation.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. During periods of actual or imminent threat of a civil disturbance, emergency plans and procedures will be activated to provide for increased response readiness.
2. Unless noted otherwise, organization and responsibilities applicable to county, municipal and local agencies are specified in Annex A-Direction and Control.

B. Mitigation

1. Each law enforcement agency in Buncombe County is encouraged to have fully developed procedures on hand, designed to effectively deal with civil disorders.
2. Periodic training (table top, field exercise) must be conducted to ensure that all responsible parties are familiar with their assigned duties.

C. Preparedness

Where requested, the Emergency Management Office will:

1. Assist in the development and consummation of necessary mutual aid agreements.
2. Within available assets, verify that the following is in a readiness condition:

- a. Buncombe County EOC.
 - b. Communications System.
3. Request, if deemed appropriate, the N.C. Division of Emergency Management to alert the State Highway Patrol and the North Carolina National Guard to the possibility of a support mission.

D. Response

1. When appropriate, Buncombe County Emergency Management is responsible for activating the County EOC.
2. Upon activation, the EOC shall serve as the primary point for the direction and control of operational efforts during both response and recovery phases.
3. If activated, the Buncombe County EOC will be the primary point of contact for state and/or federal resources. Otherwise, Buncombe County Emergency Management has the responsibility for coordinating such resources.

E. Recovery

1. Buncombe County government shall coordinate and support recovery operations. In this endeavor, if needed, damage assessments will be performed by county agencies in accordance with Annex K-Damage Assessment.
2. Buncombe County will coordinate with the North Carolina Division of Emergency Management for necessary state and federal assistance. (Source: Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended by Public Law 100-707).

V. DIRECTION AND CONTROL

A. There are six municipalities within Buncombe County. Each municipality should exercise its full authority in execution of locally designed emergency operations plans and procedures. However, such activities should be

coordinated through the county EOC.

B. Major emergency situations affecting the unincorporated portions of the County will be under the auspices of the Buncombe County government. Emergencies which affect multi-jurisdictional areas will be managed in a cooperative effort through the County EOC.

VI. CONTINUITY OF GOVERNMENT

A. County Government Line of Succession

1. Board of Commissioners: The line of succession for the Board of County Commissioners is from the Chairman to the Vice Chairman, continuing through the remaining board members according to seniority. In the absence of any commissioners, the line of succession would pass to Administration and Operations.
2. Administration and Operations: The line of succession for the County Manager passes to the Assistant County Manager or designated representative.
3. Emergency Management: The line of succession for county emergency preparedness and coordination is from the Emergency Management Director to the designated Emergency Management staff representative(s).
4. Department/Agencies: the line of succession within each county department/agency is according to each respective SOP.

B. Documentation and Preservation of Records

Measures to maintain documents and accountability of operations, including the preservation of records, will be taken to ensure continued operation and/or reconstitution, if necessary, of county government.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. Responsibility

1. This hazard specific appendix is developed and maintained by the Buncombe County Emergency Management Office in conjunction with Buncombe County government. The Emergency Management Director will coordinate implementation of plans and procedures addressing civil disorder preparedness and emergency response efforts.

2. This appendix will be reviewed annually by the Buncombe County Emergency Management Office. Changes and revisions will be coordinated with appropriate agencies having attending responsibilities.

-

NOTE: See Basic Plan: Part VIII-Plan Development and Maintenance

VIII. ATTACHMENTS

See Annex N, Appendix 11, Hazard Specific Checklist-Civil Disorders.

IX. AUTHORITIES AND REFERENCES

- A. N. C. General Statutes, Chapter 166A.**

- B. Buncombe County Emergency Management Ordinance.**

X. APPROVAL

-
County Manager Date

-
Emergency Management Director

Date

**BASIC PLAN
APPENDIX 12
HAZARD SPECIFIC-DAM FAILURE**

I. PURPOSE

This appendix provides basic information and concepts for coping with potential dam failure incidents within Buncombe County. It establishes a plan of action for coordination and support of emergency response operations to minimize the effects of the failure of a water impounding dam upon the people and property of Buncombe County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. There are several hazard or medium hazard dams in Buncombe County. These dams are identified in Attachment 1 of this Appendix.
2. Failure of a dam can cause flash flooding of areas downstream and could pose significant safety and/or health concerns due to development.
3. Early alerting of officials, coupled with timely notification of persons and property owners within the potential inundation area, is critical to protection of life and property.
4. Initial emergency response efforts would focus on implementing warning and evacuation measures in the projected inundation areas, and/or urgent corrective measures to minimize the danger of dam

failure or to release the impounded water under a controlled method.

5. Dam failure may be caused by: overtopping, structure failure (or damage), or seepage.
6. NOTE: According to U. S. Army Corps of engineers a dam is labeled unsafe if all of the following conditions prevail:
 - (a) The spillway could not pass one-half of the probable maximum flood without the dam being overtopped.
 - (b) Such overtopping would probably cause the dam to fail.
 - (c) Failure of the dam would probably cause loss of life.
7. In most cases the dam owner is responsible for the safety of the dam.

B. Assumptions

1. Some dams are unsafe because they were not designed properly and some are unsafe because they have been improperly modified.
2. Dams over 15 feet high, or impounding more than ten acre feet of water, are subject to State approved detailed engineering plans and such plans have been approved prior to construction of such applicable dams in Buncombe County.
3. Land Quality Staff of the N. C. Department of Environment and Natural Resources is responsible for periodic inspection of high risk or medium risk dams and responds to emergency situations regarding dam safety through direct action and in cooperation with other public safety officials, dam owners, and downstream residents.
4. Persons or property owners in projected inundation areas will be informed of the potential hazard when floodplains and/or projected inundation areas are identified.

5. Emergency response personnel (e.g., fire, rescue, law enforcement, emergency management) will be available with equipment and resources to assist in notifying and/or evacuating persons in projected inundation areas.
6. Private automobiles will be the primary means of transportation for evacuation movement. Available alternate transportation resources would be coordinated to support evacuation of those without transportation or special needs individuals (e.g., disabled, handicapped, elderly).
7. Persons could be isolated from their homes for extended periods of time and some whose homes may be destroyed or damaged may be left homeless.

III. CONCEPT OF OPERATIONS

This plan calls for:

A. Prompt notification of local officials by the dam operators or others in the event of a condition at a dam which poses a threat downstream.

B. The prevention or mitigation of the hazard by the dam operators, or owners, or by government action.

C. The alerting and warning of the affected populace in the projected inundation area downstream by all means possible.

D. Action taken will be based on emergency conditions as follows:

1. Failure is Imminent or Has Occurred Condition-a problem that threatens the integrity of the dam or other structures that could cause serious downstream flooding. The situation may or may not allow time for remedial action. Corrective action such as a controlled drawdown of the reservoir may be implemented, which could cause river stages no higher than those normally

experienced during natural flooding; or response may include immediate movement of downstream residents to higher ground. The warning signs that indicate a Failure is Imminent or has Occurred are similar to, but more severe than, the Potentially Hazardous Situation. These warning signs could include:

- a. Major new structural defects such as a prominent crack, particularly when a new source of significant leakage flow is observed.
- b. Any abnormal change in shape or character of a dam especially if occurring over a short duration, and coincidental with a new source of significant leakage flow.
- c. A major source of uncontrollable leakage flow passing over or through the dam at any place other than gates, spillway, or other points designed to release water.
- d. Structural damage such as caused by earthquake or explosion, particularly when a new source of significant leakage flow is observed.
- e. Structural damage caused by extremely high water levels which threatens to breach or overtop a non-overflow section of the dam.

2. Potentially Hazardous Situation-a problem that threatens the dam, which may allow delays or weeks for remedial action. Corrective action could include a controlled drawdown of the upstream reservoir, which could cause river stages comparable to those experienced from natural flooding. A Potentially Hazardous Situation has the potential for escalating to a Failure is Imminent or Has Occurred Condition. The warning signs that indicate a Potentially Hazardous Situation include, but are not limited to:

- a. Abnormally high water level behind a dam or flow through the spillway which potentially could overtop the dam.

- b. Anticipated high water levels due to extremely heavy rainfall in the watershed or upstream dam failures.
- c. Structural defect such as an unusual crack in the dam which has the potential for threatening the integrity of the dam.
- d. Any abnormal change in shape or character of dam which could lead to breaching of the dam.
- e. Water passing over or through dam at any place other than gates, spillway, or other points designed to release water, which appears to have the potential for threatening the integrity of the dam.
- f. Serious threat of sabotage or potential for seismic activity.
- g. Abnormal decrease in normal operating pool level which appears to be an indication of a major source of leakage.
- h. Reports of potential dam failure conditions form external sources.

E. The restriction of traffic into the inundation area.

F. The evacuation of the populace to safe assembly areas outside the inundation area and the transportation of the evacuees to shelters using all means available to include privately owned vehicles, buses, ambulances, and local government owned vehicles.

G. The selected evacuation of property such as livestock downstream, and the protection of selected facilities such as water works, sewage disposal plants, power stations, historical sites, businesses, and industries where feasible.

H. The provision of public shelter for evacuees.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

1. During periods of increased readiness resulting from any actual or imminent threat of a dam failure, Buncombe County's emergency plans and procedures will be implemented to provide for appropriate response capabilities.
2. Unless noted otherwise, organization and responsibilities applicable to county, municipal, and local response agencies are specified in Annex A-Direction and Control.

B. Mitigation Phase

During day-to-day operations:

1. The Emergency Management Director will:
 - a. Maintain an inventory of potentially unsafe dams in Buncombe County and assure that periodic inspection is done.
 - b. Develop and keep updated a notification system which will make possible the rapid notification of persons whose property may be affected, All available alerting systems, such as in-place warning sirens or signals, mobile sirens and PA systems will also be procedurally designed for use in the notification system.
 - c. Assist other departments in developing plans and procedures.
 - d. Assist in exercising plans and procedures.
 - e. Keep notification rosters current.
2. Municipalities and departments involved in emergency response will:
 - a. Develop plans and procedures.
 - b. Exercise their plans and procedures.
 - c. Keep notification rosters current.

C. Preparedness Phase

1. The Emergency Management Director will:
 - a. Alert appropriate officials, personnel.
 - b. Assure remedial actions possible are implemented.
 - c. Maintain appropriate monitoring of the situation.
 - d. Assure any appropriate public awareness notices are communicated.
 - e. Activate EOC when appropriate.
2. Supervisory personnel of response organizations will:
 - a. Alert key personnel.
 - b. Monitor the situation.
 - c. Insure necessary equipment is in a state of readiness.

D. Response Phase

Where appropriate the EOC will be activated for direction and control of operational efforts. Otherwise, the Buncombe County Emergency Management Office has the primary responsibility for coordinating resources and support.

E. Recovery Phase

1. Buncombe County government shall coordinate and support recovery operations, In the endeavor, damage assessment efforts to determine the extent of damage upon public and private property county-wide, will be coordinated through the County EOC.
2. Buncombe County will coordinate with NCEM to

obtain necessary State and Federal assistance.
(Source: Federal Disaster Relief Act of 1974-
Public Law 93.288, as amended).

V. DIRECTION AND CONTROL

A. There are six municipalities within Buncombe County. Each municipality should exercise its full authority in the execution of locally designed emergency operations plans and procedures. However, such activities should be coordinated with the Buncombe County Emergency Management office.

B. Major emergency situations affecting the unincorporated portions of the County will be under the direct control of the Buncombe County government.

C. Emergencies which affect multi-jurisdictional areas, the county and municipalities, will be managed in a cooperative effort, each entity providing mutual support, as required. Unless the County EOC is activated, the Buncombe County Emergency Management office shall serve as the lead agency.

-
NOTE: Specific functions for direction and control are outlined in Annex A-Direction and Control.

-

VI. CONTINUITY OF GOVERNMENT

A. County Government Line of Succession

1. County Commissioners: The line of succession for the Board of County Commissioners is from Chairman to Vice Chairman, continuing through the remaining board members according to their order of seniority. In the absence of the aforesaid officials, this line of succession would proceed to the County Manager.
2. Administration and Operations: In dealing with the subject at hand, the line of succession for County Management is from the County Manager to the Assistant County Manager or designated person.

3. Preparedness and Coordination: The line of succession for County emergency preparedness and coordination is from the Emergency Management Director to the designated Emergency Management Staff representative(s).
4. Departmental Support: The line of succession within each County department is according to respective published SOPs.

B. Documentation and Preservation of Records

Measures to maintain documents and accountability of operations, including preserving records, will be taken to ensure continued operation and/or reconstitution, if necessary, of County Government.

VII. PLAN DEVELOPMENT AND MAINTENANCE

A. This appendix was developed and is maintained by the Buncombe County Emergency Management Director in conjunction with Buncombe County government. The Emergency Management Director will coordinate implementation of the plans and procedures addressing dam failure preparedness and emergency response efforts.

B. This appendix shall be reviewed annually by the Buncombe County Emergency Management Office. Changes and revisions will be coordinated with appropriate agencies having attending responsibilities.

VIII. ATTACHMENTS

- A. Attachment 1**-Flash Flood Safety Rules.
- B. ATTACHMENT 2**-Buncombe County High Hazard Dams.

IX. AUTHORITIES AND REFERENCES

- A. N. C. General Statutes** Chapter 166A.
- B. Buncombe County Emergency Management Ordinance**

X. APPROVAL

-
County Manager

Date

- Emergency Management Director

Date

**BASIC PLAN
APPENDIX 12
ATTACHMENT 1**

FLASH FLOOD SAFETY RULES

In many regions flash floods can strike with little or no warning. Local rains may be so intense that small creeks and streams are unable to accommodate so much water. Distant rain may be channeled into gullies and ravines, turning a quiet stream into a rampaging torrent in minutes.

Observe the flash flood safety rules. They could save your life!

- * Keep alert for signs of rain both where you are and upstream.
- * Be especially cautious at night. It's harder to recognize the danger then.
- * Watch for rising water levels and don't try to drive where water is over the roads. Parts of the road may already be washed out.
- * Abandon your vehicle if it stalls in a flooded area or if water begins to rise over the road, and head for higher ground immediately. Flood waters can rise rapidly and sweep a car and its occupants away.
- * If you're caught in the house by suddenly rising waters, move to the second floor and, if necessary, to the roof. Take warm clothing, a flashlight, and portable radio with you. Then wait for help...don't try to swim to safety. Rescue teams will be looking for you.

A **Flash Flood Watch** means that heavy rains may cause flash flooding in certain areas.

A **Flash Flood Warning** means that flash flooding is occurring or imminent on certain streams or in designated areas.

**BASIC PLAN
APPENDIX 12
ATTACHMENT 2**

HIGH HAZARD DAMS IN BUNCOMBE COUNTY

BEAVER LAKE DAM
BEE TREE LAKE DAM
BLACK MOUNTAIN RESERVOIR DAM
BUSBEE RESERVOIR DAM
CROWFIELDS DAM
ECHO LAKE DAM
FLATTOP MOUNTAIN LAKE DAM
FRANKS FISHING LAKE DAM
FREEDOM LAKE
JEWELL ACRES DAM
KENILWORTH DAM
CALDWELL POND DAM
CAMP MERRIMAC
MOORE DAM
MORGAN POND DAM
NORTH FORK RESERVOIR DAM
LAKE TSUGA DAM (FORMER PONDEROSA LAKE DAM)
CAMP RIDGECREST LAKE DAM
ROSS CREEK DAM
MSD TREATMENT PLANT DAM
LAKE SUSAN DAM
LAKE TOMAHAWK DAM
WOODFIN RESERVOIR DAM
WOODLAND HILLS DAM
LUTZ DAM (FORMER SLUDER DAM)
STARNES COVE DAM
RODDY DAM
LAUREL LAKE DAM
KYFIELDS CONDOMINIUMS DAM
LAKE CRAIG DAM
CROWFIELDS DAM
ENKA LAKE DAM
LAKE CHARLES DAM

**BASIC PLAN
APPENDIX 13
HAZARD SPECIFIC-MEDICAL DEBRIS**

I. PURPOSE

This Appendix provides information to respond to emergencies involving medical debris that poses a threat to the health and safety of local jurisdictions.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Medical debris has been found in numerous locales in the state. This debris could possibly result in biological contamination of local jurisdictions.
2. Victims of accidents with medical debris may require special medical care not typically needed in other types of emergencies, due to the possible presence of biological contamination.

B. Assumptions

1. An incident involving medical debris could result in serious injury to affected parties.
2. The appearance of medical debris could result in the closing of involved areas.
3. Citizens affected by medical debris will normally follow instructions and avoid contaminated areas.
4. The jurisdiction's emergency response personnel are aware of the resources and materials

available to them in a medical debris incident.

III. CONCEPT OF OPERATIONS

A. General

There are two basic situations involving medical debris:

1. The discovery of individual items of medical debris, for example, a single syringe.
2. The discovery of a large quantity of medical debris that is found in a cluster.

B. Specific

The level of the State's response will be dictated by the amount of medical debris found and the expected danger there from. Depending upon the seriousness of the incident, protective responses for the public could include isolation of small sections of an area, closing of a complete or particular area and/or a complete ban on any activity, recreational or commercial, in any part of a community.

C. Levels of Emergency

1. Level 1 (Potential Emergency condition)-An incident which can be controlled by the local law enforcement agency, and will not require evacuation of an affected area.
2. Level 2 (Limited Emergency Condition)-An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require limited closing of an area. Initial response to the incident can be adequately handled by the responding law enforcement agency's personnel and resources.
3. Level 3 (Full Emergency condition)-An incident involving a severe hazard or involving a large area which poses a potential threat to life or property, requiring an indefinite closing of an area and prohibition of certain activities.

D. Standing Operating Instructions Considerations

1. This plan recognizes that the level of a medical debris incident can change with time and may necessitate escalating the specific response to a higher level or down-grading that response to a lower level as the situation may dictate.
2. When responding to a medical debris incident, responders will assume the involvement of biologically hazardous medical substances unless otherwise predetermined.
3. Public information officials should prepare warning advisories for the general public which will include instructions for avoiding the medical debris and provide a means for notifying the proper officials.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General

Each local department involved in medical debris response is responsible for the safety of its own personnel, including training in the danger of medical debris, emergency response techniques, protective measures, the provision of protective clothing and equipment, and medical monitoring of personnel if necessary. In this regard, each agency is, therefore, responsible for developing, maintaining, and updating training programs and standard operating procedures for handling medical debris.

B. Citizen Responsibilities

When a private citizen discovers medical debris, the individual discovering the material should:

1. Leave the material untouched.
2. Place some type of marker near the material so that it may be easily found.
3. Immediately contact the Local Police Department or the County Sheriff's Office.

C. County and Municipal Responsibilities

Under the North Carolina Emergency Management Act, elected officials have specific responsibilities to their constituents concerning preparation for, response to, and recovery from disasters. Under these guidelines the following processes are established:

1. Chairman, County Commissioners: The Chairman should provide whatever direction and control is needed in dealing with a medical debris incident that occurs in an area where the County has jurisdiction and responsibility.
2. County Manager: The County Manager should provide administrative support for the emergency response agencies involved when dealing with an incident involving medical debris where the County has jurisdiction and responsibility.
3. Mayor of Affected Town/City: The Mayor should provide whatever assistance is required in dealing with a medical debris incident that occurs in an area where the Town/City has jurisdiction and responsibility.
4. Town/City Manager: The Town/City Manager should provide administrative support for the emergency response agencies when dealing with an incident involving medical debris where the Town/City has jurisdiction and responsibility.
5. Sheriff/Police Chief: The senior Local Law Enforcement Official should assume responsibility for the coordination, direction and control of the medical debris identification and cleanup. In this position he should:
 - a. Call the county Emergency Management Office.
 - b. Implement the necessary steps to safeguard human life, property, and the environment,
 - c. Cordon off and secure the affected area as required.
 - d. Identify the material involved without undue risk of exposure.

- e. Remove the material as specified in Attachment 1 to this Appendix.
 - (1) The removed material should be treated as though it were evidence in the event prosecution becomes possible in the future.
 - (2) Copy Attachment 3 to this Appendix (Medical Waste and Hazardous Material Collection Form), enter the requested information, and attach the completed form to the medical debris.
 - (3) Take full responsibility for maintaining the continuous chain of receipts and custodial safeguards required of all potential evidence.
 - f. Call the State Warning Point and ask the telecommunicator to page the Duty Officer for the Division of Emergency Management, Department of Crime Control and Public Safety. The telecommunicator must be given a contact name and telephone number so that a return call can be established.
6. County Emergency Management Office will:
- a. Notify appropriate county officials.
 - b. Notify the State EM Office.
 - c. Take all steps necessary to inform all concerned of potential hazards.
7. County Health Department: In addition to other responsibilities normally required and performed, the County Health Department will:
- a. Promulgate applicable health information and regulations appropriate to the medical debris incident.
 - b. As requested by Local Law Enforcement, assist with the technical information that may be required to safely remove or store

the material and prepare it for shipment to the Health Services Lab in the Bath Building in Raleigh, as necessary and appropriate.

c. When local disposal of the medical debris is deemed appropriate, the local official having custody of the material must first obtain permission from the assigned investigator in order to do so. (See Attachments 2 & 3).

8. Public Works/Engineering will assist with medical debris cleanup teams if necessary.

D. State Responsibilities. (For Informational Purposes Only).

1. Division of Emergency Management is responsible for support in accordance with state statutes, when requested, by local jurisdictions.

2. The Area Coordinators for the Division of Emergency Management have been empowered by the Secretary of Crime Control and Public Safety to act on his behalf as prescribed in G. S. 166A and are responsible for local assistance, when requested, during an incident. They will be single on-scene coordinator of the State's response as requested by County and Municipal officials.

3. The State Warning Point, in the State Highway Patrol's communication center in Raleigh, will provide the first notification to the Division of Emergency Management when the Division's Duty Officer is paged.

4. Department of Justice (DOJ). If the responsible party is identified, and if North Carolina law has been violated, (DOJ) will determine if prosecution is warranted and proceed as deemed necessary.

V. DIRECTION AND CONTROL

A. The overall direction and control of emergency activities in a crisis situation is vested with

the Chairman, County Commissioners.

- B. On-site management** of all direction and control will be established by the Senior Law Enforcement official.
- C. It is presumed that activation** of the entire county emergency response force, including activation of the EOC, will not be required in each and every type of emergency involving medical debris.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for agencies and officials responsible in a medical debris incident are in accordance with established procedures and as stated in the County Emergency Operations Plan.

VII. ADMINISTRATION AND LOGISTICS

Equipment and supplies for response to a medical debris incident will be provided from the responding agency's resources or in accordance with mutual aid agreements or from private organizations and facilities as previously agreed upon. Equipment and supplies for the EOC will be provided by the Emergency Management Coordinator.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Medical Debris Plans and Procedures will be reviewed and updated as needed by the following agencies:

- A. County Sheriff/Municipal Police Chiefs.**
- B. Local Emergency Ordinances.**
- C. County Health Services.**
- D. Public Works/Engineering.**

IX. AUTHORITIES AND REFERENCES

- A. North Carolina General Statutes, Chapter 166A**
- B. Local Emergency Ordinances.**
- C. CC&PS Secretary's letter** of March 24, 1987 to Area Coordinators addressing on-scene coordination.

D. **State of North Carolina Executive Order 73**, North Carolina, April 27, 1988.

X. PUBLIC INFORMATION

A. **Overview.** A statement concerning Medical Debris is contained in Attachment 2 to this Appendix. These are comments from the State Emergency Management Director concerning the overall problem and are suitable for a public information release.1

B. **Public Information Contact Point.** Contact the State Emergency Management Office PIO for further information on Medical Debris.

ATTACHMENTS:

1. Debris Handling Guidelines
2. Citizen Protection Plan Overview
3. Medical Waste and Hazardous Material Collection Form

APPROVAL:

-----	-----
-	
County Manager	Date
-----	-----
-	
Emergency Management Director	Date

**BASIC PLAN
APPENDIX 13
ATTACHMENT 1**

Medical Debris Handling Guidelines

- I. When the material is retrieved, the following safeguards will be employed:
 - A. **Wear rubber gloves**, similar to regular "dish washing gloves".

B. If the material appears to be broken, has sharp edges, or needles, in addition to the rubber gloves above, also wear heavy leather gloves.

C. A shovel may be used in lieu of gloves.

D. The items should be placed into a plastic trash bag. The bag should be tied closed and placed into another plastic bag which will also be tied closed. These will then be placed into a cardboard box which should be sealed as though it may become evidence in a trial.

E. The gloves should be stored in a "zip-lock" type bag in the event they are needed again during the same incident. When it is determined that the gloves will no longer be needed, they should be disposed of properly.

II. When in doubt, in dealing with situations not covered herein, use extreme caution and a procedure which will maximize the safety and well being of the person handling the medical debris.

NOTE: ALL MEDICAL DEBRIS WILL BE HANDLED IN ACCORDANCE WITH OSHA STANDARD 1910.1030.

**BASIC PLAN
APPENDIX 13
ATTACHMENT 2**

Citizen Protection Plan Overview

There have been frequent instances where medical debris has been found in North Carolina. Because this debris poses a serious threat to our citizens, our ecology and our economy, a plan has been developed that addresses this problem. both now

and in the future.

The plan acknowledges that debris has been found. There are two types of events involving medical debris. The first involves small quantities of material such as an individual syringe. The first is where there may be a potential emergency condition, the second may entail closing off an area around the waste site.

The plan identifies the specific roles that will be expected of officials at all levels. Local law enforcement officials will have to run the risk of removing these materials from the site. County and city managers will be required to provide needed support to local officials to recover these materials and to remove the threat to the citizens.

The State agencies that will become involved include the Division of Emergency Management which will coordinate the State's response. The Division of Health Services will determine what, if any, threat there is to human health as a result of the debris and to ensure their proper disposal. The State Bureau of Investigation will make every effort to identify the perpetrators and bring them before the courts.

State, Local and County officials cannot, however, be expected to do everything. The plan will not work unless we have your assistance. As individual citizens, your help is crucial in minimizing the possible effects these debris may have on our state. If you see something that looks like it might be medical debris, immediately contact your local law enforcement agency. They will arrange for removal of the material.

**BASIC PLAN
APPENDIX 13
ATTACHMENT 3**

Medical Waste and Hazardous Material Collection Form

In order to facilitate any criminal investigation which may arise from the discovery and collection of medical waste or other hazardous materials, the State Bureau of Investigation requests that the information noted below be provided for each collection. Included in the date will be a custody log which will identify those individuals who maintained custody of the materials collected. Additional information concerning this request can be obtained by contacting the State Bureau of Investigation at (919) 292-5320 or (919) 779-1400.

Date of Discovery: _____ Time of Discovery:

Name of Individual Discovering the Material (if known):

Address: _____ Telephone:

LOCATION OF MATERIALS: County: _____ City:

Location:

(Address or proximity to known landmark)

Date of Collection: _____ Time of Collection:

A g e n c y c o n d u c t i n g C o l l e c t i o n :

Contact Individual of Agency: _____ Telephone:

General Description of Items Collected:

CUSTODIAL LOG

<u>NAME</u> <u>TRANSFERRED</u>	<u>DATE RECEIVED</u>	<u>DATE</u>
1.		
2.		
3.		
4.		
5.		

(A completed copy of this form must accompany the materials)

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

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Direction and control of normal day-to-day emergencies is performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures.
2. Many hazards exist within or near the County which have the potential to cause disasters of

such magnitude as to warrant centralization of the direction and control (EOC) function in order to conduct effective and efficient emergency operations.

3. Municipalities within the county may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the County EOC, and resources secured through existing mutual aid agreements with other municipalities. Requests for state/federal government assistance will be directed to the County EOC (Emergency Management Director prior to activation).
4. Centralized county-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
 - a. there exists an imminent threat to the public safety/health;
 - b. extensive multi-agency/jurisdiction response and coordination are necessary to resolve or recover from the emergency situation;
 - c. local resources are inadequate/depleted and significant mutual aid, state and/or federal resources must be utilized to resolve the emergency situation;
 - d. the disaster affects multiple political jurisdictions within the county which are relying on the same emergency resources to resolve the emergency situation;
 - e. local emergency ordinances are implemented to control the emergency situation.
5. The County Emergency Operating Center serves as the central direction and control point for county-wide emergency response activities.
6. The primary County Emergency Operating Center (EOC) is located in the Health Building at 35 Woodfin Street.

7. In the event the primary EOC is inoperable, an alternate EOC may be established in the BASF plant in Enka, N. C., or other locations.

B. Assumptions

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

III. CONCEPT OF OPERATION

A. General

1. Emergency operations shall include all activities which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the county.
2. The Emergency Management Director will activate, organize and operate the EOC in a flexible manner based on the magnitude of the situation.
3. The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency. Municipalities will provide representation in the County EOC for interjurisdictional coordination when the event severely affects the jurisdiction or as requested.

4. The Chairman of the Board of Commissioners will be notified by the EOC telecommunicators when EOC activation is warranted to direct and control emergency operations.
5. The EOC will be managed in accordance with the County EOC Standard Operating Procedures.
6. On-scene activities of emergency response personnel will be managed utilizing the National Interagency Incident Management System - Incident Command System (NIIMS-ICS).

B. Staffing

Personnel assigned to the EOC will operate in one of five functional sections as assigned by the EM Director:

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

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

IV. ORGANIZATION AND ASSIGNMENTS OF RESPONSIBILITIES

A. Organization

1. The onset of an emergency adds to the normal day-to-day role of existing agencies and organizations within the county in order to protect the population and property . Where

possible, the emergency responsibilities in this plan have been assigned similar to the day-to-day responsibilities of the agencies/organizations. See APPENDIX 1, DIRECTION AND CONTROL ORGANIZATION.

2. Through the County Office of Emergency Management, the County Board of Commissioners exercises its emergency responsibilities during emergencies and disasters to provide for the health and safety of the public.
3. The Emergency Management Director is appointed in accordance with county personnel policy to manage the county emergency management program.
4. When activated, the EOC serves as a central, coordinating point for obtaining, analyzing, reporting and retaining disaster related information.
5. The first arriving emergency official with two-way communications capability will establish the initial Incident Command System (ICS), and will serve as the Incident Commander until relieved by appropriate senior personnel.
6. For long-term emergency/disaster situations, the "Incident Commander" will be designated by the on-scene senior officials of the emergency response agencies, or by the County EOC (when activated) based on the type, nature, or location of the incident.
7. In situations where the disaster effects are widespread (many incident sites), the EOC may select to establish the county fire districts or any other distinguishable boundaries as the "incident site" in order to achieve a manageable span of control. Reference APPENDIX 2, DIRECTION AND CONTROL INCIDENT COMMAND SYSTEM.
8. A single "Command Post" will be established near the scene of each emergency/disaster situation by the Incident Commander. Senior officials of the emergency agencies involved in the emergency response will report to this facility to afford

optimum coordination. This facility will serve as the central command and control point for all on-scene resources, and will disseminate pertinent situation information and resource requests to the County EOC.

B. Responsibilities

1. Chairman, Board of County Commissioners/Municipal Mayors
 - a. Perform direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
 - b. Issue and distribute as appropriate, a local proclamation declaring a State of Emergency or terminating the State of Emergency.
2. County/City Manager
 - a. Ensure agencies update their annexes to the Emergency Operations Plan (EOP) and develop internal Standard Operating Procedures (SOPs) as necessary.
 - b. Ensure regular drills and exercises are conducted to test the functions of the EOP.
 - c. Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction, including management of the Emergency Operating Center.
 - d. Implement emergency policies/ordinances as appropriate on behalf of the governing body.
3. Emergency Management Director
 - a. Coordinate the development and update of the Emergency Operations Plan.

- b. Develop and maintain a functional EOC. Select and equip an alternate EOC and/or mobile communications unit.
- c. Ensure that a system is developed and implemented to manage information (including internal messages) pertaining to the emergency situation and disseminate it to other levels of government, the public and private sector.
- d. Acquire maps, status boards and other display devices for the EOC which identify high hazard areas and pre-selected control/monitoring points.
- e. Ensure that an events log (casualty and health concerns, property damage, fire status, size of risk area, scope of hazard, number of evacuees, radiation dose, etc.) is compiled and displayed in the EOC throughout the duration of the emergency.
- f. Provide for acquisition/stocking of food, water supplies, and other equipment necessary for the effective operation of the EOC/staff.
- g. Provide for acquisition/stocking of EOC administrative supplies and equipment.
- h. Identify personnel/agencies having resources to support EOC operations.
- i. Develop a schedule for testing, maintaining and repairing EOC and other emergency equipment.
- j. Develop and maintain the EOC Standard Operating Procedure including an activation checklist and notification/recall roster.
- k. Arrange for training and exercising of EOC staff.

- l. Alert staff and activate EOC (for 24-hour coverage if necessary) when notified of potential/emergency situations.
 - m. Ensure that EOC Staff acknowledge and authenticate reports.
 - n. Ensure staff and officials briefings are conducted periodically during the emergency.
 - o. Establish and maintain coordination with other jurisdictional EOCs as appropriate.
 - p. Provide for adequate coordination of recovery activities among private, state, and federal agencies/organizations.
 - q. After EOC deactivation, ensure equipment is restored to a "ready" condition and EOC supplies are replenished.
4. Agency/Jurisdiction EOC Representatives
- a. Report to the EOC and ensure continuous representation throughout activation.
 - b. Provide support personnel and services to the EOC as appropriate/necessary.
 - c. Ensure all information related to the emergency/disaster situation is coordinated with other response agencies/organizations.
 - d. Ensure agency staff are secured to provide for 24-hour operation.
5. Communications Supervisors
- a. Ensure off-duty/volunteer communications staff can be recalled on short notice to supplement on-duty personnel.
 - b. Ensure information pertinent to the emergency/disaster situation is provided to the EOC via hard copy.

- c. Develop and maintain an inventory of radio frequencies, communications equipment, call signs, etc. of other EOCs and communications resources to supplement local resources.
- d. Develop and maintain equipment, methods and procedures for communications between the EOC and on-scene emergency resources.
- e. Establish procedures to control two-way radio communications between the EOC and other forces, such as hospitals, ambulance dispatch points and amateur communications networks.

6. Sheriff

In addition to functions/duties assigned in the Basic Plan:

- a. Provide for adequate EOC security.
- b. Provide backup communications for EOC through mobile units.
- c. Provide transportation for EOC personnel under emergency conditions, as warranted/necessary.

7. Incident Commander (IC)

- a. Obtain incident briefing from prior incident commander.
- b. Assess incident situation.
- c. Conduct initial briefing.
- d. Activate elements of the incident command system.
- e. Brief command staff and section chiefs.
- f. Insure planning meetings are conducted.
- g. Approve and authorize implementation of incident action plan.

- h. Determine information needs and inform command personnel of needs.
- i. Coordinate staff activity.
- j. Manage on-site incident operations.
- k. Approve requests for additional resources and requests for release of resources.
- l. Approve the use of trainees on the incident.
- m. Authorize release of information to the news media.
- n. Insure periodic status reports are completed and forwarded to the EOC.
- o. Approve plan for demobilization.

V. DIRECTION AND CONTROL

- A. The responsibility** for the direction and control of disaster situations is vested in the County Board of Commissioners and is routinely exercised through the appointed Emergency Management Director.
- B. The EOC** is the operational area from which emergency response activities are directed, controlled and coordinated and utilizes the facilities of the County Communications Center.
- C. The mechanics of** the EOC operation are contained in the EOC Standard Operating Procedures (SOP).

VI. CONTINUITY OF GOVERNMENT

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

VII. ADMINISTRATION AND LOGISTICS

A. Facilities to be used as an EOC are provided by Buncombe County. This includes furnishings, equipment and communications necessary for the operations staff. Expendable supplies and displays will be provided through the Emergency Management office.

B. The mechanics of activating, arranging and internal functioning of the EOC are contained in the EOC SOP.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The EOC SOP will address staffing, activation, internal functions and administrative and logistical support.

B. Operational plans and procedures will be developed by service chiefs and department heads to support both this plan and the activities of their department personnel in the EOC.

C. Periodic review and amendment of this plan will be identified in the plan by signature and change of the approval date of the plan. This action will be accomplished at least annually.

IX. AUTHORITIES AND REFERENCES

A. North Carolina Emergency Management Act of 1977 as amended, NC G.S. 166A-1, et. seq.

B. Buncombe County Emergency Management Ordinance.

X. APPROVAL

This annex is approved by the undersigned:

Submitted:

Emergency Management Director

Date

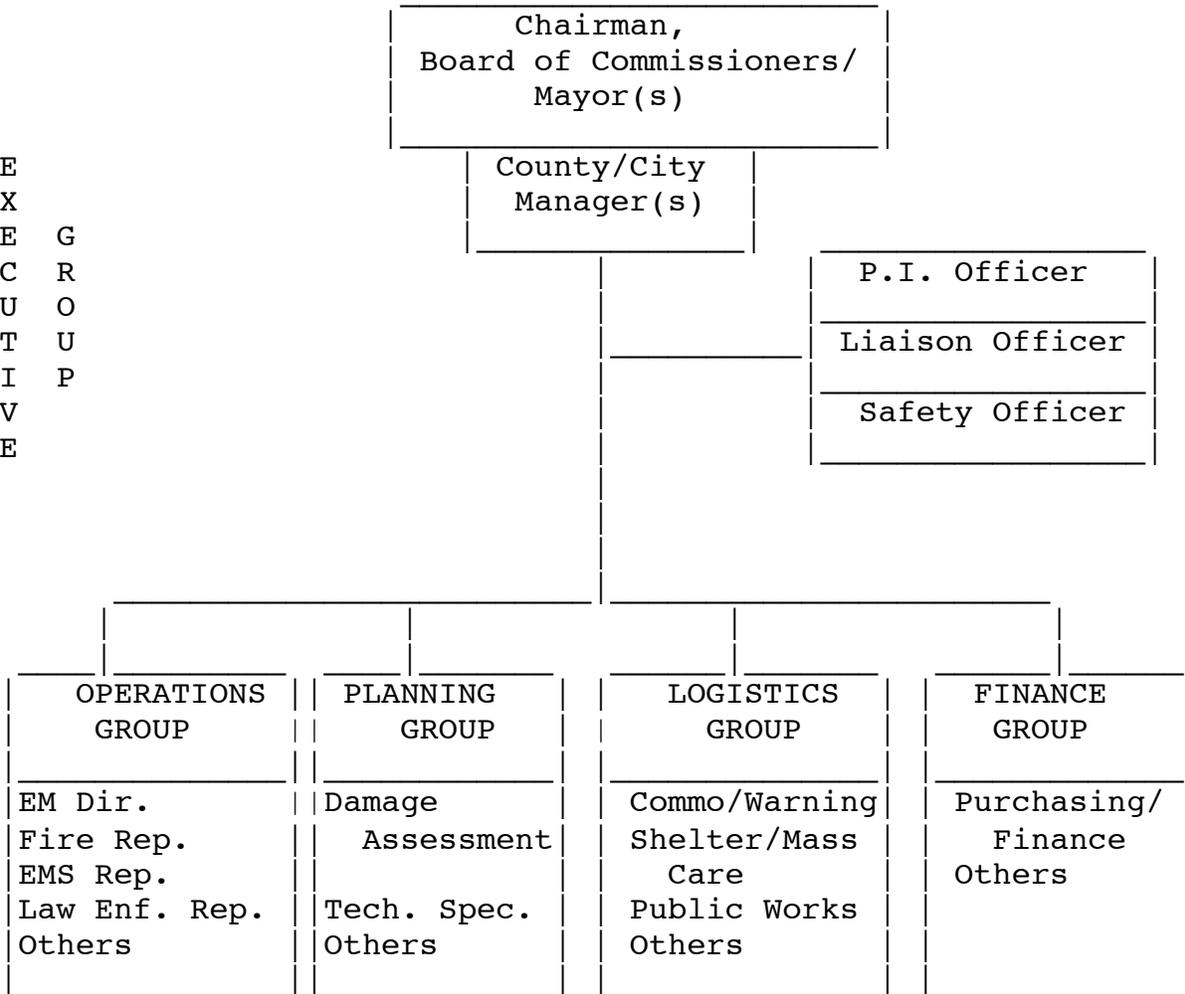
Approved:

County Manager

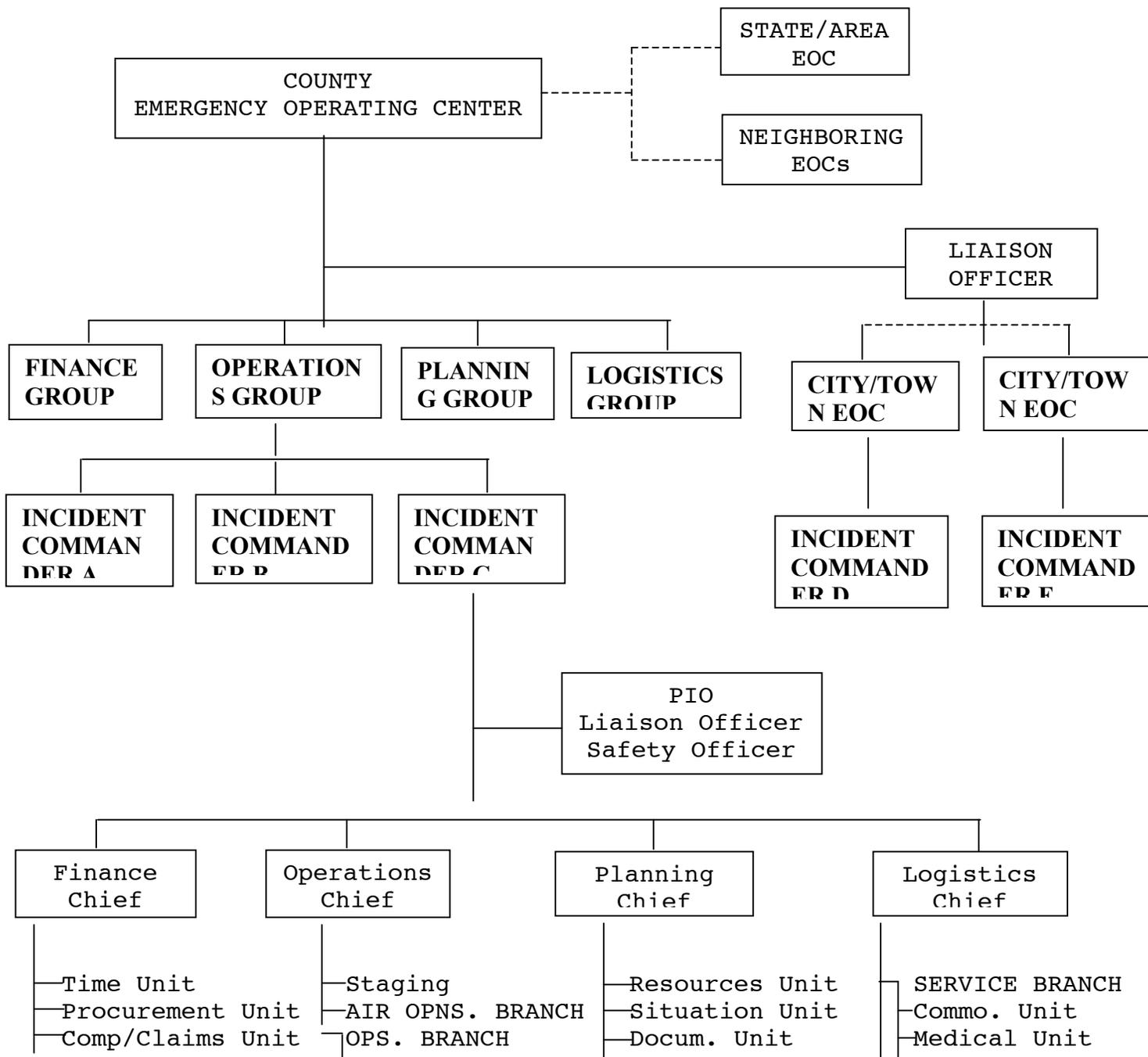
Date

**ANNEX A
APPENDIX 1
DIRECTION AND CONTROL
ORGANIZATIONAL STRUCTURE**

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**ANNEX A
APPENDIX 2
EOC ORGANIZATIONAL STRUCTURE
FOR INCIDENT COMMAND SYSTEM**



—Cost Unit

└Div./Group
└Unit

—Demob. Unit
—Technical Spec.

—Food Unit
└SUPPORT BRANCH
└Supply Unit

Facil. Unit

—

Grd. Supp. Unit

—

----- Coordination ————— Direction/Control

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX B
COMMUNICATIONS**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Communications play a critical role in emergency operations. Communications networks and facilities exist and operate throughout the County. Properly coordinated, these facilities provide for effective and efficient response activities.
2. The Emergency Communications Center is located in the Health Department at 35 Woodfin Street.

B. Assumptions:

survive
annex
systems

It is assumed that the communications system will and/or withstand the effects of a disaster. This will provide coordination of all communications during an emergency situation facilitating timely response activities.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency communications systems and services used by the County are controlled by the Emergency Services Department.

2. The County Warning Point is operated 24 hours per day and serves as the Emergency Communications Center.
3. The Emergency Communication Center will be expanded as required.
4. Emergency communications procedures will be implemented and backup capabilities activated as necessary.
5. Appropriate communications personnel will be notified.

B. Specific

1. Telephone Service
 - a. Telephone service in the County is provided by BellSouth, GTE and Barnardsville Telephone Companies.
 - b. The telephone companies will be provided with a list of essential users of telephone service.
 - c. Essential users will receive priority telephone service during emergencies. Reference APPENDIX 3, LIST OF ESSENTIAL TELEPHONE SERVICE USERS AND RESTORATION PRIORITY.
2. Radio Systems
 - a. The County radio system is designated as a principal system to be used for direction and control activities. It provides voice communications between mobile units operated by department heads or chiefs of emergency services and the County Emergency Communications Center. The principal operators are:
 - (1) Sheriff
 - (2) Emergency Management Director

- (3) Fire Chiefs
- (4) Rescue Chiefs/EMS Supervisors
- b. The following departments, agencies and organizations operate two-way radio systems:
 - (1) Sheriff's Department
 - (2) Board of Education
 - (3) County Volunteer Fire Departments
 - (4) City of Asheville Police Department
 - (5) City of Asheville Fire Department
 - (6) City of Asheville Public Works Department
 - (7) Rescue Squads
 - (8) Buncombe County Emergency Management
 - (9) Buncombe County EMS
- c. The following County volunteer organizations operate two-way radio systems:
 - (1) Radio Amateur Civil Emergency Service (RACES)
 - (2) Amateur Radio Emergency Service (ARES)
 - (3) Civil Air Patrol (CAP)
 - (4) Citizens Radio Service (REACT)
 - (5) Salvation Army
- d. Other two-way communications systems which may be used to communicate with the State EOC during emergencies include:
 - (1) Division of Criminal Information (DCI)

- (2) North Carolina Inter-City Police Network
- (3) Civil Air Patrol
- (4) State Emergency Management FM Voice Radio Network
- (5) Commercial Telephone

e. The following communications systems have terminals or can be accessed from the Communication Center:

- (1) Sheriff's Department Radio System
- (2) County Fire & Rescue Network
- (3) Hospital System
- (4) Asheville Fire Department
- (5) The County RACES/ARES Network
- (6) The Local Area Police Network
- (7) Blue Ridge Parkway
- (8) The State Fire Network
- (9) Emergency Alert System
- (10) National Warning System (NAWAS)
- (11) Buncombe County Schools Bus Garage

4. Other Communications Systems

The following communications systems are available but not operated from the Communication Center:

- a. Citizens Radio System
- b. Civil Air Patrol

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Communications Supervisors are the principal coordinators for planning and developing of the emergency communications system. Reference APPENDIX 1, COMMUNICATIONS ORGANIZATIONAL STRUCTURE.
2. The County Warning Point is the central control point for coordinating communications.

B. Responsibilities

1. Communications Supervisor
 - a. Develop Communications Annex and SOP.
 - b. Ensure that communication procedures are established for the use of logs, message forms and message control.
 - c. Develop procedures for obtaining and restoring telephone services during emergencies.
 - d. Develop mutual aid agreements.
 - e. Prepare authentication charts and devices for use during an emergency.
 - f. Maintain current internal notification/recall rosters.
 - g. Identify potential sources of additional equipment and supplies.
 - h. Provide radio repair capabilities and maintenance operations under emergency conditions.
 - i. Ensure program training for all County communications personnel including volunteers and maintenance personnel.
 - j. Test and maintain communications equipment

on a regularly scheduled basis.

- k. Provide for regular testing of the emergency generators.
- l. Provide for radio system compatibility and networking.
- m. Provide for the delivery of primary and backup radio communications (fixed and mobile).
- n. Report to the EOC upon activation and provide direction and control for communications operations.
- o. Staff, equip, and operate emergency communications facilities and systems.
- p. Coordinate radio and telephone resources in the County.
- q. Coordinate communications net with surrounding counties, the State and the County during disasters.

2. Telecommunicators

- a. Provide radio communications in an emergency as directed.
- b. Establish and maintain a message log.
- c. Route messages as instructed by the Communications Supervisor.

3. Radio Amateur Civil Emergency Service: Provide communications between EOC and shelters and otherwise as directed.

V. DIRECTION AND CONTROL

- A. The County EMD** or designee will be notified when a major emergency situation has occurred or is imminent. The County EMD or designee will then inform County officials in accordance with the County procedures.

B. Authority to direct and control the use of communications systems and services available to County departments and agencies is delegated to Communications Supervisors.

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

A. Communications Supervisors

B. Senior Communicator

C. Sheriff's Department Communications Supervisor

VII. ADMINISTRATION AND LOGISTICS

A. Facilities and Equipment

1. The County Emergency Communications Center is equipped with communications equipment (radio, telephone, computers, etc.) allowing contact within the County, contiguous counties and the State EOC. Reference APPENDIX 2, EMERGENCY COMMUNICATIONS NETWORK.
2. The organizations involved in emergency communications will follow the administrative and logistical procedures established by their individual agencies.

B. Training and Exercises

Radio operators of emergency response organizations are trained by their respective agencies.

C. Security

1. Communications equipment is vulnerable during time of emergency particularly during periods of national emergency.
2. Communications personnel must possess appropriate

security clearances to send or receive classified information.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will be reviewed on an annual basis.
- B. All departments/organizations within the County providing emergency communications will develop and maintain communications SOP's, mutual aid agreements, personnel rosters, including 24-hour emergency telephone numbers communications equipment inventories.

IX. AUTHORITIES AND REFERENCES

- A. Federal Communications commission (FCC) rules and regulations.
- B. N.C. General Statutes, 166A.
- C. Buncombe County Emergency Management Ordinance.

X. APPROVAL

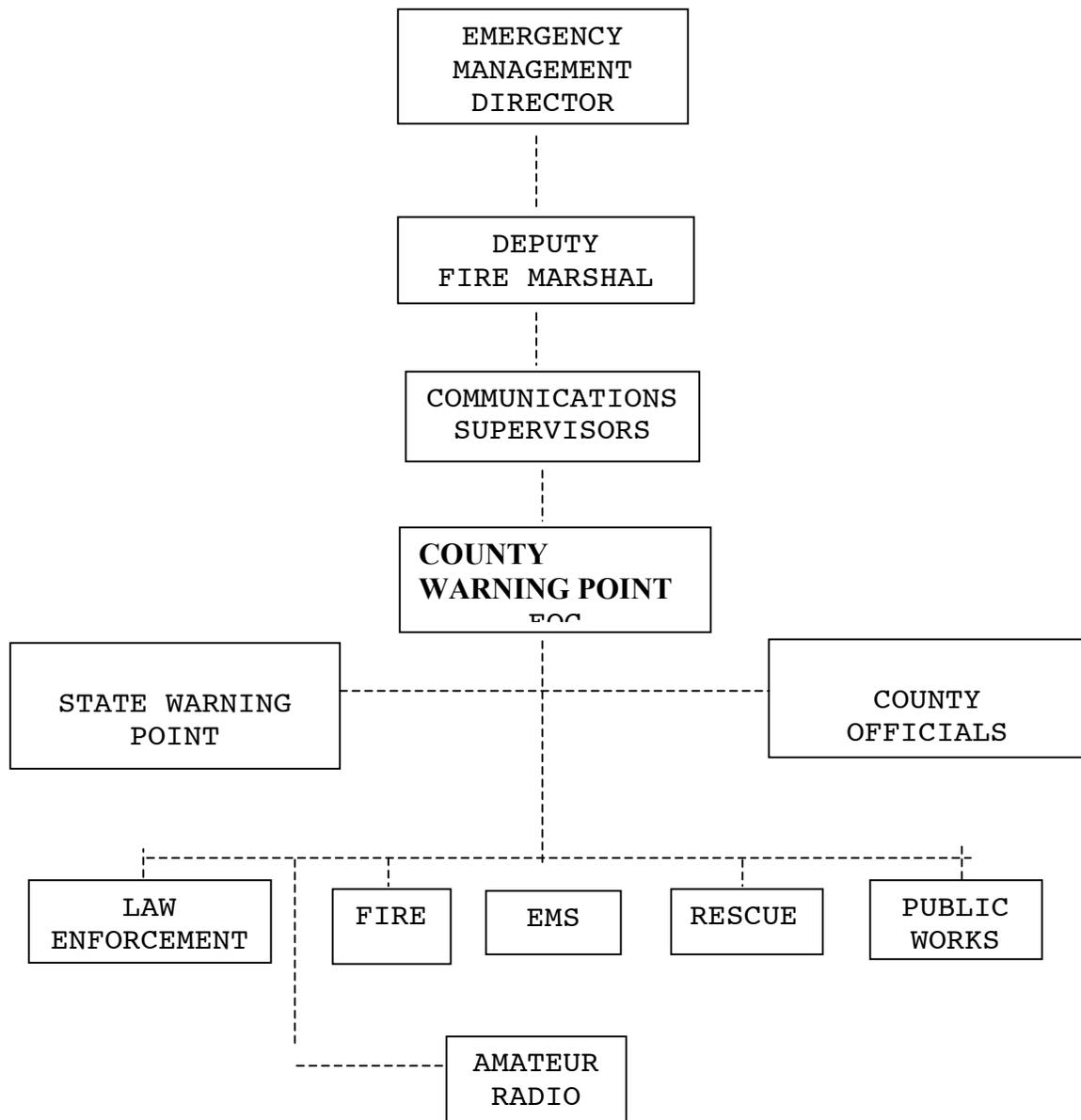
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Signature _____

Title _____

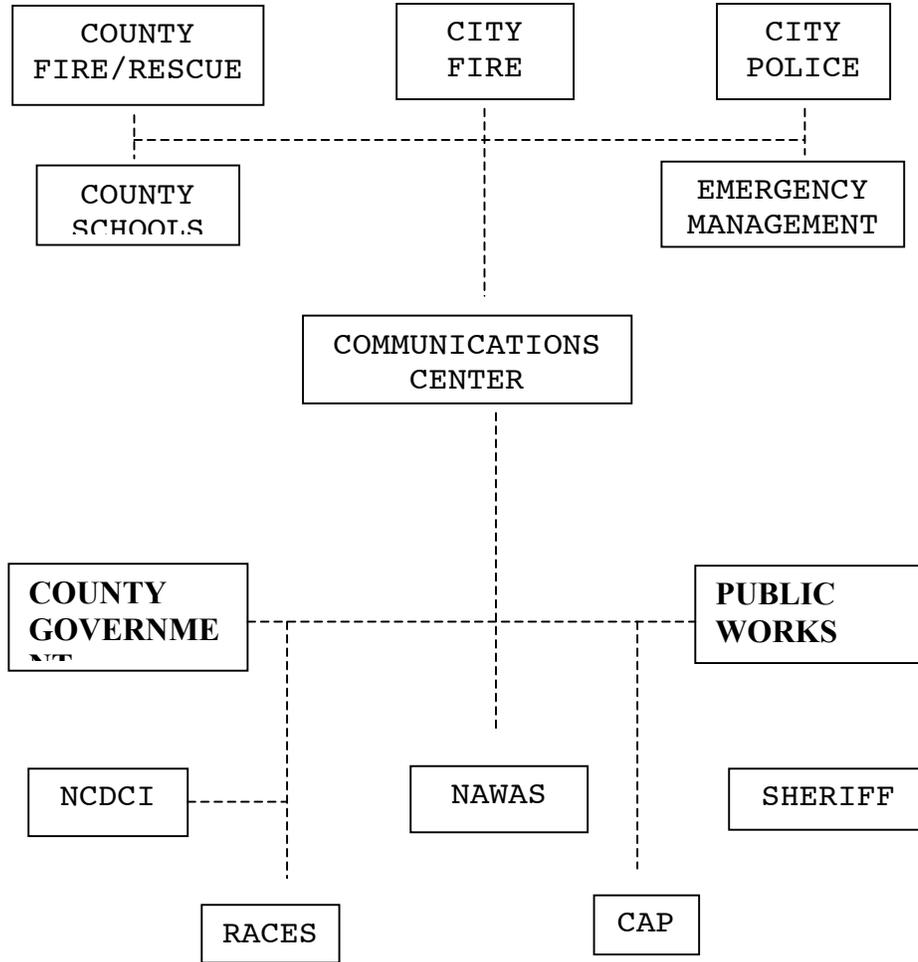
Date _____

**ANNEX B
APPENDIX 1
COMMUNICATIONS ORGANIZATIONAL STRUCTURE**



_____ COMMAND
COORDINATION

**ANNEX B
APPENDIX 2
EMERGENCY COMMUNICATIONS NETWORK**



_____ COMMAND
COORDINATION

ANNEX B
APPENDIX 3
Essential Telephone Service Users
and Restoration Priority List

1. EOC Telephones
2. Local Law Enforcement departments and agencies
3. Emergency Medical Facilities
4. Providers of Ambulance and Rescue Service
5. Fire Protection Services
6. Health and Social Service Subscribers
7. Power Companies
 - a. Operating Centers
 - b. Repair Crew Shops
8. American Red Cross
9. Salvation Army
10. County Emergency Amateur Radio Officer
11. Others as determined locally

**ANNEX B
APPENDIX 4**

**List of Individuals/Organizations
to Notify of an Emergency**

(REFER TO KEY ALERT LIST-SOP)

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX C
NOTIFICATION AND WARNING**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County Warning Point will normally initiate notification and warning.
2. Broadcast media will be relied upon to assist in the dissemination of warning to the general public.
3. Operational telephone and/or radio communications may be utilized to notify public officials, EOC staff, emergency personnel and others as required.
4. Emergency service vehicles are available for warning the general public.
5. Special care groups or persons in group quarters may have to be provided special warning notification.

B. Assumptions

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

III. CONCEPT OF OPERATION

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

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

B. Receipt and Dissemination of Warning

1. The N.C. Highway Patrol is the State Warning Point at the Raleigh Communications Center. NAWAS and NWS alerts are received there from Federal agencies.
2. Warning received from the site of an emergency is normally reported to the County Warning Point.

3. Notification of governmental officials and emergency response personnel from the County Warning Point will follow established procedures.

C. Dissemination of warning to the General Public of major emergencies will be by:

1. Siren system
2. Emergency Alert System (EAS)
3. Weather alert radios
4. Mobile public address systems as appropriate
5. House to house alert by emergency personnel

D. Dissemination of Warning to Special Populations

1. Hearing impaired, special care groups, persons in group quarters and non-English speaking groups are notified by the most expedient means possible.
2. Public schools, hospitals and other special warning locations are notified by emergency personnel at the County Warning Point.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County Warning Point, located at 35 Woodfin Street, serves on a continuous 24-hour basis from which key officials and the public can be alerted. The County Warning Point has the capability to simultaneously activate warning devices for the public. Reference ANNEX C, APPENDIX 1; NOTIFICATION AND WARNING FLOWCHART.
2. The Emergency Alert System (EAS) provides an operational public warning capability to national, State and local governments. Reference APPENDIX 2, EMERGENCY ALERT SYSTEM PLAN (EAS) and APPENDIX 3, EMERGENCY ALERT PROCEDURE.

B. Responsibilities

1. Emergency Management Director
 - a. Develop procedures to warn areas not covered by existing warning systems.
 - b. Analyze siren locations and area coverage in relation to potential hazards.
 - c. Coordinate warning resources with neighboring counties.

2. Communications Supervisors
 - a. Develop procedures which define agency responsibilities, describe activation procedures and detail the warning systems for notifying the general public.
 - b. Develop listing of warning equipment, locations and areas of coverage.
 - c. Develop procedures to alert key officials.
 - d. Develop procedures to activate the EAS system.
 - e. Provide for testing and exercising of the warning and alerting systems on a monthly basis.
 - f. Provide for warning procedures for special locations such as schools, hospitals, nursing homes, major industries and institutions.
 - g. Assist the Emergency Management Director in analyzing siren locations and area coverage in relation to potential hazards.
 - h. Develop a flood warning system for areas in the County subject to frequent flooding.
 - i. Provide for maintaining current internal notification/recall rosters.

- j. Arrange with public service agencies to augment warning capabilities.
- k. Report to EOC upon activation to direct and control warning operations.
- l. Coordinate with the PIO to distribute necessary information to the media and public.

3. Telecommunicator

- a. Receive warning information from the National Warning System (NAWAS) or the Division of Criminal Information (DCI) and other official sources.
- b. Transmit or deliver warning information to key officials following the notification list and alerting procedures.
- c. Activate various warning devices which are located throughout the County.

V. DIRECTION AND CONTROL

- A. The Chairman of the County Commission** or designee has the authority to direct and control the County warning system.
- B. The Communications Supervisors** are designated as the County Warning Coordinator and will follow established County warning procedures.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession is:**
 - 1. Communications Supervisors
 - 2. Senior Telecommunicators
 - 3. EMD
- B. Lines of succession for agencies** that support the warning operation are in accordance with their established policies.

VII. ADMINISTRATION AND LOGISTICS

- A. The County has** the following warning systems available for use in an emergency:
 - 1. Fire Department Sirens
- B. Special needs populations** in the County (e.g. handicapped; hearing impaired; non-English Speaking) will be identified to ensure that they are contacted during alert conditions.
- C. Oral agreements** have been made with CPCS-1 station managers to disseminate information in accordance with this Annex.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex** will be reviewed on an annual basis.
- B. Law enforcement agencies** and fire departments with warning duties will develop and maintain departmental SOPs, mutual aid agreements, personnel rosters, emergency telephone lists and equipment inventories.
- C. The County notification list** will be updated as required.

IX. AUTHORITIES AND REFERENCES

- A. Emergency Management Act** of 1977, N.C. General Statutes 166-A.
- B. Buncombe County Emergency Management Ordinance.**
- C. Part 73**, Subpart G and H, Federal Communications Commissions Rules and Regulations.

X. APPROVAL

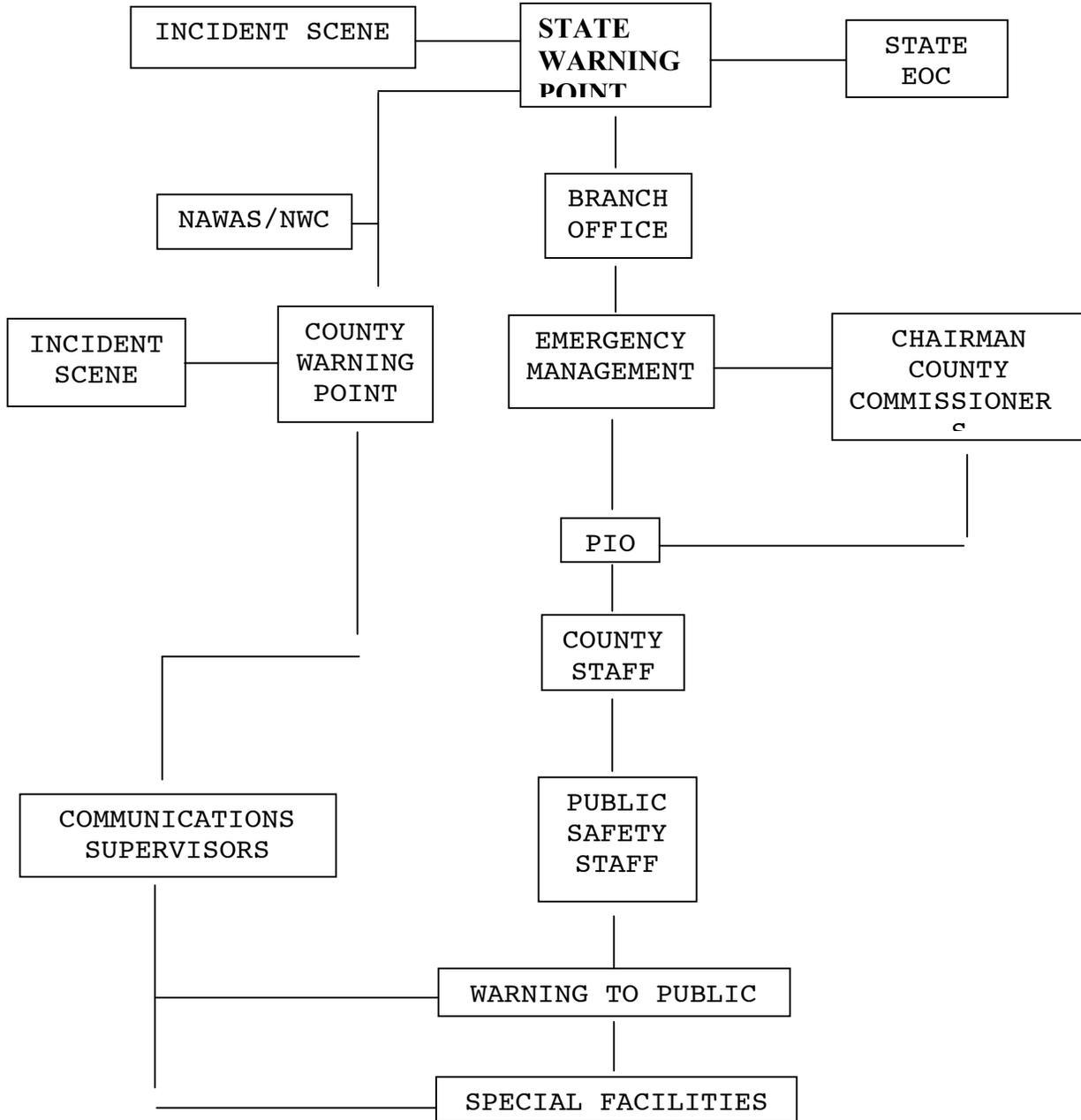
This annex is approved by the undersigned:

Signature _____

Title _____

Date

**ANNEX C
APPENDIX 1
NOTIFICATION AND WARNING FLOWCHART**



_____ INFORMATION FLOW

**ANNEX C
APPENDIX 2
EMERGENCY ALERT SYSTEM PLAN (EAS)**

I. PURPOSE

This appendix provides specific instructions and procedures for BUNCOMBE COUNTY Government and suggested procedures for the Designated Administrative Officials to follow in the dissemination of emergency alerting and warning information and protective action instructions to the citizens of BUNCOMBE COUNTY over the Emergency Alert System (EAS).

II. AUTHORITIES

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

III. REFERENCES

- A. See paragraph IX, Basic Plan**
- B. N. C. State EAS Plan**

IV. DEFINITIONS

- A. Emergency Alert System (EAS):** The EAS is composed of AM, FM and TV broadcast stations and non-governmental industry entities operating on a voluntary, organized basis during emergencies at Federal, State or operational (local) area levels. Reference ATTACHMENT 1, NORTH CAROLINA EAS OPERATIONAL AREA BOUNDARIES.
- B. Primary Station:** Broadcasts or rebroadcasts a common emergency program for the duration of the activity of the EAS at National, State or Operation (local) area level. The EBS transmission of such stations are intended for direct public reception as well as interstation programming.
- C. Common Program Control Station (CPCS):** This is a Primary Station in an Operational (local) Area which is responsible for originating and coordinating the broadcast of an emergency action notification for its area.

V. CONCEPT OF OPERATIONS

This plan calls for:

- A. The prompt reporting** of emergency information and recommended protective actions by Federal, State, business, industry and utility officials to the County Warning Point. These reports include severe weather watches and warning as well as other hazards such as dam failures, hazardous materials and other threats to the citizens of BUNCOMBE COUNTY as shown in the various Hazard Annexes.
- B. The prompt reporting** of emergency information and recommended protective action to the County Warning Point by emergency service personnel or others at the scene of the emergency.
- C. The decision by local government** to disseminate the emergency alerting, warning and protective actions instructions over the CPCS-1 (or over the primary stations within BUNCOMBE COUNTY).
- D.** The preparation of the information to be disseminated in written form.
- E. The activation of the EAS procedure.**
- F. The termination** of the procedure when it is no longer required.

VI. APPROVAL

Emergency Management Director

**ANNEX C
APPENDIX 2
ATTACHMENT 2
WEATHER OFFICES AREA OF RESPONSIBILITY**

(Insert list here)

**ANNEX C
APPENDIX 3
EMERGENCY ALERT PROCEDURE**

I. PURPOSE

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

II. AUTHORIZED PERSONNEL

The individuals shown below are authorized to request activation of the EAS in order to disseminate emergency information and instructions. A list of these individuals by title has been provided to the WWNC Operational area CPCS-1 and a mutually agreeable method of authentication by code has been established. The EAS CPCS-1 has furnished the County with a list of telephone numbers to be used by the authorized personnel when requesting activation of the EAS.

- A. Chairman of the Board of Commissioners or designated representative.**
- B. Mayors or designated representatives.**
- C. Sheriff or designative representative.**
- C. County or City Manager**
- D. Emergency Management Director or designat representative.**

III. ACTIVATION REQUEST PROCEDURES

CAUTION: THERE ARE TWO AUTHENTICATION LISTS IN USE IN NORTH CAROLINA. ONE IS USED FOR FIXED NUCLEAR FACILITY INCIDENTS AND THE OTHER IS USED FOR ALL OTHER HAZARDS. PLEASE USE THE CORRECT AUTHENTICATION FOR THE GIVEN HAZARD.

A. NOTIFICATION PROCEDURES

1. Prepare in writing the exact information to be broadcast. (Refer to Emergency Public Information attachments, Annex D)
2. Call the CPCS-1 (or Primary Station) Control Room and give title, name and political subdivision represented and request the EAS be activated for the WUNC Operational Area (or if appropriate for Buncombe County only.)
3. Upon request, give authentication code.
4. CPCS-1 (or Primary station) will acknowledge authentication code.
5. In the event that an authentication code is not available the station will call by telephone to the requesting county's warning point and request confirmation of the Emergency Action Notification.
6. Upon request of station, read text prepared for emergency action notification.
7. The caller should be prepared to do a live broadcast if requested.

B. BROADCAST ACTIVATION PROCEDURE

1. CPCS-1 (or primary station) will disseminate the emergency information through AM-FM radio or TV according to the State Plan.
2. A Primary Station will disseminate the emergency information only through its own facility.

3. Follow-up messages as needed, upon request of the originating officials.

C. TERMINATION PROCEDURE

1. Have a written termination notice specifying the hazard to be terminated.
2. Call CPCS-1 (or Primary Station) Control Room and give title, name and political subdivision represented and request the EAS in the WWNC Operational Area (or for BUNCOMBE COUNTY) be terminated.
3. Upon request, give authentication code.
4. Upon request, read the termination message, concluding with the statement "This concludes this activation of the Emergency Alert System".

IV. TESTING THE EAS PLAN

Scheduled or random tests should be conducted so that a radio station and county operations become familiar with this procedure on all shifts.

V. PROCEDURES DEVELOPMENT AND MAINTENANCE

- A. The North Carolina Division of Emergency Management** will be responsible for updating the authentication code annually.
- B. Each county** will be responsible for advising the stations of current warning point telephone numbers.
- C. Counties** will confirm current authentication code lists with the stations.

BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX D

EMERGENCY PUBLIC INFORMATION

I. PURPOSE

This annex presents a plan of action to provide prompt, authoritative and understandable emergency information to

the public for natural and technological emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The County is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best respond to them.
2. The county is served by the news media outlets listed in ANNEX D, APPENDIX 2.
3. During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.
4. The public may accept as valid rumors, hearsay and half-truth information which may cause unnecessary fear and confusion.

B. Assumptions

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

therefore, sufficient staff will be provided and trained.

III. CONCEPT OF OPERATIONS

A. General

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

B. Execution

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

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Public Information Officer (PIO) is appointed by the County Manager.
2. The County will establish an emergency information center at the EOC as a point of contact for the media during an emergency and provide necessary staff and equipment to support its operation.
3. The organizational chart for public information is contained in Appendix 1, PUBLIC INFORMATION ORGANIZATIONAL STRUCTURE.

B. Responsibilities

1. Emergency Management Director
 - a. Develop and maintain a public information and education program.
 - b. Establish and maintain a working relationship with the media.
 - c. Ensure the implementation of all public information activities.
 - d. Direct and assist the PIO in disseminating public information during emergencies.
2. Public Information Officer
 - a. Prepare an annex and SOPs for the coordination of public information during emergencies.
 - b. Prepare and maintain a current internal notification/recall roster of personnel to staff the EOC Media Center.
 - c. Maintain working relationships with the media and a current list of radio stations, television stations and newspapers to be used for public information releases.
 - d. Establish procedures for the flow of information to the public in a disaster which shall include the Emergency Alert System (EAS).

- e. Prepare written statements of agreements with the media to provide for dissemination of essential emergency information and warning to the public, including the appropriate protective actions to be taken.
- f. Arrange points of contact for releases of public information in an emergency and for briefings to media representatives when appropriate.
- g. Assist in the preparation and review of Emergency Public Information (EPI) Materials for all hazards affecting the County.
- h. Report to the EOC upon activation and coordinate the release of disaster related information with local agencies and State and Federal governments.
- I. Provide rumor control and publicize the telephone number of a rumor control line where official disaster information can be obtained by the public. Reference APPENDIX 3, ATTACHMENT 6, RUMOR CONTROL.
- j. Clear information with the chief executive before release to the media.
- k. Prepare and distribute pre-scripted EPI materials to the media (newspapers, radio and television, etc). Reference APPENDIX 3, SAMPLE NEWS RELEASES.
- l. Ensure that EPI materials for visually impaired and non-English speaking groups are disseminated.
- m. Ensure that all sources of information being received are authenticated and verified for accuracy.
- n. Assist in handling inquiries and informing families about places of contact for missing relatives, continued emergency services,

restricted areas, etc.

- o. Prepare and release announcements urging residents to share homes with evacuees when appropriate.

V. DIRECTION AND CONTROL

A. General - The Public Information Officer is responsible for all news releases and public information disseminated at the County level. In times of emergency the PIO will operate from the EOC if appropriate.

B. Educational and Public Information Programs- The PIO will provide the media with information on new developments affecting emergency management. The PIO also will utilize other types of information and programs on emergency management such as delivering lectures or presentations, organizing tours of the EOC, distributing education brochures and showing films.

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

1. Buncombe County PIO
2. City of Asheville PIO
3. Buncombe County EMD

VII. ADMINISTRATION AND LOGISTICS

A. Media Organizations - A list of media organizations involved in local emergency management programs can be found in the County Resource Manual and APPENDIX 2, MEDIA OUTLETS.

B. Films and Publications - Films, videos and publications dealing with various aspects of emergency management are available from various sources including the local, area and State Office of Emergency Management and the Federal Emergency Management Agency

D. Accounting procedures to recover costs incurred for emergency operations will be established by the County Finance Officer.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Public Information Officer will develop and maintain PIO programs to support this plan.

B. This annex will be reviewed on an annual basis.

IX. AUTHORITIES AND REFERENCES

A. N.C. General Statutes, 166-A.

B. Buncombe County Emergency Management Ordinance.

X. APPROVAL

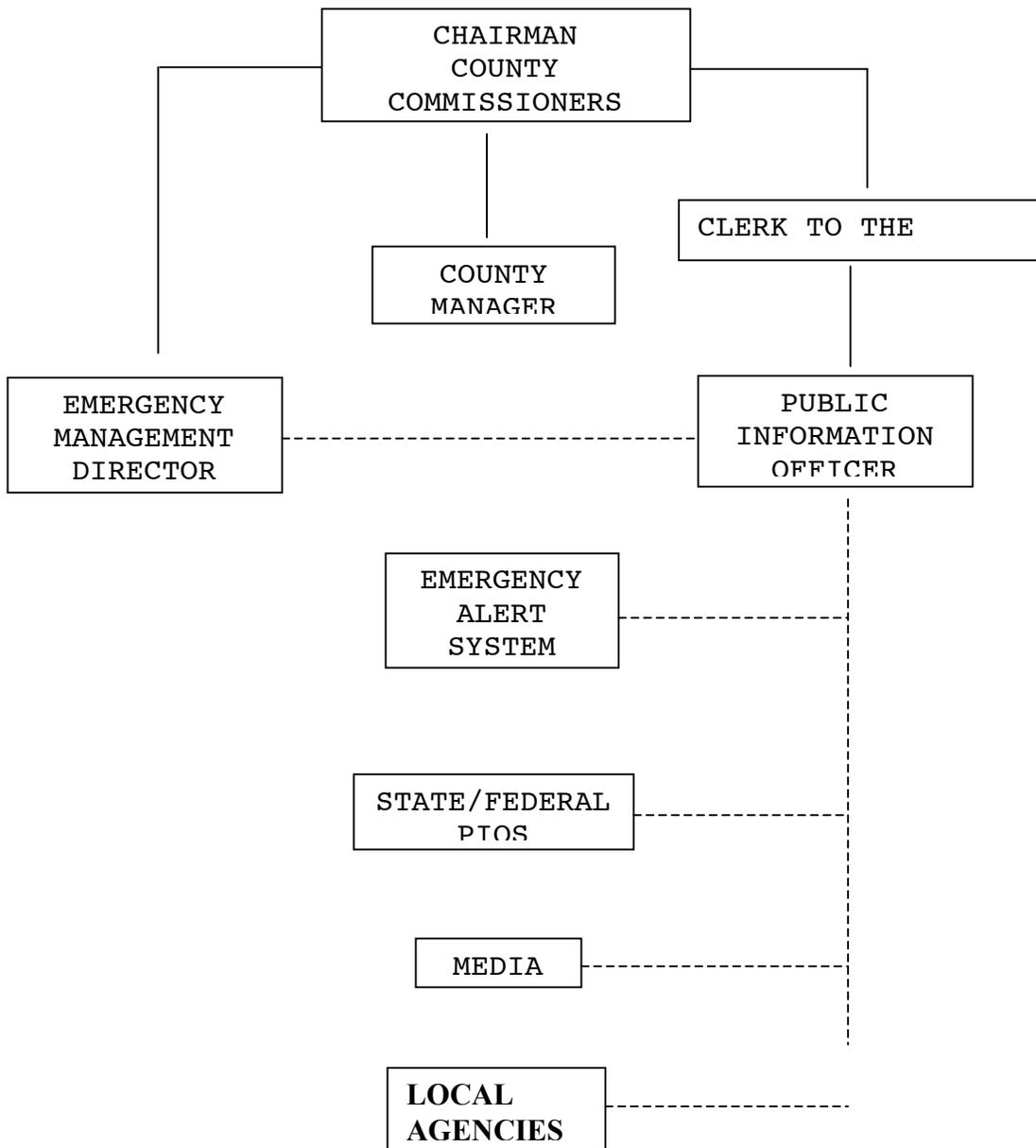
This annex is approved by the undersigned:

Signature_____

Title_____

Date_____

**ANNEX D
APPENDIX 1
PUBLIC INFORMATION
ORGANIZATIONAL STRUCTURE**



_____COMMAND
.....COORDINATION

**ANNEX D
APPENDIX 2
MEDIA OUTLETS**

NEWSPAPERS

Name and Location		Phone	FAX
Asheville Citizen-Times	Asheville	252-5611	251-0585
Black Mountain News	Blk Mountain	669-8727	669-8619
Mountain Express	Asheville	251-1333	251-1311

RADIO STATIONS

WWNC (EAS PRIMARY) / WKSF	253-6397	255-7850
WCQS-FM	253-6875	253-6700
WISE	253-1310	236-9298
WMIT	669-8477	669-6983
WSKY	251-2000	251-2135
WKJV	252-1380	259-9427
WMYI 1025	800-248-0863	(864)242-

TELEVISION STATIONS

WLOS	651-4500	651-4618
WYFF 5329	(864)242-4404	(864)240-
WSPA 5430	(864)576-7777	(864)587-
FOX 21 1219	800-354-0210	(864)987-

EMERGENCY ALERT STATIONS

*NOTE: WWNC IS THE PRIMARY EAS STATION FOR THE ASHEVILLE AREA.

Supplementary stations, when instructed by F.C.C. Action Notification, will suspend normal operations after notifying the public to tune to the EAS station serving designated areas.

**ANNEX D
APPENDIX 3
SAMPLE NEWS RELEASE**

ATTACHMENTS

SAMPLE NEW RELEASES

1. Shelters opened for Natural or Technological Hazard
2. Initial News Release Format
3. Disabled and Elderly
4. Hazardous Materials

**ANNEX D
APPENDIX 3
ATTACHMENT 1**

S A M P L E N E W S R E L E A S E

BUNCOMBE COUNTY
SHELTERS OPENED FOR NATURAL OR TECHNOLOGICAL HAZARD

Contact: _____ Date: _____ Time:

Phone: _____

_____, Chairman of the County Commissioners, announced today that due to (the loss of electrical power) the Buncombe County Plan for Emergency Shelters would be implemented. Emergency shelters are being established at _____ and _____. The shelters are being set up in coordination with the Red Cross and the Department of Social Services and will provide shelter and food for () County citizens who are without heat.

Chairman _____ pointed out that although the shelters are being opened, space is limited and a visit to friends or relatives who have electrical power and heat would be a good idea. Also he said that pets are not allowed in the shelters and should be left at the animal shelter, animal hospital, kennel, or other safe place.

_____, Emergency Management Director for Buncombe County, said all persons coming to the shelter should bring bedding, special medicines and foods, including foods for babies and flashlights. If transportation is needed, call the County School Transportation Officer at telephone number _____.

NOTE: Radio and television, please repeat release at 15 minute intervals.

**ANNEX D
APPENDIX 3
ATTACHMENT 2**

SAMPLE NEWS RELEASE

INITIAL NEWS RELEASE FORMAT

Contact: _____ Date: _____ Time:

Phone: _____

At ___(TIME)___ Buncombe County Emergency Operations Center was
notified of ___(SITUATION)_____. _____(TYPE OF
RESOURCES)_____

have been dispatched to the scene. Additional information will
be

released as it becomes available.

**ANNEX D
APPENDIX 3
ATTACHMENT 3**

SAMPLE NEWS RELEASE

DISABLED AND ELDERLY
BUNCOMBE COUNTY

Contact: _____ Date: _____ Time:

Phone: _____

Many disabled and elderly persons who live at home may require assistance in order to relocate to the reception area. If neighbors or nearby relatives are unable to assist you, please contact Buncombe County Department of Social Services, phone 255-5561.

**ANNEX D
APPENDIX 3
ATTACHMENT 4**

SAMPLE NEWS RELEASE

HAZARDOUS MATERIALS

Contact: _____ Date: _____ Time:

Phone: _____

_____ have advised that an accident has occurred at the _____.
The accident involves the (potential) release of hazardous materials from the facility at a level which might be hazardous to the public.

(Select one or both options)

1. Those people living or working within _____ of the facility should remain indoors, close all windows and doors, turn off fans, air conditioners, and forced-air heaters, and move to the basement or part of the building that offers the most protection.

REPEAT:

2. Those people living or working within _____ of the facility should evacuate their homes and businesses. A shelter will be set-up for you at _____.
PLEASE REGISTER AT THIS SHELTER.

REPEAT:

If anyone in your area is working with loud machinery, please inform them of the emergency situation. (If the emergency occurs at night, read: If your neighbors' houses are dark, try to wake them and inform them of the emergency situation.) Stay tuned to a radio or television station serving your area for additional important information.

BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX E
LAW ENFORCEMENT

I. PURPOSE

This annex provides for crime prevention, maintenance of law and order and traffic control during emergency situations.

II. SITUATION AND ASSUMPTIONS

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

B. Assumptions - Activities of local law enforcement agencies will increase significantly during emergency operations. Adequate law enforcement resources and services will often be available through existing mutual aid agreements. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

A. Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.

B. Law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.

C. Law enforcement agencies will have responsibility for warning the public and for traffic control in and near an evacuated area and in other areas of emergency operations.

D. During an all out disaster threat the County Sheriff or designee will coordinate law enforcement operations from the County EOC. At the same time, municipal law

enforcement agencies will be responsible for directing law enforcement activities within their local EOCs. Coordination among law enforcement agencies will ensure security for vacated hazard areas, essential industries, prisoners, evacuating populations and congregate care facilities and will establish road blocks, checkpoints and traffic control points and parking areas reception areas. Reference APPENDIX 2, EVACUEE TRAFFIC CONTROL PLAN.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County Sheriff is responsible for coordinating law enforcement operations within the County. Reference APPENDIX 1, LAW ENFORCEMENT ORGANIZATIONAL STRUCTURE.
2. Other law enforcement agencies will support emergency law enforcement activities.
3. Routine law enforcement procedures will be followed during emergency situations if feasible.

B. Responsibilities

1. Sheriff
 - a. Develop and update on an annual basis Law Enforcement Annex and SOPs.
 - b. Obtain mutual aid agreements with other law enforcement agencies.
 - c. Maintain current internal notification/recall rosters and communications systems.
 - d. Provide direction and control for law enforcement operations.
 - e. Assist in warning and notifying the affected population of an existing or impending emergency.
 - f. Provide traffic control during emergencies.

- g. Assist in evacuation of the disaster area and movement to shelter.
- h. Provide security and protection for the damaged area and critical facilities and control access to affected areas.
- i. Provide security in the EOC, reception centers, shelters, lodging and feeding facilities during emergency operations.
- j. Relocate and house prisoners when necessary during periods of evacuation.
- k. Coordinate additional law enforcement support with State Highway Patrol and other counties and/or municipalities during response activities.
- l. Limit access to the evacuation area during response and recovery operations.

2. Municipal Law Enforcement Agencies

- a. Maintain law and order within local jurisdictions.
- b. Provide mobile units for warning operations.
- c. Provide security for essential facilities.
- d. Provide vehicle security in reception center parking areas.

V. DIRECTION AND CONTROL

A. The Sheriff is responsible for the direction and control of law enforcement activities during emergencies.

B. Assistant coordinators for Law Enforcement are Chief's of Police in their respective municipalities.

VI. CONTINUITY OF GOVERNMENT

A. The chain of command within an organized law enforcement organization is established by senior rank and position to ensure continuous leadership and does not

change during emergency operations.

B. The line of succession is:

1. Sheriff
2. Chief Deputy
3. Asheville Chief of Police

C. Records vital to the law enforcement function will be protected during emergency situations.

VII. ADMINISTRATION AND LOGISTICS

A. Records and Reports -The sheriff will maintain records and reports including expenditure reports, detailing law enforcement operations and activities during the emergency.

B. Communications - The communications network between County and municipal law enforcement agencies will make maximum use of available radio and telephone communication resources.

C. Vehicle Passes - The decision to require passes will rest with the Chairman, County Board of Commissioners. The order for requiring passes will be issued from the EOC. The law enforcement agencies will be responsible for issuing passes upon the direction of the EOC. A sample, temporary pass and permanent "Official Vehicle" pass is shown in APPENDIX 3, VEHICLE PASSES.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. This annex will be reviewed on an annual basis.

B. Departments within the County that have a role in this annex will maintain SOPs, personnel rosters and telephone numbers to support this annex.

IX. AUTHORITIES AND REFERENCES

A. N.C. General Statutes, 166-A.

B Buncombe County Emergency Management Ordinance.

X. APPROVAL

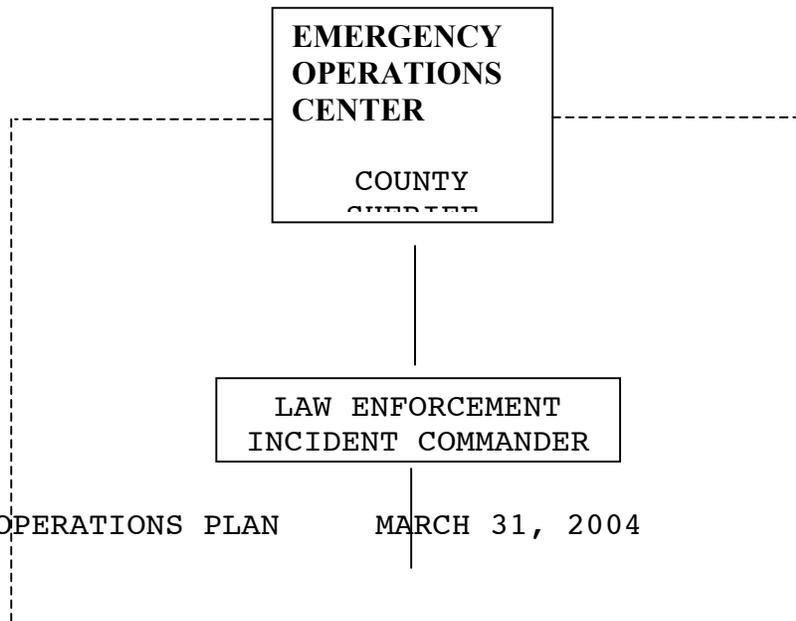
This annex is approved by the undersigned:

Signature_____

Title_____

Date_____

**ANNEX E
APPENDIX 1
LAW ENFORCEMENT
ORGANIZATIONAL STRUCTURE**



ON SCENE
LAW ENFORCEMENT
ACTIVITIES

STATE HIGHWAY
PATROL.

ADJACENT COUNTY/
MUNICIPAL LAW
ENFORCEMENT
ACTIVITIES

_____COMMAND
.....COORDINATION

**ANNEX E
APPENDIX 2
VEHICLE PASSES**

```

*****
*       P E R M A N E N T       P A S S       *
*                                                                           *
*       _____ *
*       (Print Name) *
*       The Driver of this vehicle is *
*       AUTHORIZED to enter the restricted *
*       areas designated *
*                                                                           *
*       Issued by: _____ *
*                                                                           *
*       Renewable: _____ (date) *
*****

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The permanent pass may be used by persons assigned duties within governmental or private agencies.

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+++++
+
+++++
+

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This pass may be renewed weekly or monthly in order to provide a method of phasing out those passes no longer valid.

```

*****
*       T E M P O R A R Y       P A S S       *
*                                                                           *
*       _____ *
*       (Print Name) *
*       The Bearer of this pass is *
*       authorized to pass in connection with *
*       Official Business *
*                                                                           *
*       Valid Until: _____ *
*                                                                           *
*       Date Issued: _____ *
*                                                                           *
*       Issued By: _____ *

```

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX F
FIRE AND RESCUE**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention, control and rescue operations are daily problems faced by fire service personnel. Several hazards become more significant during emergency situations and hazardous materials accidents.

B. Assumptions

Existing fire and rescue personnel and equipment will be able to cope with most emergency situations through the use of existing mutual aid agreements. When additional support is required, assistance can be obtained from state and federal agencies.

III. CONCEPT OF OPERATION

A. During emergencies, the fire and rescue service must be prepared to support each other utilizing available expertise, equipment and manpower.

B. In an emergency which requires a number of emergency services (eg. fire, rescue, law enforcement, etc.) to respond, all units, regardless of service, will be coordinated by an incident commander.

C. If fire or threat of fire is involved, the fire chief of the district in which the fire occurred is the incident commander. Reference APPENDIX 2, COUNTY MAP OF FIRE DISTRICTS.

D. If no fire or threat of fire exists, the incident commander will be determined by prior mutual consent

of the chiefs of all emergency services.

E. Under the North Carolina Hazardous Material Right to Know Law, the Fire Chief should survey facilities within his jurisdiction to identify types and volume of hazardous materials located within the County. He should consider this information when developing response plans for hazardous materials accidents within the County. Coordination of facility emergency response plans with the local Emergency Operations Plan will free sierraviewed planning.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Fire departments in Buncombe County are made up of organized and trained units utilizing paid or volunteer personnel and serve a specific geographical area, providing service to local governments. The primary concern of these departments are structural fires within their jurisdictions. Some fire departments include rescue personnel. Reference APPENDIX 1, FIRE AND RESCUE ORGANIZATIONAL STRUCTURE.
2. The control and prevention of forest fires is the responsibility of the State Division of Forest Resources. Through mutual aid agreements, local fire departments support the State Division of Forest Resources in this responsibility.

B. Responsibilities

1. Fire Marshal
 - a. Analyze fire potential and identify fire service requirements.
 - b. Prepare fire annex and SOPs for coordination of fire fighting during emergencies.
 - c. Develop mutual aid agreements.
 - d. Prepare inventories of all fire equipment and personnel resources.

- e. Report to EOC upon activation and direct and control fire fighting operations.
- f. Assist in warning and notifying the affected population of an existing or impending emergency.
- g. Deploy fire/rescue personnel and equipment during emergencies.
- h. Provide for protective equipment, instruments, antidotes and clothing to perform assigned tasks in a hazardous environment.
- i. Provide fire equipment and personnel to supplement reception areas fire service.
- j. Direct and dispatch fire fighting aid from municipalities (if applicable) and other counties to the disaster site.
- k. Designate staging areas for mutual aid and volunteer forces responding from other areas.
- l. Alert all emergency support services to the dangers associated with technological hazards and fire during emergency operations.
- m. Advise decision makers on the hazards associated with hazardous materials.
- n. Support rescue operations.
- o. Provide hazardous material decontamination and monitoring support.
- p. Provide fire protection for emergency shelters.
- q. Provide support personnel to assist in traffic control and damage assessment operations.

r. Conduct fire inspections during recovery.

2. Chiefs of Rescue Squads

a. Rescue of injured people during emergency operations.

b. Provide a support role for emergency operations as needed for public warning, traffic control, etc.

V. DIRECTION AND CONTROL

A. Direction and Control of local fire departments is exercised by the executive branch of government under the supervision of the Fire Marshal.

B. Coordination of fire/rescue service in an emergency is accomplished by the Fire Marshal, utilizing mutual aid agreements developed with local units; and statewide, through the State Emergency Response Team.

C. When the EOC is activated, the County Fire Marshal will normally be located in the EOC.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession for fire is:

1. Fire Marshal or designee
2. Deputy Fire Marshal
3. Assistant Fire Marshals
4. City of Asheville Fire Chief

B. The line of succession for rescue is:

1. Appropriate Rescue Chief
2. EMS Supervisor

3. Fire Marshal

VII. ADMINISTRATION AND LOGISTICS

- A. A listing of the personnel,** equipment and supplies for fire and rescue services located in the County will be found in the County Resource Manual.
- B. Reports and records** of fire services activities during emergency/disaster will be collected and maintained by the Fire Marshal.
- C. Agreements** between fire and rescue services organizations and between related organizations will be kept on file in the County Emergency Management Office.
- D. Fire/rescue services** will maintain current maps and charts and current notification/recall rosters.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Each fire and rescue** organization will maintain procedures that reflect their operational capabilities.
- B. This annex** will be reviewed on an annual basis.

IX. AUTHORITIES AND REFERENCES

- A. The Hazardous Chemical** Right to Know Act, Article (8), Chapter 95 of N.C. General Statutes.
- B. N.C. General Statutes, 166-A.**
- C. Title III** of Superfund Amendments and Reauthorization Act of 1986 (SARA).
- D. Buncombe County Emergency Management Ordinance.**

X. APPROVAL

This annex is approved by the undersigned:

Signature _____

Title _____

Date _____

**ANNEX F
APPENDIX 1
FIRE AND RESCUE
ORGANIZATIONAL STRUCTURE**

Asheville	Jupiter
Asheville Area Rescue Squad	Leicester
Barnardsville	Reems Creek
Beaverdam	Reynolds
Broad River	Riceville
Black Mountain	Skyland
Buncombe County EMS	Swannanoa
Enka-Candler	Upper Hominy
Fairview	Weaverville
French Broad	West Buncombe
Garren Creek	Woodfin
Haw Creek	

**ANNEX F
APPENDIX 2
COUNTY MAP OF FIRE DISTRICTS**

**Buncombe County Sheriff's Office
393 Hendersonville Road
Asheville, N.C. 28803**

WRITTEN DIRECTIVE

Directive Title: Staffing During Emergency Situations

Effective Date: January 2, 1998

Termination Date: Permanent

Personnel Effected: All Department Personnel

Issuing Authority: Sheriff Bobby Medford

PURPOSE:

This Written Directive is established to support the Buncombe County Emergency Operations Plan: Annex E. The annex provides for crime prevention, maintenance of law and order and traffic control during emergency situations. (see attachment A)

In order to provide adequate staffing during times of declared emergencies, personnel shall be expected to work outside their established work schedule.

A. Staffing of Field Services

At such time the Chairman of the County Commissioners declares an emergency, the on duty patrol lieutenant will immediately notify the duty officer of the emergency and provide all available pertinent information concerning the situation. The duty officer will immediately notify the Sheriff/designee and proceed with designing a plan to provide adequate law enforcement services to the community in keeping with the Buncombe County Emergency Plan.

1. Allocation of resources

a. Patrol

Patrol shall be the first unit utilized in a declared emergency. The duty officer will contact the Patrol Commander/designee for consultation and direction in calling in additional personnel and equipment. Patrol shall be utilized to the extent that all personnel assigned to that division is assigned to work twelve (12) hour shifts.

b. Civil Process and Detective Division

At such time the Patrol Division resources are scheduled and additional resources are required, the duty officer shall contact the Civil Process Commander/designee and Detective Commander/designee to assign additional personnel and equipment. To the extent necessary, such personnel shall be assigned to a patrol squad under the direction of the squad lieutenant. Such additional personnel will work twelve hour shifts in keeping with the schedule assigned to their designated patrol squad.

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX G
PUBLIC WORKS**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation:

1. In an emergency there is frequently a need for personnel and equipment to remove obstructions or clear a way to an accident site for emergency debris removal and for restitution of essential utilities.

The 2 municipalities that have public works capabilities are included in APPENDIX 3 to this annex.

B. Assumptions:

Public works departments have a limited but immediate capability to provide emergency services for debris removal and/or restitution of essential utilities.

III. CONCEPT OF OPERATION

A. In non emergency periods, the role of public works is service and transportation and equipment operatic

B. During emergencies, the public works function expands and coordination of public works emergency operations is sector.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The General Services Department is managed by the General Services Director. During emergency situations operational control remains the same as during day to day activities; however, operations may then require twenty-four hour coverage.
2. General Services must be prepared to assist in lengthy operations which start in response and continue through recovery and involve clean up activities and return of resources.

B. Responsibilities

General Services Director

1. Prepare procedures to provide public works functions during emergencies (e.g., roads, streets, sewer, water and utility services).
2. Develop and maintain resource lists with source, location and availability of equipment, fuel and operational personnel to support response/recovery operations.
3. Provide training for selected personnel in hazmat response.
4. Develop mutual aid agreements.

Obtain equipment to protect public works personnel assigned to respond to hazardous material incidents.
6. Provide containers and/or vehicles for removal of contaminated hazardous materials.
7. Assist in decontamination operations.
8. Jointly with Department of Transportation (DOT) direct and dispatch public works mutual aid from other jurisdictions and the State.
9. Provide for backup electrical power to the EOC.

10. Conduct debris clearance operations.
11. Provide emergency potable water.
12. Store and provide fuel for emergency vehicles.
13. Provide sanitation services during emergencies.
14. Prepare required reports and forward to the EOC.
15. Maintain emergency power, water and sanitation resources at vital facilities in the County during emergencies.
16. Assist in damage assessment operations and relay damage assessment information to the EOC.

V. DIRECTION AND CONTROL

- A. **The General Services Director** will direct and control
- B. **The General Services Director** will maintain direct
- C. **When notified of an emergency situation,** the General
- D. **On-site control** will be coordinated by the Assistant

VI. CONTINUITY OF GOVERNMENT

The line of succession is:

1. General Services Director
2. Supervisor of Inspections
3. Supervisor of General Services

VII. ADMINISTRATION AND LOGISTICS

A. Records and Reports

1. Records of personnel and equipment will be maintained.
2. Informational data and maps pertaining to County facilities, streets and utility systems will be maintained in the Department of Engineering services.

3. Records and reports regarding expenditures incurred during emergency response activities (e.g. personnel and equipment, time and supplies consumed) will be kept.

B. Communications:

The communications system will make maximum use of

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. This annex will be reviewed on an annual basis.

B. The General Services Director will maintain

IX. AUTHORITIES AND REFERENCES

X. APPROVAL

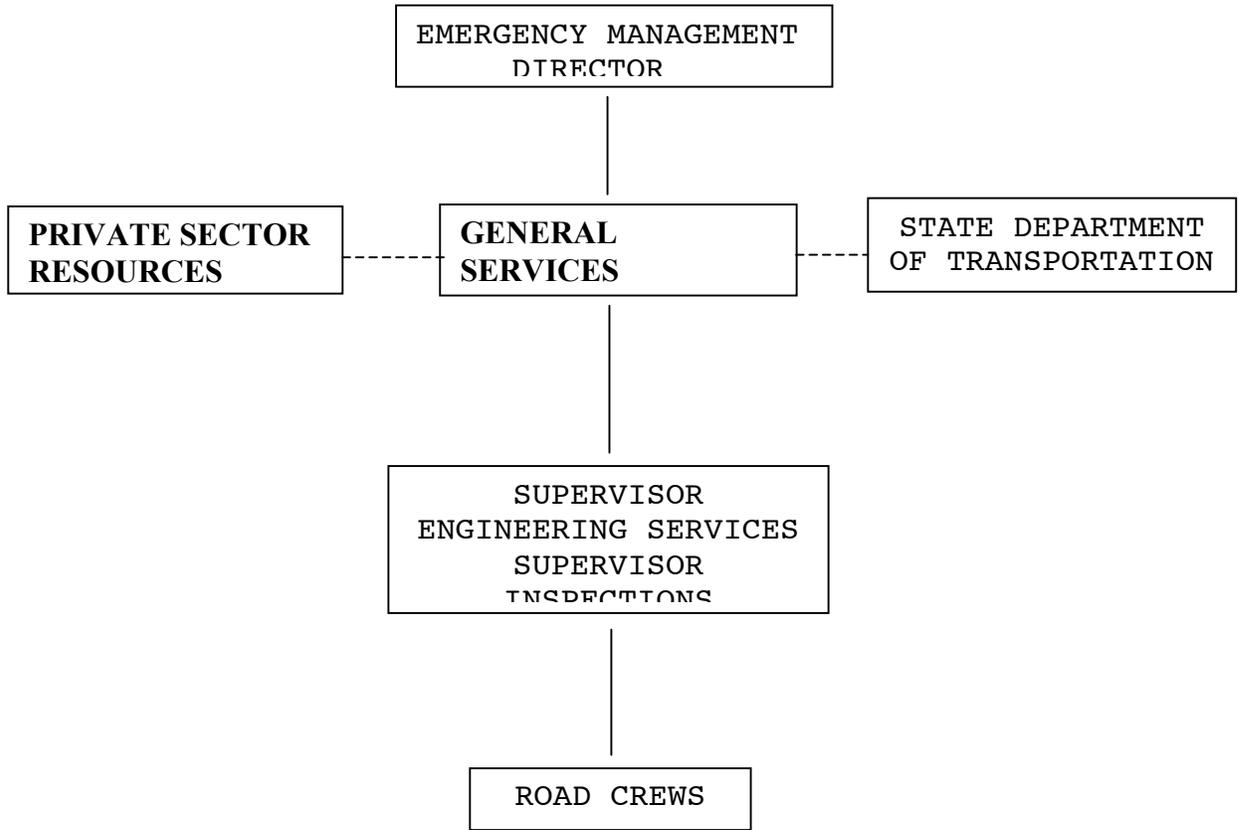
This annex is approved by the undersigned:

Signature _____

Title _____

Date _____

**ANNEX G
APPENDIX 1
PUBLIC WORKS
ORGANIZATIONAL STRUCTURE**



_____COMMAND
.....COORDINATION

**ANNEX G
APPENDIX 2
PUBLIC WORKS DEPARTMENTS**

<u>MUNICIPALITY NAME</u>	<u>AGENCY NAME</u>	<u>SERVICES PROVIDED</u>
1. Asheville	Ash Pub. Wks.	Water, Streets
2. Black Mountain	BM Pub. Wks.	Water, Streets
3. Woodfin	Woodfin Pub. Wks.	Streets
4. Weaverville	Weaverville P.W.	Streets, Water
5. Biltmore Forest	BF Pub. Wks.	Streets

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX H
HEALTH AND MEDICAL SERVICES**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations can lead to public health and medical problems.
2. A well-planned health and medical support network is essential during emergency situations.
3. Existing medical facilities located in the county are listed in APPENDIX 2 to this annex.
4. Depending on the nature of the incident, complications may include general health problems, traumatic injury, communicable disease, contamination of food and water and mental health

ailments.

5. The release of toxic or hazardous materials may result in air, water or soil contamination.

B. Assumptions

1. A large-scale emergency may result in increased demands on hospitals, EMS and health and medical personnel.
2. Many injuries, both minor and relatively severe, will be self-treated by the public.
3. Many of the injured will be transported to medical facilities by people other than medical personnel.
4. EMS is most critical within the first 30 minutes of the emergency. Mutual aid assistance usually arrives after this critical period.
5. Resources available through area and regional medical, health and mortuary services mutual aid agreements will be provided.
6. When local resources can no longer meet the demand of the situation, State agencies will be contacted to provide additional resources and/or to assume control of the response.
7. Catastrophic disasters may affect large areas of the County and medical resources may be damaged, destroyed, or unavailable.
8. In a disaster situation it may be necessary to relocate hospital facilities and seriously ill patients.

III. CONCEPT OF OPERATION

A. General

1. Emergency operations for public health and medical services will be an extension of normal agency and facility duties.

2. Coordination between Health/Medical providers is necessary to ensure emergency operational readiness.

B. Health

1. The primary concern of public health is disease control. The County Department of Health will implement effective environmental health, nursing and health education practices to minimize the incidence of disease.
2. Frequent inspections of damaged housing and emergency shelters will be necessary to determine the need for emergency repairs, pest control, sanitation, or other protective procedures.

C. Medical

1. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation.
2. EMS capabilities will be expanded by volunteer first aid and rescue squads serving the respective response areas.
3. During mass casualty incidents, EMS will establish patient triage, holding, treatment and transportation areas.
4. When necessary an EMS official will be located at an established command post to coordinate responding medical units and establish communication links with hospitals and the County EOC.
5. Transfer of authority on-scene will be in accordance with established procedures.

D. Mortuary

The Medical Examiner will identify and take charge of the proper recovery of human remains.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County Health Director will coordinate, organize and supervise emergency public health operations.
2. The EMS Director/Supervisor will coordinate emergency medical service operations.
3. The Medical Examiner will coordinate activities relating to the identification of the dead and mortuary services.
4. Emergency health and medical teams will be provided with safety and health equipment for response to hazardous materials incidents.
5. The County EMS Director will make provisions for evacuating and/or sheltering of patients, staff, equipment, supplies and vehicles for hazard situations.
6. An organizational chart for the Health and Medical Services is contained in APPENDIX 1, HEALTH AND MEDICAL SERVICES ORGANIZATIONAL STRUCTURE.

B. Assignment of Responsibilities

1. Health Director
 - a. Prepare procedures for emergency health operations, develop mutual aid agreements.
 - b. Develop and implement health awareness and public information programs regarding personal health.
 - c. Report to the EOC upon activation and provide direction and control for emergency health operations.
 - d. Provide for health care at emergency facilities, including shelters and congregate care/reception centers.
 - e. Provide for medical needs of special needs

population.

- f. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent and control communicable disease.
- g. Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- h. Supervise laboratory activities for examination of food and water. Provide for the monitoring and evaluation of environmental health hazards and arrange for corrective measures.
- i. Assist in determining hazardous chemical levels for emergency workers and determine appropriate exposures.
- j. Arrange for the resupply of health response agencies.

2. Emergency Medical Service Director

- a. Develop EMS procedures and mutual aid agreements.
- b. Establish liaison with medical facilities and coordinate with receiving hospitals; and maintain field communications with other response groups.
- c. Maintain liaison with American Red Cross (ARC), Salvation Army and other volunteer service agencies to support first aid and supplement medical resources in shelters and other disaster situations.
- d. Provide for the dispatch of ambulances and the transport of victims to medical facilities.
- e. Coordinate response capabilities utilizing the emergency rescue, medical and ambulance

units.

- f. Maintain a casualty tracking system.
- g. Provide for nursing care to the extent that local medical standing orders allow.
- h. Implement a management system such as Incident Command System (ICS) as needed.

3. Hospital Disaster Coordinator

- a. Maintain listing of medical facilities
Reference APPENDIX 2, MEDICAL FACILITIES
RESOURCES.
- b. Provide direction and control for hospital
staff during emergencies, coordinating
transportation of casualties and medical
resources to health care facilities.
- c. Identify facilities that could be expanded
into emergency treatment centers.
- d. Prepare procedures for reducing patient
populations (e.g., discharge of less
critically ill patients.)
- e. Implement hospitals disaster plans.
- f. Maintain liaison with EMS Director and
provide medical guidance as needed to field
units.
- g. Establish and maintain field and
interhospital medical communications.
- h. Provide for emergency treatment and hospital
care of disaster victims and arrange for a
hospital triage team when appropriate.
- i. Dispatch triage physician teams to disaster
site as requested.
- j. Provide for medical care centers in the
hazard area and provide for the medical care
and preventative medical treatment of

essential workers and injured persons.

- k. Arrange for the restocking of medical supplies and equipment during the recovery phase.
- l. Provide for medical care of relocated persons at shelters and congregate care/reception centers.

4. Medical Examiner

- a. Develop procedures for the recovery, identification, registration and disposition of the dead. These procedures should include use of professionals and volunteers to sort, document, identify dead and the establishment of a morgue.
- b. Identify resource equipment and supplies (e.g., refrigerated trucks; body bags.)
- c. Coordinate with search and rescue teams.
- d. Determine cause of death and issue death certificates.
- e. Notify next of kin and release remains and personal effects of the deceased.
- f. Issue press releases in conjunction with the County Emergency Public Information Officer (PIO).
- g. Coordinate with funeral directors, ambulance services, pathologists, ARC, dentists, X-ray technicians and law enforcement in a mass fatality incident.

5. Mental Health Director

- a. Develop procedures to provide mental health services during emergencies.
- b. Provide crisis intervention training for personnel assigned to mental health service

teams.

- c. Implement disaster plans for mental health facilities.
- d. Provide mental health professionals for treatment of disaster victims.
- e. Provide sites as available for temporary hospitals/clinics.
- f. Assist ARC with inquiries and inform families on status of individuals injured or missing.
- h. Maintain a 24-hour Crisis Line during periods of evacuation.
- i. Identify evacuees in reception centers and shelters who have experienced mental stress and provide them with mental health services.
- j. Ensure continuity of mental health treatment and medication for relocatees.
- k. Provide crisis counseling to professionals and support staff working with the relocated population.
- l. Arrange for debriefings or psychological support for emergency workers and disaster victims.

6. Nursing Home Coordinator

- a. Ensure that nursing homes develop evacuation procedures including the discharge of less critically ill patients.
- b. Ensure that nursing homes develop procedures for care of those remaining in hazard area (e.g., patients; key workers).
- c. Maintain listing of nursing homes and send updated copies to EMC. Reference Appendix 2, MEDICAL FACILITIES RESOURCES.

- d. Provide space as available for temporary hospital/medical treatment facilities.

7. Superintendent of Schools

- a. Provide trained medical/health personnel (e.g., school nurses, counselors, etc.) as available.
- b. Provide school facilities for temporary medical treatment facilities, as needed.
- c. Provide buses and drivers, on request, for evacuations of medical and health care facilities.

8. American Red Cross Liaison (ARC)

- a. Provide food for emergency workers and patients.
- b. Maintain a medical evacuee tracking system.
- c. Provide blood through blood donor program.
- d. Provide nursing staff and nursing aides as requested.
- e. Support the emergency response by medical/health and mental health agencies as requested.
- f. Provide volunteers to assist in the care of special needs population.
- g. Answer inquiries and inform families on status of individuals injured or missing.

9. Volunteer Groups (e.g., Salvation Army, Ministerial Association, Hearts With Hands, etc.)

- a. Provide support personnel for counseling services for disaster victims.
- b. Provide appropriately trained personnel, as available, to response teams.

- c. Cooperate with other agencies in handling inquiries and informing families on the status of individuals injured or missing.

V. DIRECTION AND CONTROL

A. Emergency public health operations will be directed from the EOC by the Health Director.

B. The EMS Director will direct and control EMS operations. For on-scene incidents, the senior officer will assume direction and control.

C. The Medical Examiner will direct and control all activities connected with identification of the dead and mortuary services.

D. The Health Director and EMS Director will maintain communications with their field forces and will keep the EOC informed of activities performed along with personnel and equipment needed to maintain adequate response and recovery efforts.

VI. CONTINUITY OF GOVERNMENT

A. Health

The line of succession is:

1. Health Director
2. Assistant Health Director
3. Medical Director

B. Medical

The line of succession is:

1. EMS Director
2. EMS Supervisor
3. EMS Training Officer

C. Mortuary

The line of succession is:

1. Medical Examiner #1
2. Medical Examiner #2
3. Medical Examiner #3

VII. ADMINISTRATION AND LOGISTICS

A. General

1. The County Department of Health will arrange for the collection and processing of vital statistics and other documentation.
2. Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.
3. Health inspections will be conducted with increased frequency.
4. The Health Director and EMS Director will determine what operating records will be essential for post disaster analysis and will require maintenance of these records.

B. Logistical Support

1. Arrange for mutual aid medical response teams.
2. Provide for augmentation personnel to support medical response teams.
3. Provide for the acquisition of medical/health equipment and supplies.
4. Inventory transportation resources:
 - a. Aircraft, helicopters, trucks, four wheel vehicles
 - b. Private and public ambulance companies
 - c. Limousine and taxi companies
 - d. Mortuaries

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Health Director, EMS Director and Medical Examiner will maintain procedures to support this Annex.**
- B. Involved agencies will maintain current internal notification/recall rosters.**
- C. This annex will be reviewed on an annual basis.**

IX. AUTHORITIES AND REFERENCES

- A. N.C. General Statutes, 166-A.**
- B. Buncombe County Emergency Management Ordinance.**

X. APPROVAL

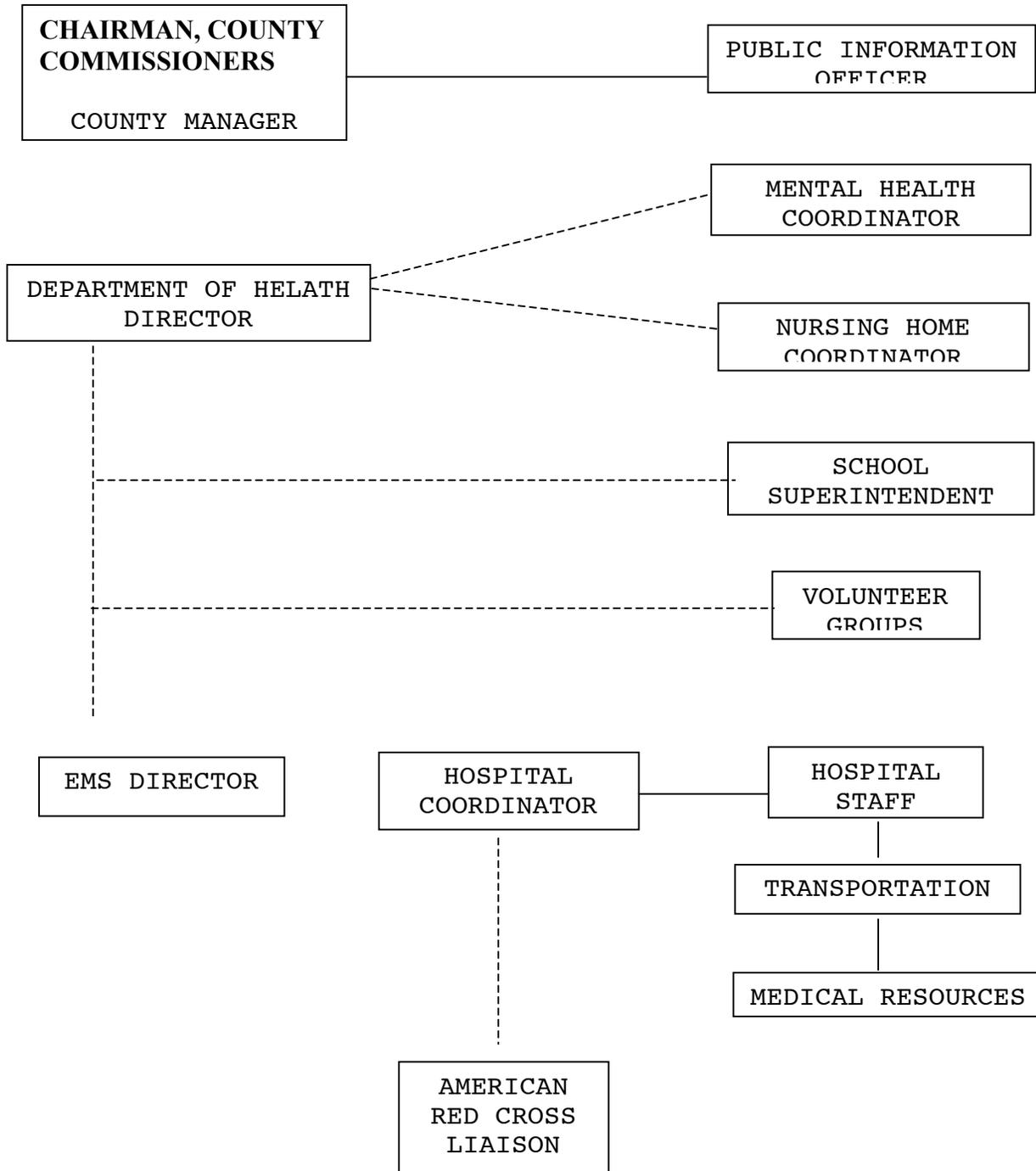
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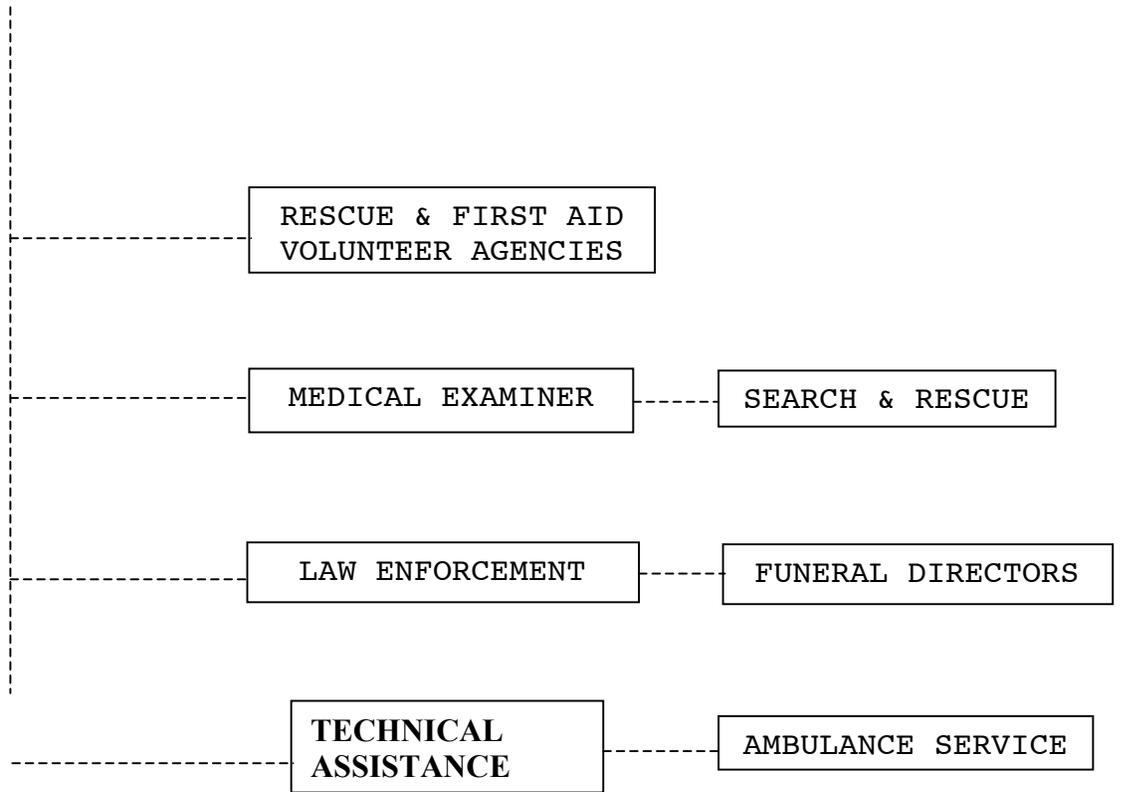
Signature _____

Title _____

Date _____

**ANNEX H
APPENDIX 1
HEALTH AND MEDICAL SERVICES
ORGANIZATIONAL STRUCTURE**





_____ COMMAND
COORDINATION

**ANNEX H
APPENDIX 2
MEDICAL FACILITIES RESOURCES**

A. Hospitals	Beds
Memorial Mission	475
St. Joseph's	311
VAMC	355
Thoms	80
Charter	100

B. Hospital Services Provides:

Memorial Mission-Surgical, X-Ray, Blood Bank, EKG, EEG, Emergency, Catherization, Nuclear Medicine, Physical Therapy

St. Joseph's -Surgical, X-Ray, Emergency Room

C. Clinics	Doctors	Nurses
Urgent Care	4	2
24-Hour Care	3	7

D. Clinic Services Provided

E. Nursing Homes

Asheville Health Care

Aston Park

Becky's Rest Home

Biltmore Manor

Blue Ridge Health Care Center
Brentwood Hills
Brian Center
Brooks-Howell
Deerfield
Emerald Ridge
Flesher's Fairview Health Care
Givens Estates
Green Tree Ridge
Havon
Highland Farms
Inn At The Ridge
Mountain Brook Ridge
The Oaks at Sweeten Creek
Pisgah Manor
Rickman Nursing Center
Summit
Victoria Health Care
Western Freewill Baptist Home
Western North Carolina Baptist Home

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX I
EVACUATION AND TRANSPORTATION**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Several emergency situations may require evacuation of all or part of the County. 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 a county-wide disaster.
2. A hazard analysis has been completed which identifies the types of threats and the areas and population in the County that are most vulnerable to these threats.
3. A demographic analysis has been completed. Facilities and populations within the County that pose special evacuation problems have been identified.
4. An evacuation may require substantial physical resources for transportation, communication and traffic control. Available public and private resources have been identified.
5. Large scale disasters may necessitate the rapid evacuation of hospitals, nursing homes and non-ambulatory populations.

B. Assumptions

1. Sufficient warning time will normally be available to evacuate the threatened population.
2. The principal mode of transportation will be

private vehicles.

3. Particular areas of the County, or special populations within the County, will need additional time to accomplish an evacuation.
4. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate dangerous areas promptly when advised to do so.
5. If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so by public officials.
6. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
7. Some residents may refuse to evacuate regardless of warnings.
8. Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

III. CONCEPT OF OPERATIONS

A. General

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

B. Specific

1. Movement Control and Guidance

- a. The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
- b. Traffic movement during evacuation will be controlled by use of predesignated routes and traffic control points. The evacuation area will identify at least two routes of egress. One lane of each route will be kept open to permit ingress of emergency vehicles. Reference Appendix 2, EVACUATION/TRAFFIC CONTROL (MAP).
- c. Vehicle capacity for the major evacuation route is estimated at 1000 vehicles per lane per hour.
- d. Traffic movement is directed to predesignated reception areas and shelters within the County.
- e. Vehicles experiencing mechanical problems during the evacuation will be moved off the roads. Stranded evacuees will be picked up by other evacuating vehicles, or by emergency response personnel.

2. Staging Areas and Pick-up Points and Routes

- a. The County will determine predesignated staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the County. APPENDIX 3, STAGING AREAS FOR EVACUATION (MAP).

- b. Pick-up points and/or routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point. Pick-up routes have been predesignated for the rural areas. Emergency vehicles will travel these routes at least twice during the evacuation to assure all evacuees without vehicles are assisted. Reference APPENDIX 4, PICK-UP POINTS AND ROUTES (MAP).
3. Evacuation of Special Populations (Institutions, Facilities and Special Care Individuals)
- a. Institutions within the County have developed procedures for evacuation.
 - b. Most patients and staff of the County's medical facilities will be evacuated by buses. Ambulances and vans will be provided for evacuation of non-ambulatory individuals. Procedures for rapid evacuation and/or in-place sheltering have been included for facilities in the danger zone from hazardous materials spills.
 - c. Schools will develop evacuation procedures. Predesignated buses will be utilized for students without their own vehicles. Schools within the danger zone for hazardous materials spills will develop procedures for in-place sheltering and "walk-away" evacuations. Parents will be advised of the location of reception centers.
 - d. The public will be given a telephone number(s) for handicapped or disabled persons without transportation. The EMD will arrange pick-up of these individuals by the County Rescue Squads, and/or Fire Departments. The County Department of Social Services will advise the EMD of individuals known to need transportation assistance.
 - e. Each prison and detention center within the County will develop procedures for the relocation of prisoners to jails outside of

the threatened area.

- f. Evacuation from County parks and recreation areas will be coordinated by the County Recreation Services Department. Evacuation of State parks and recreation areas in the County will be coordinated by the local field staff of the Parks and Recreation Division, Department of Environment & Natural Resources. County and State Parks representatives will advise the EMD of the scheduled special events which may draw crowds to the parks or recreation areas.
- g. Large employers within the County have procedures for evacuation of their employees. These procedures include, if needed, the temporary shut-down of their facilities.

4. Emergency Public Information Brochures

- a. For emergencies, warnings to the public and information concerning evacuation will be broadcast over the EAS network and/or by emergency vehicles equipped with sirens, warning lights, and/or loud-speakers moving through the threatened areas. For localized evacuations, warning and evacuation instructions may also be given door-to-door.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

A. Organization

- 1. The County Emergency Management Director is responsible for implementing the County Evacuation and Transportation Annex to facilitate the evacuation process during emergencies.
- 2. During an evacuation, County emergency operations will be directed by the Chairman of the County Commission and coordinated by the County Office of Emergency Management. The Transportation Coordinator and Assistant Transportation Coordinators will provide coordination of all

transportation resources.

3. The organizational chart for the Evacuation and Transportation Annex is contained in APPENDIX 1, EVACUATION AND TRANSPORTATION ORGANIZATIONAL STRUCTURE.

B. Responsibilities

1. Chairman of the County Commissioners

- a. Declare and terminate a state of emergency when appropriate.
- b. Issue and terminate the evacuation order when appropriate.
- c. Authorize emergency workers to support evacuation and to enter and leave the threatened area(s).
- d. Request the assumption of state direction and control of the evacuation, if required.
- e. Assure the protection of public documents and public facilities during the emergency.

2. Emergency Management Director

- a. Identify potential evacuation areas in accordance with the County's hazard analysis.
- b. Develop evacuation procedures.
- c. Identify population groups requiring special assistance during evacuation (e.g. senior citizens, the very ill and disabled, nursing homes, prison populations, etc.).
- d. Assure that institutions within the County have evacuation procedures.
- e. Coordinate with private industry for use of privately owned vehicles, communication, or other resources needed for evacuation management.

- f. Select staging areas or routes for pick-up of persons without transportation.
- g. Assure, as required, the transportation of emergency workers into and out of the hazard areas.
- h. Assure evacuation of the handicapped, elderly and other special population groups.
- i. Coordinate the evacuation movement including the relocation into other jurisdictions.
- j. Designate and activate reception and shelter areas within the County.
- k. Monitor the progress of the evacuation and modify evacuation procedures when needed.
- l. Brief EOC staff and executive group on evacuation status.
- m. Establish disaster assistance centers if appropriate.
- n. Initiate the return of the population as soon as conditions are safe at the direction of the Chairman, Board of County Commissioners.

3. Sheriff

- a. Identify primary and alternate evacuation routes and the traffic control mechanisms (e.g., road blocks) needed to insure proper utilization of those routes.
- b. Establish staging areas in conjunction with fire departments rescue squads and the Transportation Coordinator.
- c. Assist in warning dissemination by distribution and/or enforcement of the evacuation order.

- d. Provide traffic control for diversion of traffic away from threatened area.
- e. Maintain law and order and protect property in the evacuated areas.
- f. Provide traffic and perimeter control for the evacuation where needed.
- g. Provide traffic control and security at reception centers and parking areas.
- h. Provide communications support to the Emergency Management Office.
- i. Direct reentry traffic into the evacuated area during recovery.

4. Transportation Coordinator

- a. Develop procedures for intra- and inter-county transportation systems to move critical supplies and equipment from the hazard areas to reception areas and the transport of key emergency workers to and from the hazard area. Procedures will include movement of key workers on designated evacuation routes in either publicly or privately owned vehicles and/or buses.
- b. Utilize and maintain the County resources lists to identify public and private transportation resources.
- c. Provide buses and trucks for evacuation.
- d. Coordinate with law enforcement on establishing staging areas, as well as with fire departments and rescue squads on designating pick-up points and routes.
- e. Coordinate with and support, law enforcement in establishing evacuation routes and traffic control points.
- f. Provide transportation support to fire

departments and rescue squads for the evacuation of individuals without transportation.

- g. Advise the Emergency Management Director of roadway conditions and support the removal of disabled vehicles or other blocks to evacuation.
- h. Obtain additional transportation resources, as needed from adjacent jurisdictions, the State and private sources.

5. Public Information Officer

- a. Develop and implement when necessary a public information program to increase citizen awareness and responsiveness to evacuation instructions.
- b. Conduct a public information campaign to disseminate disaster assistance information as necessary.
- c. Inform the public about evacuation routes, destinations and other vital information.

6. Superintendent of Schools

- a. Maintain school transportation resources and provide for fuel support when refueling is necessary.
- b. Direct the evacuation of school populations.
- c. Provide buses and other school vehicles if required for evacuation of the public.

7. Fire Marshal

- a. In conjunction with law enforcement and the Transportation Coordinator, establish staging areas.
- b. Support the evacuation of special institutions and handicapped/disabled individuals.

- c. Provide search and rescue services for lost individuals and for individuals unable to evacuate due to injury.
- d. Maintain fire security in evacuated areas.

8. Mayor(s)

- a. Develop plans for the security of municipal public documents and facilities.
- b. Develop a roster of key workers who must remain during an evacuation or return subsequent to the evacuation to relieve other key workers.
- c. Provide, as requested, municipal personnel and equipment resources to the County to support an evacuation.

9. Military Support Liaison

- a. Make all resource request to counterpart on State Emergency Response Team.
- b. Coordinate with the County Office of Emergency Management regarding the availability of personnel and equipment resources from local military sources.
- c. Coordinate use of shelter facilities on military properties.
- d. Arrange for logistics support for evacuation operations when requested.
- e. Coordinate available military personnel to assist law enforcement in providing security for evacuated areas.

V. DIRECTION AND CONTROL

A. Direction and Control of evacuation is the responsibility of the Chairman, County Board of Commissioners. In Chairman's absence, the

commissioner next in line of succession will serve as replacement representative.

B. During large scale evacuations involving the relocation of the population from an entire municipality, County, or several counties, the Governor may declare a State of Disaster. At that point the Governor assumes direction and control of the situation and evacuation operations will be coordinated by the State Emergency (SEERT) Response activation of the State EOC.

C. When an emergency situation requires timely evacuation and before the EOC can be activated, the "on-scene" commander can call for evacuation in accordance with the County's State of Emergency ordinance.

VI. CONTINUITY OF GOVERNMENT

A. Evacuation

The line of succession is:

1. Chairman, Board of Commissioners
2. County Manager
3. Emergency Management Director

B. Transportation

The line of succession is:

1. Schools Transportation Officer
- 2.
- 3.

C. Continuity of Government will be maintained by relocating government operations. Lines of succession to all key positions will be established and all essential records will be protected.

D. When evacuees are relocated, a representative will be appointed to act as liaison between the County and the reception area. The evacuees will be subject to the

laws of the reception area for the duration of their stay.

- E. **Lines of succession** to each agency that supports the evacuation/transportation operation are in accordance with the agency's established policy.

VII. ADMINISTRATION AND LOGISTICS

- A. **Instructional materials** identifying evacuation zones, routes, parking facilities and shelters will be developed for evacuees.

- B. **Emergency public information** instructions (EPIs) for a disaster will be prepared in advance and distributed as necessary.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. **This annex will be reviewed on an annual basis.**
- B. **Emergency response forces** which participate in an evacuation effort are responsible for maintenance of departmental SOPs, mutual aid agreements, equipment inventories and personnel rosters including 24-hour emergency notification telephone numbers.

IX. AUTHORITIES AND REFERENCES

- A. **N. C. G. S. 166-A.**
- B. **Buncombe County Emergency Management Ordinance.**

X. APPROVAL

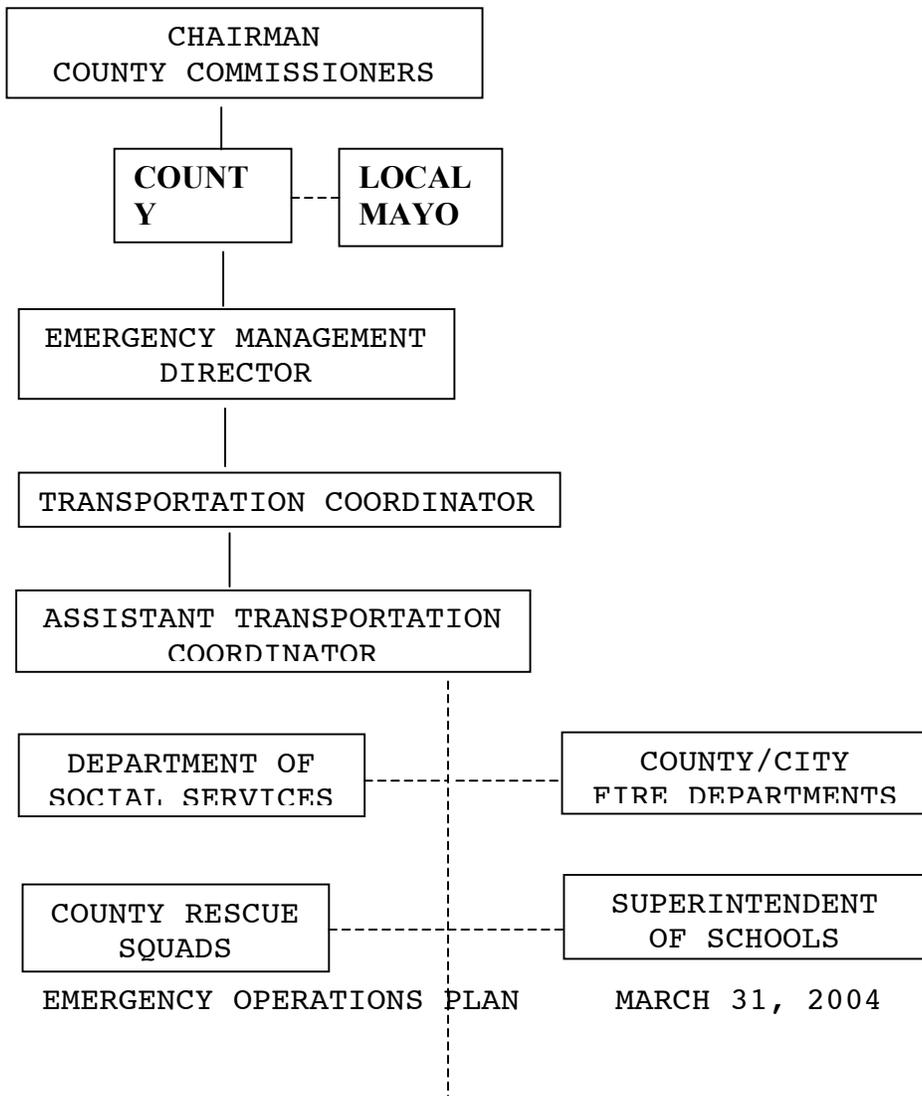
This annex is approved by the undersigned:

Signature _____

Title _____

Date _____

**ANNEX I
APPENDIX 1
EVACUATION AND TRANSPORTATION
ORGANIZATIONAL STRUCTURE**



SHERIFF'S
DEPARTMENT

MILITARY
SUPPORT
OFFICE

PUBLIC
INFORMATION

COUNTY FIRE
MARSHAL

_____ COMMAND
.....COORDINATION

**ANNEX I
APPENDIX 2
EVACUATION/TRAFFIC CONTROL MAP**

- *1. At NC Highway 280 and I-26 interchange.
- *2. Intersection of US Hwy 25 and US Hwy 25A south of Arden.
- 3. Intersection of US Hwy 25A and Blue Ridge Parkway.
- 4. Intersection of US Hwy 25 and Buena Vista.
- 5. Intersection of US Hwy 74 and Blue Ridge Parkway.
- 6. Intersection of US Hwy 70 and Blue Ridge Parkway.
- *7. Intersection of Old US Hwy 70 and US Hwy 70 at Swannanoa.
- 8. Intersection of NC Hwy 9 and US Hwy 70 in Black Mountain.
- 9. In Montreat on NC Hwy 9 at the Ridgecrest Assembly Grounds Reception Center.
- 10. Intersection of US Hwy 25 (Merrimon Ave) and NC Hwy 694.
- 11. Intersection of US Hwy 25 (Merrimon Ave) and I-240.
- 12. Intersection of Charlotte St. and I-240.
- 13. Intersection of Tunnel Rd. And I-240 in East Asheville.
- 14. Intersection of Us Hwy 70 and NC Hwy 81.
- 15. Intersection of Patton Ave. And I-240.
- 16. Intersection of College St. and Charlotte St.

*Traffic counts must be established at this point.

ANNEX I
APPENDIX 3

Insert a map(s) of the county showing
STAGING AREA'S FOR EVACUATION
to replace this page.

**ANNEX I
APPENDIX 4**

Insert a map(s) of the county showing PICK UP POINTS & ROUTES in place of this page.
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**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX J
SHELTER AND MASS CARE**

I. PURPOSE

This annex provides for the protection of the population from the effects of hazards through the identification of shelters and provision of mass care and social services in shelters.

II. SITUATION AND ASSUMPTIONS

A. Situation

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

B. Assumptions

1. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disaster.
2. For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties and shelter locations can be arranged and made available.
3. A high percentage of evacuees will seek shelter with friends or relatives rather than go to public shelter.

III. CONCEPT OF OPERATIONS

- A. The NC Dept. of Human Resources through the NC**

Division of Social Services (NCDSS) and the County Dept. of Social Services (County DSS) is responsible for ensuring that shelter and mass care matters are provided. The American Red Cross (ARC) through written agreement with the State of North Carolina and by NC General Statute 166A-9, may provide shelter and mass care to the general population in designated counties in emergencies. The DHR will assure that shelter care is made available to complement ARC services, and in those situations in which ARC cannot provide shelter and mass care.

B. The DHR will support county social services efforts, arrange for shelters at DHR institutions, and transfer social services personnel to the affected area as needed. DHR will work in conjunction with the American Red Cross, Salvation Army and volunteer organizations to provide care for disaster victims.

C. The County DSS and the ARC will coordinate shelter location and operation, and will mutually support shelter operations with shared personnel and support services whenever possible. These agreements will be included in the local written plan.

D. Public and private providers of institutional care (medical and residential) remain responsible for having shelter plans which are approved by local DSS and emergency management, and for continued care of their clientele when in shelter.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Emergency Management Director is responsible for developing a comprehensive shelter program. Reference APPENDIX 1, SHELTER AND MASS CARE ORGANIZATION STRUCTURE.
2. DSS is designated as the lead governmental agency for shelter activation and operation.
3. When the local American Red Cross provides shelter care, the agreements will be contained in letters of understanding with the County Department of Social Services and the school

system.

4. The County DSS remains responsible for answering the provision of shelter care as follows:
 - a. for special needs groups within the general population.
5. DHR works with local emergency management to assure that all public and private special needs care providers plan for shelter and mass care needs of their populations and that public shelter is provided when necessary for comprehensive shelter care.

B. Responsibilities

1. Emergency Management Director
 - a. Identify and arrange for survey of shelters.
 - b. Develop procedures to activate and deactivate shelters and ensure that ARC and DSS develop shelter SOPs.
 - c. Establish public information and education programs on sheltering.
 - d. Identify campgrounds in the reception area to accommodate families evacuating in recreational vehicles.
 - e. Assist in assigning shelter/reception center teams if requested by the primary shelter agency.
 - f. Provide trained personnel and coordinate with the Health Director to maintain shelters free from contamination.
 - g. Assist with designating facilities and arranging for the shelter needs of institutionalized or special needs groups.

- h. Arrange for expedient shelter where shelters and upgradeable shelters are inadequate.
- i. Provide for maintenance of equipment for hazard evaluation and exposure control.

2. County Director of Social Services

- a. Coordinate with American Red Cross in providing shelter/mass care.
- b. Provide shelter managers to operate DSS shelters.
- c. Assure that personnel are trained to operate DSS shelters.
- d. Arrange for staffing of DSS shelters and feeding of evacuees.
- e. Identify evacuees within DSS shelters with special needs.
- f. Provide shelter management supplies.
- g. Coordinate DSS mass feeding.
- h. Develop letters of agreement and procedures for reception and care and shelter activities.
- i. Assist ARC in recruiting shelter staff.
- j. Maintain current internal notification/recall rosters.
- k. Report to EOC upon activation to assist in shelter operations.
- l. Manage reception and care activities to include lodging arrangements.
- m. Coordinate with health, mental health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.

provider

- n. Secures cooperation of building owners for use of DSS shelter space.
- o. In the event a nursing home or hospital is evacuated, DSS will assume a primary role and ARC will be in a support mode.

3. American Red Cross (ARC)

- a. Coordinate with Dept. of Social Services in providing shelter/mass care.
- b. Develop a crisis shelter stocking plan for ARC shelters.
- c. Provide shelter managers to operate ARC shelters.
- d. Train shelter managers and staff for shelter operations.
- e. Arrange for staffing of ARC shelters and feeding of evacuees.
- f. Identify evacuees within ARC shelters with special needs.
- g. Provide shelter management supplies.
- h. Coordinate ARC mass feeding operations.
- i. Follow established mass care procedures outlined in the ARC 3000 Series Disaster Regulations.

4. Superintendents of County/City Schools

- a. Coordinate letters of agreement for use of schools as shelters.
- b. Provide support personnel to staff shelters.

5. Health Director
 - a. Coordinate public health services in shelters.
 - b. Provide support personnel to staff shelters.
 - c. Coordinate the distribution of exposure-inhibiting or mitigating drugs, vaccines, or other preventatives.
 - d. Coordinate with the Mental Health Coordinator to provide crisis counselors at shelters.
6. Fire Marshal
 - a. Survey shelter sites for fire safety.
 - b. Advise about fire security during operations.
7. Sheriff
 - a. Provide security and law enforcement for shelters.
 - b. Distribute shelter kits as needed if requested.
8. General Services Director
 - a. Inspect shelter sites for serviceability.
 - b. Maintain water supplies and sanitary facilities at shelter sites during emergency.

V. DIRECTION AND CONTROL

A. The Director of Social Services will direct and control DSS shelter/mass care operations for the County.

B. The American Red Cross will direct and control ARC

shelter/mass care operations.

C. Assumption of financial responsibility dictates direction and control.

VI. CONTINUITY OF GOVERNMENT

The line of succession for shelter and mass care is:

1. DSS Director
2. ARC Shelter Director
3. DSS Operations Manager

VII. ADMINISTRATION AND LOGISTICS

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

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This annex will** be reviewed on an annual basis and after each exercise where this component is tested and evaluated.
- B. All involved agencies** will maintain departmental SOP's, letters of agreement, personnel rosters and resource inventories.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. N.C. General Statutes, 166-A.
2. Buncombe County Emergency Management Ordinance.
3. Statement of Understanding between the State of North Carolina and the American Red Cross.
4. American Red Cross 3000 Series Disaster Regulations.

B. References

1. Shelter Management Handbook (FEMA-59)
2. ARC 3000 Series Disaster Regulations

X. APPROVAL

This annex is approved by the undersigned:

Signature: _____

Title: Emergency Management Director

Date _____

Signature: _____

Title: DSS Director

Date _____

Signature: _____

Title: (ARC) _____

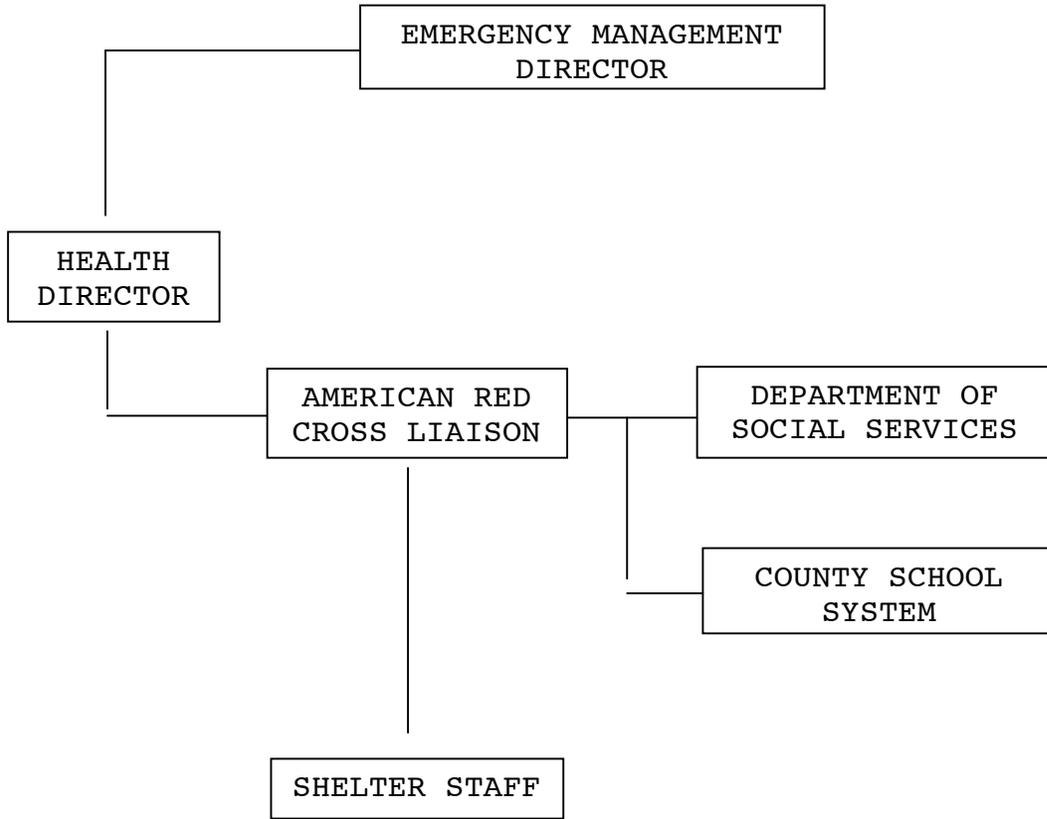
Date: _____

Signature: _____

Title: Superintendent of Schools

Date: _____

**ANNEX J
APPENDIX 1
SHELTER AND MASS CARE
ORGANIZATIONAL STRUCTURE**



_____ COMMAND
.....COORDINATOR

ANNEX J
APPENDIX 2
MULTI-HAZARD SHELTER
FACILITIES

NOTE: Shelters and their location are found in the Buncombe County Resource Manual.

ANNEX J
APPENDIX 3
JOINT OPERATING AGREEMENT
BETWEEN
ASHEVILLE MOUNTAIN AREA CHAPTER OF THE AMERICAN RED CROSS
AND
BUNCOMBE COUNTY EMERGENCY MANAGEMENT

I. PURPOSE

This operating arrangement describes the respective responsibilities and roles of the Asheville Mountain Area Chapter of the American National Red Cross (ANRC) and Buncombe County Emergency Management (EM), State of North Carolina, in preparedness plans and operations for natural, man-made, and technological disaster emergency services. Through collaboration, the resources of the ANRC and Buncombe County Emergency Management are brought to bear for the relief of persons affected by natural disasters.

II. RESPONSIBILITIES IN NATURAL DISASTERS

The Act of Congress constituting the Red Cross charter requires the Red Cross to undertake relief activities for the purpose of mitigating suffering caused by disaster and obligates the Red Cross to develop and carry out measures to prevent such suffering. Public Law 93-288, and Sec. 393 (b) (3), or subsequent disaster legislation, Federal, state or local government may, by contract or otherwise, accept and utilize the services and facilities of the Red Cross, or may render through the Red Cross any assistance authorized by that Act, such as medicines, food, and other consumable supplies or emergency assistance.

Aid to disaster victims is not dependent upon a presidential declaration of a major disaster, but is provided regardless of the size of that catastrophe or the number of people involved. Through a program of disaster preparedness and relief by ANRC chapters, territories, and regions throughout the country victims are provided with food, clothing, shelter, first aid, and supplementary medical, nursing, and hospital care, and other urgent immediate needs. This help may be provided on the basis of mass care in shelters and at feeding stations and may also provide blood and blood products for disaster victims and checks of injured and casualty lists for concerned individuals outside the disaster area.

Help for disaster victims may also be provided on an individual

family basis, with purchase orders issued to families for food, clothing, medical care, health items, essential household furnishings, urgently needed occupational supplies and equipment, emergency rentals for housing, transportation and temporary minor repairs to homes so that they can be reoccupied. The Red Cross will assist in providing information about federal and other resources available for additional assistance to disaster victims and will refer families to such resources. The Red Cross will assist families in assembling needed information for applications for such aid and will help them in processing their applications if the families ask for such assistance. When there is no Presidential Declaration of a major disaster, or when such declaration has been made but a family member is not eligible for government benefits, Red Cross assistance may also include other recovery needs in addition to the emergency help already given. In such cases, the need for help will be determined by an individual casework process. All Red Cross disaster aid is on a grant basis, with no request for or expectation of repayment.

Because administrative responsibility and financial control are inseparable,, the Red Cross requires that all funds utilizes by it in extending relief will be expended in accordance with its established policies.

A. Government (Emergency Management Agency)

1. The maintenance or restoration of normal government services and facilities.
2. The extension or augmentation of certain normal government services when such extension or augmentation is consistent or compatible with such normal community services. These services include:
 - a. Warning and evacuation.
 - b. Search and rescue.
 - c. Police and fire protection.
 - d. Emergency medical, public health, and sanitation.
 - e. Identification and disposition of the dead, including operation of temporary morgues.
 - f. Institutional care for the sick, aged or orphaned.
 - g. Survey and damage assessment.
 - h. Engineering and public works

areas.

- i. Designation of hazardous structures and
- j. Debris removal from public property.
- k. Public welfare.
- l. Utilities.
- m. Supply, transportation and communications.
- n. Manpower.
- o. Immediate notification to all departments and agencies providing assistance when a disaster is imminent or occurring.
- p. Coordination and determination of priorities allocation and use of available local resources and requests for support through other government or private channels.

B. Red Cross Relations with the Federal Emergency Agency (FEMA), State and Local Governments Management

1. The Red Cross will usually have on-going working relationships for disaster preparedness and relief with state and local governments. Because the Red Cross responds immediately following a disaster's occurrence, the organization will often be operational before a Presidential Declaration of a major disaster is made and will be working with state and local governments before a Federal Coordinating Officer (FCO) of FEMA is designated. While the Red Cross will keep the FCO fully informed as to the working arrangements involved in a specific disaster situation, the ANRC will continue its direct relationship with the state and local government.

2. FEMA Disaster Assistance Centers-The Red Cross will provide appropriate volunteers and/or staff to give direct service to disaster victims at all FEMA disaster assistance centers when they are established. However, if the Red Cross has opened disaster service centers in the disaster area prior to a Presidential Declaration and/or prior to the opening of FEMA Centers, the Red Cross will continue to operate as many of its separate centers as necessary unless facilities and convenience disaster victims are adequate in the FEMA center to

accommodate the number of Red Cross relief personnel and disaster victims involved.

III. COOPERATION AND COORDINATION WITH PUBLIC AUTHORITIES

The Red Cross cooperates with all Federal, state, and local authorities who have any responsibility for rendering disaster relief assistance to disaster victims in peacetime or wartime emergencies.

The Red Cross is willing to accept commissions from government and coordinate its relief effort with designated agencies. This may include acting as an agent for governmental units under mutually agreed upon conditions.

SIGNATORY:

--
Director, Buncombe County
Area
Emergency Management
Red

Manager, Asheville Mountain
Chapter, American National
Cross

--

Date Approved

Date Approved

BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX K
DAMAGE ASSESSMENT/RECOVERY

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation

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

B. Assumptions

1. The County will continue to be exposed to various hazards resulting in damage to both public and private property.
2. Implementing damage assessment procedures will expedite relief and assistance for those adversely affected.

III. CONCEPT OF OPERATIONS

A. General

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

B. Specific

1. Emergency and recovery operations will initially be coordinated from the county Emergency Operating Center. Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each response agency/organization. SEE APPENDIX 3 - DAILY ACTIVITY REPORT FOR MATERIALS and APPENDIX 4 - DAILY ACTIVITY REPORT FOR LABOR AND EQUIPMENT.
2. Damage assessment/recovery personnel will be assigned to the "Plans Section" of the EOC organization.
3. As appropriate, the Damage Assessment Officer (DAO) will coordinate notification of damage assessment personnel. These personnel will report to the affected areas to conduct the IDA.
4. The DAO will organize, equip, and assign teams to the affected areas to conduct the IDA. SEE APPENDIX 1 - DAMAGE ASSESSMENT/RECOVERY ORGANIZATIONAL STRUCTURE and APPENDIX 2 - DAMAGE ASSESSMENT TEAM EQUIPMENT LIST.
5. The DAO will coordinate the compilation of damage survey data, prepare damage assessment reports for the Emergency Management Coordinator, and plot damaged areas on local maps.

6. The Emergency Management Director (EMD) will review, with other appropriate local officials, the damage assessment reports to determine if any outside assistance will be necessary to recover from the disaster.
7. The EMD will forward damage assessment reports and any requests for assistance to the N.C. Division of Emergency Management (NCEM), by the quickest means available. The Secretary, N.C. Department of Crime Control and Public Safety is authorized to commit any state resources to assist with the emergency/recovery efforts.
8. Based upon the local damage assessment reports, the NCEM Director will determine what recovery capabilities are available to meet the anticipated requirements. If the capabilities of state/local/private resources appear to be insufficient, he may request a joint federal/state/local Preliminary Damage Assessment (PDA) be conducted.
9. The Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts.
10. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources.
11. The President, under a "major disaster" declaration may authorize two basic types of disaster relief assistance:
 - a. Individual Assistance (IA)
 - (1). temporary housing (100% federal dollars);
 - (2). individual and family grants;
 - (3). disaster unemployment assistance;
 - (4). disaster loans to individuals,

- businesses, and farmers;
- (5). agricultural assistance;
- (6). legal services to low-income families and individuals;
- (7). consumer counseling and assistance in obtaining insurance benefits;
- (8). social security assistance;
- (9). veteran's assistance;
- (10). casualty loss tax assistance.

b. Public Assistance (PA) [75% federal, 25% state/applicant funds]

- (1). debris removal;
- (2). emergency protective measures;
- (3). permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

12. In the event a major disaster or emergency is declared:

- a. A Federal Coordinating Officer (FCO) will be appointed by the President to coordinate the federal efforts.
- b. A State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) will be appointed by the Governor to coordinate the state efforts.
- c. A Disaster Field Office (DFO) will be established within the state (central to the damaged areas) from which the disaster assistance programs will be administered.
- d. For IA only, Disaster Application Centers (DACs) will be established central to the affected areas where individuals may apply for assistance.
- e. If the area is declared eligible for Public Assistance programs, an Applicant's Briefing will be conducted for officials of counties, cities, Indian tribes, and private nonprofit (PNP) organizations to explain eligibility

criteria. The EMC will be requested to assist with identifying and notifying eligible applicants.

- f. At the applicant's briefing, each eligible entity will submit a Notice of Interest (NOI).
- g. Each PA applicant (including local government entities) will appoint a "Applicant's Agent" to coordinate the collection of documentation and submission of information to the DFO.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County Board of Commissioners, through the Emergency Management Director, is responsible for the overall management of damage assessment and recovery activities for the County (including municipalities).
2. A Damage Assessment Officer will be appointed by the Emergency Management Director to coordinate damage assessment operations.
3. Damage Assessment teams will be selected and trained for damage survey.
4. An organizational chart for damage assessment is contained in APPENDIX 1, DAMAGE ASSESSMENT/RECOVERY ORGANIZATIONAL STRUCTURE.

B. Responsibilities

1. Emergency Management Director
 - a. Appoint a Damage Assessment Officer to coordinate overall damage assessment operations.
 - b. Recruit damage assessment team members .
 - c. Provide damage assessment training on an annual basis.
 - d. Maintain sufficient quantities of needed forms and supplies for damage assessment teams and other departments/agencies assisting with assessment/recovery operations.
 - e. Assure agencies/organizations begin maintaining expense records at onset of the emergency.
 - f. Secure resources to support and assist with damage assessment activities (maps, tax data, cameras, identification, etc.).

- g. Establish/appoint a Utilities Liaison to coordinate information flow between the EOC and affected utilities.
- h. Develop and disseminate, as appropriate, public information and education programs relating to disaster recovery (DAC locations, days/times of operation, etc.).
- i. Assist with securing DAC facilities and equipment (chairs, tables, telephones, etc.).
- j. Assist with identification and notification of applicants that may be eligible for PA programs (local government entities, private nonprofit organizations, Indian tribes, etc.).

2. Damage Assessment Officer

- a. Develop, review and annually update procedures for damage reporting and accounting .
- b. Train personnel in damage assessment organization, techniques, and reporting procedures.
- c. Maintain a current damage assessment team notification/recall roster.
- d. Report to EOC upon activation and coordinate damage assessment operations in conjunction with the EMC.
- e. Assign damage assessment teams and deploy as appropriate. Assure each team has communications with the EOC.
- f. Inform emergency operations officials of hazardous facilities, bridges, roads, etc.
- g. Compile damage reports for appropriate agencies.
- h. Assist the EMD and other County or municipal

agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected facilities.

- i. Identify and maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs.
- j. Collect and compile incoming damage reports from teams in the field to include County and private agencies such as ARC, school systems, private nonprofit/government utilities.
- k. Insure that response agencies initiate documentation of all costs incurred subsequent to the emergency/disaster.
- l. Document all emergency work performed by local resources, including appropriate photographs.
- m. Provide for submission of accurate, detailed and timely Initial Damage Assessment Reports to the EMD.
- n. Collate and consolidate all expenditures and damage assessment information for transmittal to the NCEM Area F Office.

3. Damage Assessment Team Members

- a. Assist the Damage Assessment Officer and EMD in maintaining readiness by checking equipment and supplies, attending training sessions and reporting any changes to personnel rosters.
- b. Upon notification, report to the EOC for emergency assignments as soon as conditions permit.
- c. Survey assigned areas, record damage on damage assessment worksheet(s) and transmit general damage assessment information to the EOC as directed by the DAO.

- d. Immediately report to the EOC any situations posing an immediate threat to public safety (downed power lines, gas leaks, etc.).
 - e. Return to the EOC when directed and provide damage assessment worksheet(s).
4. County/Municipal/PNP Finance Officers
- a. Establish and maintain a separate account of disaster related expenditures and expenses.
 - b. Submit Daily Activity Reports (Materials and Labor/Equipment) to the DAO as requested.
5. Utilities Liaison
- a. Secure information for the EOC, as requested, on status of utility restoration.
 - b. Disseminate damage area information to the affected utilities to expedite restoration.

V. DIRECTION AND CONTROL

- A. The Local Officials**, in conjunction with the Emergency Management Director, will direct and control recovery activities from the EOC.
- B. The Damage Assessment Officer** is a member of the EOC staff and is responsible for the coordination of damage assessment activities.
- C. All County departments** will provide personnel and resources to support the damage assessment/recovery effort, as requested. Personnel from operating departments assigned to damage assessment responsibilities will remain under the control of their own departments, but will function under the technical supervision of the Damage Assessment Officer.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession is:**

- 1. Emergency

Management Director

2. Damage Assessment Officer

3. County Engineer

B. Lines of succession for agencies supporting damage assessment are in accordance with the agency's established procedure.

VII. ADMINISTRATION AND LOGISTICS

A. Damage reporting forms and guidance will be made available for distribution when necessary. Copies of all documentation are retained for record purposes.

B. Damage Assessment teams will consist primarily of local government employees. When necessary, nonprofit organizations and nongovernment personnel (United Way, ARES, etc.) will be called upon to supplement/support the teams. Radiological and/or hazardous materials specialists will be added to teams as appropriate.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director and Damage Assessment Officer will develop the Recovery/Damage Assessment Annex and maintain it on an annual basis.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. N.C. General Statutes, 166-A.
2. Buncombe County Emergency Management Ordinances.
3. PL 93-288, as amended.

B. References

1. Handbook for Applicants Pursuant to P.L. 93-288, DR & R1 FEMA, 3-81.
2. Digest of Federal Disaster Assistance Programs: DR & R 21, FEMA, June, 1985.
3. Federal Disaster Assistance Program, DR & R 18, Jan., 1987.
4. Disaster Recovery Manual, N.C. Department of Crime Control and Public Safety, Division of Emergency Management, May 1989.

X. APPROVAL

This annex is approved by the undersigned:

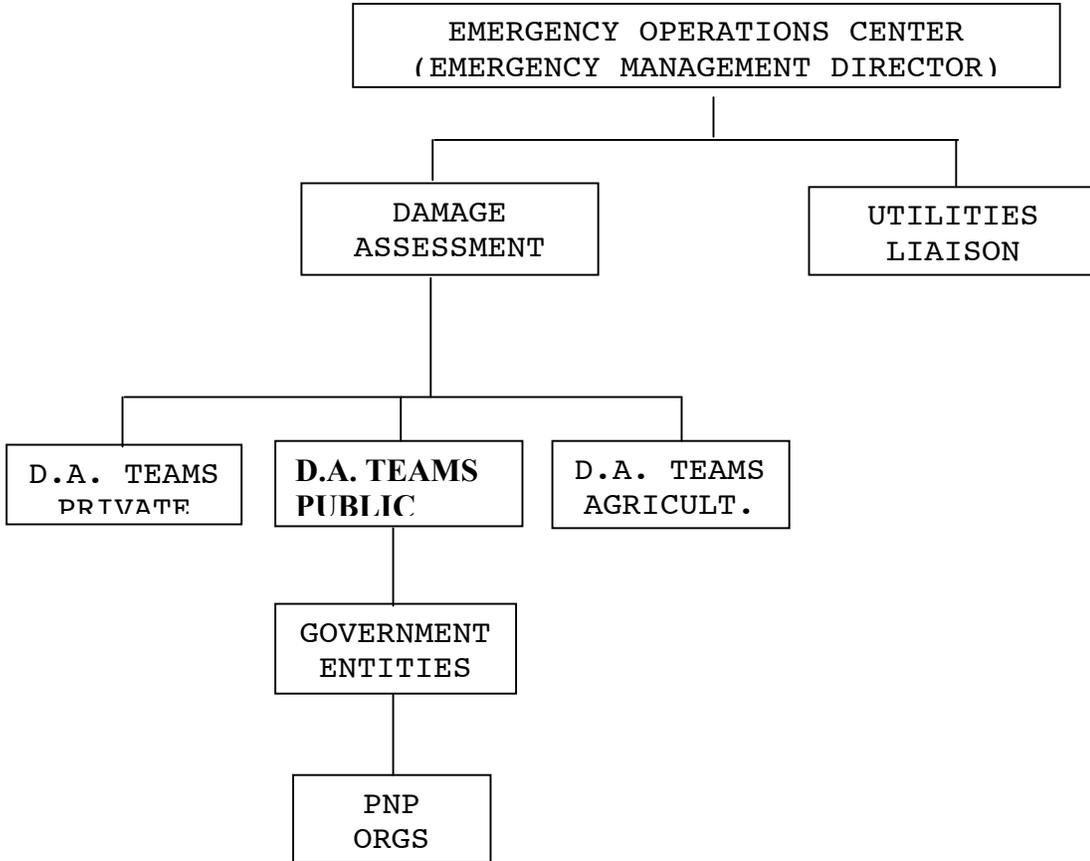
Emergency Management Director

Date

Damage Assessment Officer

Date

**ANNEX K, APPENDIX 1
DAMAGE ASSESSMENT/RECOVERY
ORGANIZATIONAL STRUCTURE**



ANNEX K, APPENDIX 2
DAMAGE ASSESSMENT/RECOVERY
DAMAGE ASSESSMENT TEAM
EQUIPMENT LIST

1. Hardhat
2. Flashlight with spare batteries
3. Clipboard
4. Several sharpened #2 pencils with erasers
5. Foul weather protective clothing
6. Sturdy boots, preferably puncture-proof
7. Identification card
8. Map of area

(NOTE: This is a minimum equipment list for damage assessment team members to have ready at all times. Additional items may be added by the jurisdiction as required. Consideration should be given to photographic equipment, tape recorders, and pocket calculators.)

**ANNEX K, APPENDIX 3
DAMAGE ASSESSMENT/RECOVERY
DAILY ACTIVITY REPORT FOR MATERIALS**

NOTE: Forms to be used will be the standard Buncombe County forms for itemizing materials used for response.

**ANNEX K, APPENDIX 4
DAMAGE ASSESSMENT/RECOVERY
DAILY ACTIVITY REPORT FOR LABOR/EQUIPMENT**

NOTE: Forms to be used will be the standard Buncombe County forms for itemizing labor and equipment used.

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX L
RADIOLOGICAL PROTECTION (RADPRO)**

I. PURPOSE

This annex establishes the organization and assigns responsibilities to provide a preparedness capability in response to radiological incidents.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Peacetime Hazards

- a. The County is susceptible to accidents involving the transportation of radioactive materials. The primary road systems used are I-40 and I-26. Radiography sources used to x-ray pressure pipe welds can be transported over road systems within the County.
- b. Sources of potential radiological hazards within the County are: Hospitals and industry.
- c. Without adequate initial response measures, an accident could result in radioactive contamination and unnecessary exposures.

B. Assumptions

1. Proper development and execution of a radiological protection system will significantly reduce the number of casualties from an incident.
2. Adequate facilities will be available to collect

and disseminate the necessary data including meteorological information.

3. Warning, detection, prevention and remedial measures will reduce the effect of radiation.
4. A combination of trained radiological personnel and operational equipment can be positioned to detect, measure, report, analyze, evaluate and conduct operations.
5. Trained local emergency response agencies can effectively manage an accident scene with technical assistance from the Radiation Protection Section, ENR.

III. CONCEPT OF OPERATIONS

A. A very important part of an effective radiological protection system is detection and monitoring. Reference APPENDIX 2, DISTRIBUTION OF RADIOLOGICAL INSTRUMENT and Reference APPENDIX 3, RADIOLOGICAL DECONTAMINATION.

B. The Radiological Protection System (RADPRO) will provide:

1. A self-protection radiological monitoring capability for monitoring and assessing the radiation environment to control or limit the radiation exposure of emergency response personnel.
2. A monitoring, reporting and assessment capability for determining the extent and magnitude of the radiological hazard.
3. An emergency response capability for handling radioactive materials.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

1. The Emergency Management Director will coordinate and maintain the RADPRO System.

2. The Radiological Officer will contact the North Carolina Department of Environment and Natural Resources, Radiation Protection Section for technical assistance to control and dispose of radioactive materials.

B. Responsibilities

1. Emergency Management Director
 - a. Appoint a Radiological Officer.
 - b. Acquire and provide radiological monitoring equipment.
 - c. Coordinate overall radiological protection activities.
2. Radiological Officer
 - a. Ensure serviceability of radiological monitoring instruments.
 - b. Provide public education about radiological hazards and protective actions.
 - c. Develop County radiological protection procedures.
 - d. Conduct a semi-annual inventory of radiological equipment.
 - e. Establish a distribution system for radiological protection equipment.
 - f. Identify available protective equipment, instruments and clothing needed to perform assigned tasks in a radiological environment.
 - g. Provide a system of controlling the exposure of personnel within the jurisdiction to hazardous substances.
 - h. Report to EOC upon activation to direct and control the radiological protection emergency response.

- i. Provide for maintaining dose records for emergency workers and ensuring that dosimeters are read and reported at appropriate frequencies.
 - j. Ensure that radiological monitors are available to provide data to the EOC.
 - k. Estimate total population exposure during radiation emergencies.
 - l. Support specialized radiological teams as needed (e.g. Radiological Emergency Response Teams).
 - m. Coordinate the release of public information about radiation safety through the PIO.
 - n. Coordinate with the PIO to prepare pre-scripted announcements for radiological emergencies.
3. Fire Marshal
- a. Assist in decontamination.
 - b. Assist in monitoring.
4. Sheriff
- a. Provide communications.
 - b. Provide site security and protect citizens during radiological incidents.
5. Health Director - Assist the Radiation Protection Section in the coordination of technical assistance.

V. DIRECTION AND CONTROL

A. Overall coordination of emergency operations and support requirements for radiological protection will be conducted between the heads of departments/agencies and the Emergency Management Director.

B. The Radiological Officer will coordinate the collection and evaluation of radiological information and make recommendations to the EMC.

VI. CONTINUITY OF GOVERNMENT

A. The line of succession is:

1. Emergency Management Director
2. Radiological Officer
3. Health Director

B. Lines of succession for agencies supporting radiological protection are in accordance with their established policy.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. General
 - a. The Radiological Officer will develop and maintain current standard operating procedures (SOPs) for the RADPRO System.
2. Reporting
 - a. Peacetime Hazards to STATE WARNING point via the County warning point.

B. Logistics

1. Equipment and supplies for EOC operations will be provided by the Emergency Management Director. Each individual organization assigned responsibilities will utilize radiation detection equipment and/or vehicles when feasible.
2. The North Carolina Division of Emergency Management is responsible for maintenance and calibration of RADPRO instruments.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. **The Radiological Officer** will direct and control radiological operations.
- B. **This annex will be reviewed on an annual basis.**

IX. AUTHORITIES AND REFERENCES

- A. **N. C. General Statute, 166-A.**
- B. **N. C. General Statute, 104-E.**
- C. **Buncombe County Emergency Management Ordinance.**

X. APPROVAL

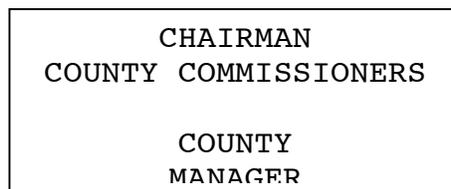
This annex is approved by the undersigned:

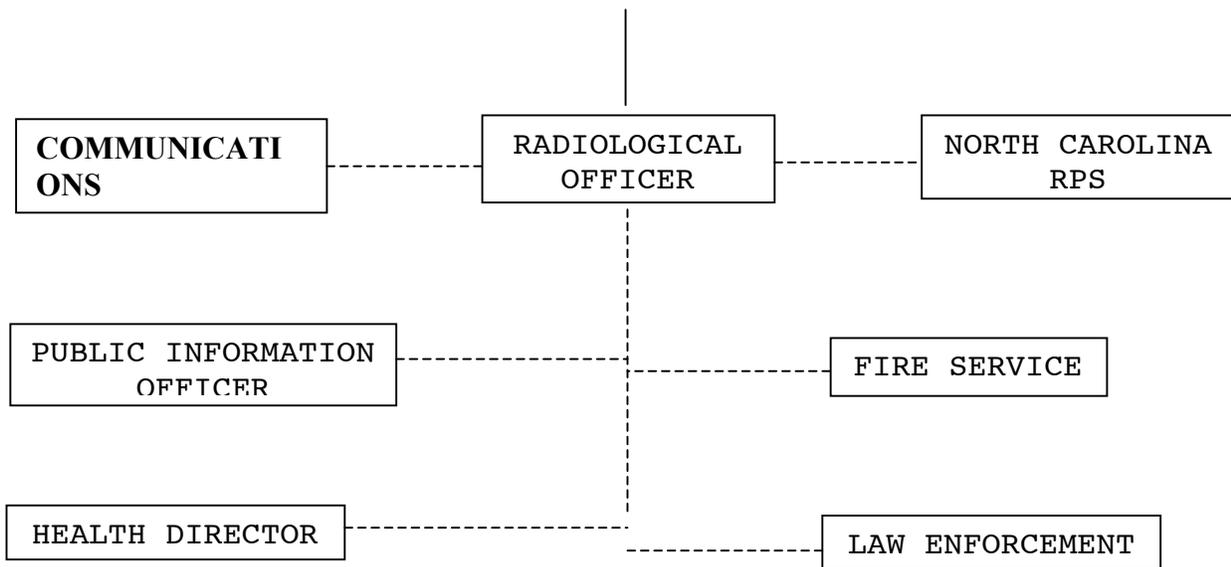
Signature _____

Title _____

Date _____

**ANNEX L
APPENDIX 1
RADIOLOGICAL PROTECTION (RADPRO)
ORGANIZATION STRUCTURE**





_____ COMMAND
COORDINATOR

ANNEX L
APPENDIX 2
DISTRIBUTION OF RADIOLOGICAL INSTRUMENTS

I. PRE-EMERGENCY PHASE

1. EOC

II. DURING INCREASED READINESS

A. CDV-777 and CDV-777-A instruments are contained in bulk storage and located at the EOC. They can be used for self protection. The EOC will distribute these instruments.

ANNEX L
APPENDIX 3
RADIOLOGICAL RECORD KEEPING

Radiological Monitoring Teams will maintain adequate records relative to individual exposure, personnel & vehicle monitoring/decontamination and communications in the prescribed manner:

1. Individual exposure records will be maintained by each emergency worker who might receive radiation exposure. These records will be maintained by the Buncombe County office of Emergency Management and will be maintained in the manner prescribed by the training programs and as repeated in the instructions on the reverse side of the form and card (see Attachment 1).
2. Personnel monitoring/decontamination records will be maintained by the Radiological Monitoring Team at each site where personnel monitoring/decontamination procedures are performed. These records will be maintained on standard forms provided by the Buncombe County office of Emergency Management and will be maintained in the manner prescribed by the training program and as repeated in the instructions on the reverse side of the form (see Attachments 3 & 4).
3. Vehicle monitoring/decontamination records will be maintained by the Radiological Monitoring Team at each site where vehicle monitoring/decontamination procedures are performed. These records will be maintained on standard forms provided by the County Emergency Management Agency and will be maintained in the manner prescribed by the training program and as repeated in the instructions on the reverse side of the form (see Attachments 5 & 6).
4. Communications records will be maintained by the Radiological Monitoring Teams on standard forms provided by the County office of Emergency Management (see Attachment 2).
5. The Radiological Monitoring Team will turn in all records and forms to the immediate supervisor. The supervisor will collect all forms and turn them in to the Buncombe County office of Emergency Management.

**ANNEX L
APPENDIX 4
ATTACHMENT 1
PERSONAL DOSE RECORD**

**ANNEX L
APPENDIX 4
ATTACHMENT 2
PERSONNEL RADIOLOGICAL MONITORING RECORD**

Incident-Accident Location _____ DATE _____

Monitors:

Name _____ Department _____ Name _____
Department _____

Name _____ Department _____ Name _____
Department _____

Recorder:

Name _____ RM. No. _____ Name _____ RM. No. _____

TIME	NAME	ADDRESS	PHONE	Contam Present	Remonitor	Free of Contam

ANNEX L
APPENDIX 4
ATTACHMENT 3
INSTRUCTIONS FOR COMPLETION
OF PERSONNEL RADIOLOGICAL MONITORING RECORD

- A. Identify exact location** of incident or accident and complete all other identifying spaces as indicated.
- B. Identify all** monitoring personnel in the appropriate spaces.
- C. Zero dosimeters** and record data on "Individual Exposure Record".
- D. Perform** operational checks on survey meters.
- E. When authorized,** begin personnel monitoring operations:
 - 1. Record time
 - 2. Record person's name, address and phone number.
 - 3. Monitor personnel as directed by authorization.
 - 4. Record initial monitoring data.
 - 5. If contamination is present, perform decontamination as directed by authorization.
 - 6. Re-monitor and record monitoring data.
 - 7. If person is found to be free of contamination, initial the appropriate block and process the person out of the monitoring/decontamination area.
 - 8. After completing this form, turn it in to your immediate supervisor.

Instructions to Supervisors

A. Frequently inspect monitoring records and operations under your sup

- B. When forms are completed,** collect all records and turn them over to the person or agency responsible for analyzing data and maintaining official accident/incident records.

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX M
RESOURCE MANAGEMENT**

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

A. Situation - The County should acquire those resources required to cope with hazards posing a potential threat to the County.

B. Assumptions - The required resources will be available to provide for the warning, evacuation and shelter/mass care of the endangered population.

III. CONCEPT OF OPERATION

A. County departments and agencies will use their own resources and equipment during emergencies and will have control over the management of these resources when the resources are needed to respond to the emergency situation.

B. The Finance Officer will prepare routine procurement procedures for the acquisition or replacement of resources during day-to-day operation and also develop a procurement system to acquire expendable supplies during emergencies.

C. A Resource Manual identifying the resource, the control agency and the procedures needed to activate the resource at any time will be kept in the Office of Emergency Management.

D. The EMD will also identify those resources and capabilities that are available in local businesses

and industry and other contributing organizations, and develop the mutual aid agreements required to acquire those resources to support the County under emergency conditions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Emergency Management Director will have overall responsibility for coordination of resources.
2. That department or agency having primary control on a day to day basis of a resource needed during emergency operations will continue to control that resource during emergencies.
3. The acquisition or replacement of a resource will follow routine procurement procedures exercised by the Purchasing/Finance Officer. In emergency situations he will develop the means and the authority for the immediate procurement of expendable supplies.
4. An organizational chart for resource management is contained in APPENDIX 1, RESOURCE MANAGEMENT; ORGANIZATIONAL STRUCTURE.

B. Responsibilities

1. Emergency Management Director
 - a. Analyze personnel and equipment requirements to meet potential hazards and maintain a resource manual.
 - b. Develop mutual aid agreements for use of resources.
 - c. Identify additional emergency resources from local business and industry and other agencies.
 - d. Coordinate resource use under emergency conditions and provide a system to protect these resources (i.e., essential personnel

and equipment).

- e. Request additional resources in those cases where County resources cannot meet response or recovery requirements.

2. Finance Officer

- a. Identify resources and maintain current inventories of resources including sources and quantities.
- b. Develop procedures for initiating and maintaining financial accounting records for all agencies during emergencies.
- c. Provide for maintaining a current internal notification/recall roster.
- d. Develop procedures for the procurement and delivery of essential resources and supplies on a timely basis.
- e. Provide for the storage, maintenance, and replenishment/replacement of essential equipment and materials (medical supplies, food and water, etc.)
- f. When requested, provide resources for special or critical facilities, including radiological laboratories.
- g. Set priorities on available resources and implement resource controls to restore essential services.
- h. Provide for the procurement of additional protective equipment, instruments, antidotes, and clothing for use in a hazardous chemical or radiological environment.
- i. Request funding for maintaining equipment for radiation hazard evaluation and exposure control.
- j. Provide for the deployment, recall, and

monitoring of resource equipment.

- k. Report to the EOC upon activation and assist the Emergency Management Coordinator in the direction and control of resource management operations.

V. DIRECTION AND CONTROL

A. **Utilization of resources** under the operational control of local government response forces will be coordinated by the EMD from the EOC under the direction of the Chairman, County Board of Commissioners.

B. **The commitment of resources** from outside government will be initiated by the EMD with operational control being exercised by the on-site commander of the service requiring that resource.

C. **The mutual aid agreements** developed pre-disaster will determine who will move, operate, maintain and bear the cost of operation for equipment used under emergency conditions.

VI. CONTINUITY OF GOVERNMENT

A. **The line of succession for resource management is:**

1. Emergency Management Director
2. Finance Director
3. Purchasing Director

B. **Resource Management** does not fall under a centralized control element, but is coordinated from the EOC during emergency operations.

C. **A line of succession** will be established in the various response agencies which support resource management activities.

VII. ADMINISTRATION AND LOGISTICS

A. **Records and reports** pertaining to resource management will be the responsibility of the Finance Officer.

B. The Finance Officer will compile a record of equipment usage and supply consumption from feeder reports provided by the user units during emergency operations.

C. The Finance Officer will develop procedures to expedite the acquisition of supplies in emergencies and account for all monies expended during emergency response and recovery operations.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The development and maintenance of a resource manual and mutual aid agreements are the responsibility of the EMC. The resource manual must identify the resource as a physical asset or a capability, the location of the resource and who controls it as well as how it can be activated when needed and by whom.

B. Accountability, use, maintenance and operational cost for resources outside government control will be predetermined by mutual aid agreements. These documents should be reviewed following each emergency event in which they are used and amended or corrected as needed.

C. This annex will be reviewed on an annual basis.

IX. AUTHORITIES AND REFERENCES

A. N. C. General Statute 166-A.

B. Buncombe County Emergency Management Ordinance.

X. APPROVAL

This annex is approved by the undersigned:

Signature _____

Title _____

Date _____

**ANNEX M
APPENDIX 1
RESOURCE MANAGEMENT
ORGANIZATIONAL CHART**

NOTE: All resources will be managed by the Emergency Management Office during the emergency period. EOC Staff personnel will utilize the Buncombe County Resource Manual as well as other reference guides.

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX N
HAZARD SPECIFIC CHECKLIST**

Emergency response agencies tasked with responding to the hazards identified as threats to Buncombe County can use the hazard specific checklists contained in this annex. These checklists are not all-inclusive, but they cover key points. To be fully effective, they should be tailored to locally established operating procedures.

This annex may also contain suggested citizen instructions for major emergencies. These instructions can be used to expedite emergency public information measures. For example, Flood Safety Rules and Hurricane Safety Rules. They contain general information for the threats. They should be adopted to meet local needs and used as an aid in developing EPI and public education information.

APPENDICES:

- 1 Not Used
- 2 Not Used
- 3 Not Used
- 4 Not Used
- 5 Not Used
- 6 Not Used
- 7 Hazardous Materials
- 9 Not Used
- 10 Winter Storms
- 11 Tornadoes
- 12 Civil Disorder
- 13 Dam Failure
- 14 Medical Debris

**BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN
ANNEX O
EMERGENCY MORTUARY PLAN**

I. PURPOSE

This plan has been developed to provide for the orderly care of deceased victims of a disaster and to minimize the impact of such a situation to the community, friends and families of the deceased.

II. CONCEPT OF OPERATIONS

The concept of this Emergency Mortuary plan for Buncombe County calls for:

- A. Early notification** of mortuary and health officials and other concerned agencies in Buncombe County.
- B Prompt overall direction** and decision making by the Chief, Emergency Mortuary Services.
- C. Increased readiness actions.**

III. ORGANIZATION

A. County Level

1. The Chief of the Emergency Mortuary Service will be designated prior to any emergency by the Director of Emergency Management.

The Chief of Emergency Mortuary Service will appoint individuals to lead the following areas of this plan:

- a. Collection
- b. Identification
- c. Interment
- d. Personal Effects
- e. Administration

IV. EXECUTION AND GENERAL INSTRUCTIONS

A. Normal Readiness

- to mission.
1. Conducts such training and briefings as required assure capability of service to perform the
 2. Maintains a current roster of personnel and their resources. Insures that the roster and resources are current at all times and revises as required.
 3. Organizes teams for collection, identification and interment as required.

B. Emergency Period

- readily dead.
1. The Chief will insure that all resources are available.
 2. Maintain accurate records on the burial of the
 3. Maintain an up-to-date record of the mortuary situation.
 4. Determine the need for supply requirements.
 5. Coordinate supply requirements between agencies.
 6. Assure adequate transportation.
 7. Coordinate with religious community on conduct of funeral services.

V. SUPPLY AND TRANSPORTATION

A. Supply

1. All supply requirements will be made known to the Chief, Emergency Mortuary Service who will see that they are obtained.

B. Transportation

1. Transportation will be obtained through various funeral homes, or if this is not adequate, through the County resources.

VI. CONTROL AND COMMUNICATIONS

A. Control

1. Control will be administered through the Chief, Emergency Mortuary Services.

2. Line of Succession
 - a. Chief
 - b. Deputy Chief

B. Communications

1. Communications will be provided as needed.
2. The Chief, Emergency Mortuary Service, will provide requirements for communications to the E.O.C.

C. Duties of Division Chiefs

1. Chief, Emergency Mortuary Services:
 - a. Advises Director of Emergency Management on Emergency Mortuary Services.
 - b. Formulates policies and makes recommendations for standards.
 - c. Conducts inspections of Emergency Mortuary Service subordinate units.
 - d. Prepares plans, policies and procedures for Operation of Emergency Mortuary services.
 - e. Determines requirements for mortuary supplies and equipment.
 - f. Makes estimate of situation and recommends adjustment of personnel and facilities to meet the needs.

and g. Maintains liaison with Emergency Management local government.

2. Deputy Chief

the a. Acts as principal assistant and advisor to Chief.

b. Represents the Chief during temporary absence or when authorized to do so.

c. Performs such other functions as may be assigned by the Chief.

3. Chief, Administration:

a. Prepares detailed plans, policies and procedures as required.

b. Prepares and submits reports.

c. Processes correspondence and records.

d. Determines requirements and make arrangements for personnel, supplies, transportation and communications.

4. Chief, Collection Division:

the a. Prepare plans, policies, and procedures for
emergency. Collection of the human dead in an

b. Advises the Chief, Emergency Mortuary Service, on the collection of the dead.

Management c. Maintains liaison with the Emergency Agency.

directed. d. Performs such inspections as may be

- the
5. Chief, Identification Division:
- a. Prepares plans, policies and procedures for identification of the dead in an emergency.
 - b. Advises the Chief, Emergency Mortuary Services, on the situation concerning identification of the dead.
 - c. Maintains liaison with his counterpart, or superior, coordinate and subordinate level.
 - d. Performs such inspections as may be directed.
6. Chief, Personal Effects Division:
- the
the
emergency.
- a. Prepares plans, policies and procedures for collection , safe guarding and disposal of personal effects of the dead in an emergency.
 - b. Advises the Chief, Emergency Mortuary Service, and his staff on handling of personal effects of the dead.
 - c. Performs such inspection as may be directed.
7. Chief, Interment Division:
- the
- a. Prepares plans, policies and procedures for interment of dead in an emergency.
 - b. Advises the Chief, Emergency Mortuary Service, and his staff on interment activities.
 - c. Establishes emergency standards fo the operation of morgues, selection of burial sites and mass burial.
 - d. Coordinates with religious community on burial rites.

VII. AUTHORITIES AND REFERENCES

A. N. C. General Statute 166-A.

B. Buncombe County Emergency Management Ordinance

VIII. APPROVAL

This annex is approved by the undersigned:

Signature _____

Title: _____

Date: _____

**ANNEX O
APPENDIX 1
EMERGENCY MORTUARY PLAN
MORTUARIES IN BUNCOMBE COUNTY**

ASHEVILLE

- | | | |
|----|--|----------|
| 1. | Ray and Allen Mortuary
127 McDowell Street | 252-1251 |
| 2. | Anders-Rice Funeral Home
1428 Patton Avenue | 254-3511 |

- | | | |
|----|--|----------|
| 3. | Forest Lawn
Enka, N.C. | 667-8715 |
| 4. | Groce Funeral Home
1401 Patton Avenue | 252-3535 |
| 5. | Hart Mortuary
60 Phifer Street | 252-2090 |
| 6. | Morris Funeral Home
304 Merrimon Avenue | 252-1821 |
| 7. | Penland and Sons Funeral Home
125 South Ave., Swannanoa | 686-5447 |
| 8. | Williams Funeral Home
856 Tunnel Road | 298-5555 |

BLACK MOUNTAIN

- | | |
|---|----------|
| Miller Funeral Home
208 West State Street | 669-2977 |
| Brigman's Valley Funeral Service
423 West State Street | 669-8121 |

WEAVERVILLE

- | | |
|---|----------|
| West Funeral Home
17 Merrimon Avenue | 645-3011 |
|---|----------|

OTHER

- | | |
|----------------------------|----------------------|
| Asheville Mortuary Service | 254-0566 |
| American Vault Co., Inc. | 667-3412
665-1772 |
| Asheville Vault Service | 665-6799 |

CREMATORIES

- | | |
|----------------------------|----------|
| Maple Springs | 254-6197 |
| Asheville Mortuary Service | 254-0566 |

**ANNEX O
APPENDIX 2
EMERGENCY MORTUARY PLAN
ALERTING PLAN**

I. ALERTING LISTS

- A. The Chief, Mortuary Service, will prepare and furnish to the E.O.C. a list of four key individuals of the service notification in the event of an emergency.**
- B. Individuals on the Key Alerting List will be furnished with a copy of the Key Alerting List and an Alerting List containing the names of the Chief and Assistant Chief of each division.**
- C. Division Chiefs will prepare to keep an Alerting List of all individuals assigned to their divisions. A copy of this list will be furnished to the Assistant Division Chief.**
- D. All Alerting Lists will be checked at frequent intervals to assure that lists are current.**

II. ALERTING PROCEDURES

- A. In the event of a disaster, the Emergency Operating Center will pass the alert to the first individual on the Service Key Alerting List.**
- B. The individual receiving the alert will pass the alert and any specific instructions deemed necessary to the Chief or assistant Chief of each division and to the other individuals on the Key Alerting Lists.**

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individuals of their respective services passing on
specific instructions received with the warning as
necessary.

BUNCOMBE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX P

TERRORISM INVOLVING WEAPONS OF MASS DESTRUCTION

I. PURPOSE

This plan is intended to define the responsibilities of emergency personnel and others in response to domestic terrorist incidents. This plan includes terminology (APPENDIX 1 TERRORISM / WMD DEFINITIONS), assignments and responsibilities.

Two major complications emergency personnel will encounter during a terrorist incident are:

1. Limited numbers of trained Law Enforcement/EMS/Fire personnel available
2. Individuals or groups working without authority and/or independently from organized efforts

This document is confined to the boundary of Buncombe County, its cities and towns. It is imperative that each level of government and each response organization be aware of the rules and responsibilities required for a professional response.

The legal foundation for this plan is found in the Presidential Decision Direction (PDD) PDD-39 dated June 1995 and PDD-62 dated May 1998.

There are three primary phases associated with terrorist incidents:

1. Crisis Management – Includes the broad spectrum of data collection and dissemination of information primarily to law enforcement and other groups part of the initial response. Also included are the first-in organizations and is a part of the efforts by all levels of government to ensure life, safety and rescue efforts.
2. Consequence Management – Refers to response measures implemented to ensure continuity of essential services of government and to provide emergency relief to all levels of government. Consequence Management is primarily an emergency function. Crisis Management and Consequence Management should be activated at the same time and work hand-in-hand to resolve and recover from acts of terrorism.
3. Initial emergency response efforts will focus on the protection of human health, environment and property. Such efforts include: command and control, evacuation, fire suppression, rescue, mass casualty/triage operations, contaminant/control, and cleanup. Additional response will be associated with recovery and consequence management.

During such emergencies, law enforcement agencies will

expand their operations as necessary to provide the increased protection required to prevent disaster conditions. Numerous federal and state law enforcement agencies are available to support local law enforcement agencies.

Possible targets in Buncombe County include:

- Planned Parenthood Centers
- Abortion Clinics
- Asheville Regional Airport
- Transportation System (Rail, Pipelines, Truck)
- Governmental Complexes
- Special Events (with large audiences)
- Business/Industry
- Schools

II. SITUATION AND ASSUMPTIONS

A. Situation:

Terrorist incidents include the use of explosives, mass casualties, use of weapons of mass destruction and releases of hazardous materials. Weapons of mass destruction can include explosives, chemicals, biological, nuclear and incendiary devices. Such situations can pose significant health and safety concerns to the population, property and environment.

B. Assumptions:

1. A terrorist incident could threaten a significant number of people in Buncombe County.
2. Emergency response personnel (Fire/EMS/Law Enforcement/Emergency Management) and qualified technical experts will be available with equipment and resources to detect, analyze, evaluate and cope with most incidents
3. Planning, training and coordination of emergency response personnel serves to reduce hazards and associated risks. Proper development and execution of terrorist intelligence through the law enforcement community and providing information and

training to emergency responders will significantly reduce the number of casualties from a terrorist attack or WMD incident

4. First responders will be first on the scene and may not be prepared to manage it.
5. Jurisdictions may be able to cope with minor situations. However, should an incident become a major emergency, additional emergency resources could be rapidly deployed through existing mutual aid agreements and could be further augmented by County, State, Federal and private industry resources.
6. A combination of trained personnel and operational equipment can be positioned to detect, measure, report, analyze, evaluate and conduct counter-measure operations. Trained local emergency response organizations can effectively manage an accident scene with technical assistance from State and Federal agencies.
7. First responders are likely to be on their own for several hours or more until specialized resources become available. Substances involved in an incident can be identified within a reasonable time from many sources. These include:
 - a. USDOT Emergency Response Guidebook
 - b. NIOSH Guidebook
 - c. First Responder Chem-Bio Handbook
 - d. Defense Against Toxic Weapons
 - e. Material Safety Data Sheets
 - f. Product Containers
 - g. CHEMTREC, etc.
8. Emergency planning efforts will assume that most of the population will cooperate with local officials and follow recommended protective activities. Such measures could include evacuation instructions for relocation to designated areas.
9. Private automobiles/city, school, and other buses will be the primary means of transportation for evacuation movement. Available alternate

transportation resources would be coordinated to support evacuation of the public without transportation, special needs individuals (e.g. handicapped, mobility impaired, developmentally disabled) and the elderly.

10. The initial movement of population(s) at risk may occur immediately following the on-scene assessment of the situation by emergency response authorities, or by the issuance of an evacuation order by county officials.
11. Evacuees could be isolated from their homes for extended periods of time.
12. The first unit to arrive on the scene must not blindly rush to individual victims, but must first perform a rapid assessment of the situation and ensure that proper personnel, equipment and supplies are dispatched to provide essential lifesaving efforts. These actions and initial decision (in the first few minutes) will influence the entire response and management of the incident. Proper actions and decisions will avoid confusion, chaos, and inefficiency. The responders must take into account the possibility of secondary devices for intentionally injuring emergency responders.

III. CONCEPT OF OPERATION

A. General:

As part of the awareness program associated with acts of terrorism, the first responders must ensure their own protection and the protection of all responding departments.

Listed below are the primary components of the concept of operations. Primary first responders can address some components; the Incident Command System (ICS) will address other components.

1. Threat assessment levels
2. Notification process – internal and external, primary and support
3. Command and control – ICS
4. Entry protocols
5. Roles, responsibilities and checklists
6. Chain of evidence and evidence preservation
7. Medical operations

The above is not an all-inclusive list, and is only intended to emphasize the need for a deliberate response process.

B. Specific:

1. Threat Assessment – Will be addressed by local law enforcement agencies, SBI, FBI, ATF and other law enforcement agencies.
- 2 Notification Level – Internal/External – Primary/Support – Listed below are the primary response and support agencies which are part of the notification process:
 1. Law enforcement – Local, State, Federal
 2. EMS
 3. Emergency Management
 4. Fire Service
 5. Hospitals
 6. Public Health Regional Surveillance Team (PHRST)
 7. Health Department
 8. State Emergency Management
 9. Public Information Officer(s)

3. Types of Emergency Conditions

a. Potential types of local emergency conditions are as follows:

- i. Potential Emergency Condition – An incident which can be controlled by the first

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

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

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

b. In all probability, little if any advance warning of WMD will occur. The FBI, provides terminology for increase in the range of incidents that can be used during the management crisis.

i. Credible threat presented in verbal, written, intelligence-based form.

ii. An act of terrorism which exceeds local FBI capability.

iii Limited consequence with confirmed explosive/WMD with injury or death.

iv. Major consequence of a detonation of an explosive/WMD with injuries and deaths.

4. Command and Control – Response

In any response to a terrorist incident, the

Incident Command System will be used. The Incident Command System will provide all responders with a full accountability system for the entire incident. In addition, under the ICS concept numerous agency representatives can be the Incident Commander over the time frame and the incident.

In any WMD incident, it is absolutely essential to take absolute control of the scene and the incident. A Command Post will be set up as expeditiously as possible outside the affected area with representatives of the Sheriff's Office, Emergency Management Office, Fire Departments, Rescue and EMS. Other state and local law enforcement agencies as designated by the Emergency Management Office, and federal agencies as they arrive.

A designated area will be set up for the News Media, also outside the effected area. Another designated area may need to be set up for relatives of victims, depending on the circumstances.

The chief law enforcement officer for the affected jurisdiction is the overall commander for law enforcement and critical incident matters pending the arrival of the FBI Incident Commander. The Emergency Management Director is the incident commander pending the arrival of the FBI for Consequence Management activities, and for Crisis Management activities pertaining to fire and rescue operations.

5. Unified Command

This type of command and control is represented by multiple levels of government and is more often than not seen in the EOC environment. A *unified command system* consists of agencies of the city and county government as well as agencies of the state and federal government in a single location. This command structure is also found in large-scale incidents and incidents such as terrorism.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Jurisdictional Matters – The Buncombe County Sheriff's Office is charged with the responsibility of protecting all citizens of Buncombe County from unlawful or criminal conduct including a terrorist incident, and is the first responder in crisis management unless the incident occurs in a municipality of the county. Should the event occur in one of the municipalities, the Sheriff will make contact with the appropriate Police Chief and offer assistance.
2. Emergency Management is responsible for consequence management activities. In the event that local resources are insufficient to handle a major incident, Emergency Management will notify the State Emergency Management Office and request assistance.
3. Federal legislation, the Antiterrorism and Effective Death Penalty Act of 1996 gives primary jurisdiction to the Federal Bureau of Investigation (FBI) in matters of counterterrorism within the U.S. Presidential Policy Directive (PPD) 39 "United States Policy on Counterterrorism" enhances and strengthens the federal government role in this area.
4. The FBI has primary jurisdiction in the area of crisis management, and is assisted and supported by state and local agencies. The Federal Emergency Management Agency (FEMA) has the responsibility for Consequence Management. In the event that local and state resources are exhausted and federal assistance is necessary, FEMA makes the contact to federal agencies.

B. Responsibilities

1. Command Action Guidelines (Initial Responders)

- a. Park command vehicle upwind/upgrade and not too close.
- b. Set up the command post in a place away from direct involvement with casualties and personnel either in a
- c. Mobile command unit or Fixed facility
- d. Give detailed situation report and establish level II command:
- e. Estimate number of casualties, designate an exclusion zone.
- f. Alert all personnel to use their SCBA and personal protective clothing
- g. Request more resources immediately:

***Additional alarms *EMS/Fire Task Forces *Hazmat unit**
***Bomb Squad**

***Air supply unit(s) *Command bus**

***Public Health Regional Surveillance Team (PHRST)**

***DMRT (Disaster Medical Response Team)**

***MMST (Metropolitan Medical Strike Team)**

***MCI (Mass Casualty Incident) Pod**

- h. Establish and maintain direct telephone line or discreet radio channel to ECC
- i. Consider using task force alarms as individual groups to manage specific functions

- j. Assign a company(ies) to the command post for staff and command support
- k. Consider need for a forward command post
- l. Emphasize the possibility of secondary devices

- m. Request the senior ranking law officer to report to and remain at the command post to:
 - i. Coordinate evacuation
 - ii. Cordon area - Provide scene security designate and maintain scene access for arriving and departing ambulances, medic units, and other emergency apparatus
 - iii. Serve as a liaison with the FBI
- n. Establish sectors immediately and ensure use of vests:
- o. Have radio channels assigned to sectors to improve both operational control and efficiency
- p. Alert hospitals to imminent mass casualties (Many may arrive in their own vehicles)
- q. Request buses to transport ambulatory patients
- r. Consider using other Hazmat teams to assist with decontamination at the scene, field hospital(s) and/or area hospitals.
- s. Establish pre-decon areas to temporarily control citizens who may need decontamination. Separate people who are symptomatic from those who are not.
- t. Use tank water from one or more pumper for gross decontamination of patients

- u. Set up and staff separate decontamination sites for civilians and emergency services personnel
- v. Be prepared to direct and/or coordinate the inflow of resources from local, state, and federal agencies. Assign a liaison officer to assist with coordination.
- w . Make arrangements for replacement of contaminated personal protective equipment
- x. Remember that the incident is also a crime scene. Preserve suspected evidence where practicable.
- y. Request canteen(s) for food and rehydration fluids.

2. Command Post

The incident command post will be established on arrival of the first units and will handle communications to and from the incident scene, news releases relating to the incident and all requests for resources and/or decisions regarding the incident. The Buncombe County Mobile Command Post will be sent to the scene for use of the incident commander and command staff.

Incident Commander- Will be responsible for overall response, coordination with other emergency services, coordination with command staff, municipal and county government officials and accountability of personnel, equipment and the public.

3. Staging Area (s)

The Incident Commander will determine the location(s) for staging and will direct that responding resources report to the staging area.

The Staging Officer is responsible for:

- a. Ensuring access into and out of the incident scene for personnel, equipment and supplies.

b. Coordination with primary personnel.

c. Maintaining a status log of personnel, equipment and/or supplies available from staging. Will coordinate such information with the Command staff.

d. Maintaining communications necessary to support operational activities between field units, staging and the Command Post.

4. Emergency Medical Service

The individual in charge of the first responding unit shall assess the need for additional emergency medical response, coordinate triage and any medical evaluation, coordinate medical transportation, support decontamination, alert area hospitals and request additional equipment.

5. Scene Control

Law enforcement personnel will be responsible for access to the scene, crowd control, traffic control, evacuation coordination and support.

6. Hazardous Materials

Fire department personnel shall be the primary authority for managing hazardous material incidents which pose a threat to life and/or property.

HAZMAT teams will be used for reconnaissance, decontamination, sampling and hazard mitigation.

7. Emergency Management

Emergency Management personnel will set up the Joint Information Center (JIC) and coordinate with state and federal agencies. Emergency Management will serve as a liaison to Public Health, Hospitals, Air and Water Quality, State Emergency Management and other agencies. Emergency Management will coordinate consequence management for scene recovery.

8. Public Information

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

Be prepared for a massive interest by the media. Past incidents have drawn reporters from newspapers, radio and television from miles away as well as helicopters. By immediately putting in place a public information procedure, panic on the part of the public will be lessened. It is advisable to contact the FAA to restrict airspace in the area.

Media personnel should be briefed as quickly as possible and re-briefed on a regular basis thereafter.

9. Additional Law Enforcement Requirements

Emergency law enforcement operations will be an expansion of normal functions and responsibilities. These responsibilities will include maintenance of law and order, traffic control, crowd control and security.

Other than by statutory requirements, law enforcement activities will remain under the control of the senior law enforcement officer for the jurisdiction in which the emergency operation is taking place.

Law enforcement agencies will have responsibility for both warning and assisting the public relative to an evacuation, for traffic control in and near an evacuated area and for the security of such areas pending the return of the populace.

During emergency situations, the Sheriff or designee may coordinate County law enforcement operations from the County Emergency Operations Center (EOC). In cooperation with the EOC, municipal law enforcement agencies will direct their law enforcement activities within respective command posts.

Coordination among law enforcement agencies will ensure security for vacated hazard areas, essential industries, prisoners, evacuating populations and congregate care facilities.

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

Once a "State of Emergency" proclamation is issued by a municipality or Buncombe County, the issuing governmental body has the additional authority to effectively address the situation.

10. Special Services

- a. In-county public shelter operations will be coordinated by the American Red Cross (ARC) liaison, assisted by the county Department of Human Services.
- b. In an emergency situation Human Services may, out of necessity, expand their day-to-day operation.

- c . Human Services will be appropriately assisted by Buncombe County Emergency Management and other county agencies, as necessary.
- d. The director of Human Services will open and operate the special needs shelters/reception centers to care for the patients requiring special needs.
- e . By prior agreement, the staff of the evacuated nursing/rest homes are to assist in the operation of special care shelter facilities.
- f . The Buncombe County School systems will cooperate with Human Services and Red Cross in the operation of school facilities activated as public emergency shelters, including the furnishing of kitchen staff and custodial personnel.

1. Threat Assessment

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

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

>U.S. Embassy bombing and other bombing activity in industrial and Third World nations of the world, but not in the United States.

>Verifiable threat by terrorist in Third World countries. Protest of American policy in other parts of the world.

b. TL-2: This threat level represents terrorist activity in the U.S. and in particular in the South and mid Atlantic states. Monitoring by law enforcement agencies is a daily activity, and possibly full-time assignments by police personnel, to monitor and collect intelligence. This threat level requires notification of all organizations listed in Section IV, Item 2 above. In addition, a meeting of all agencies involved will be held to determine a plan of actions, degree of plan activation, potential for incidents to take place in our community, and to identify possible targets. Daily reports will be made to city and county managers' offices at this level. Examples of TL-2 are as follows:

- Bomb threat like the type that occurred in Atlanta, Georgia
- Bomb threat like the type that occurred in Birmingham, Alabama
- Bomb threat in Mecklenburg County Courthouse
- KKK rallies or marches
- Threats from sources deemed to be valid by known groups
- Other radical groups known for violent behavior

c. TL-3: This level represents the highest degree of awareness and preparedness. No event has actually occurred; however, all indicators point to a possible event within a 24-hour period. Representatives from the agencies will be on 24-hour alert. A command location will be established that will act as the clearinghouse for all information, rumors, and press releases. This location should be the EOC to ensure immediate command and control of the situation. The next step beyond this level is an actual event that has occurred in our community. The public service departments and corporate communication departments will be

activated at this time. Some possible examples of TL-3 are:

- Planned rally or march by known radical groups
- Individual or group blocking access or holding occupants of a building hostage until demands are met
- Serious threats of violence or mass fatalities by known radical groups or individuals at a specific location or facility

12. Chain of Evidence

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

a. Considerations

- Do not throw away any debris or trash from scene
- Debris removal will be controlled by law enforcement agency at local, state or federal level.
- Rescue personnel and medical personnel at the site and at the hospital will be familiar with this operation and will do all within their power to ensure preservation of evidence short of life safety or life and death situation. **LIFE AND SAFETY ALWAYS COMES FIRST.**
- Private contractors for debris removal **MUST** follow directions of law enforcement agency.
- Debris disposal will also be directed by law enforcement agencies.
- Other

13. Mass Decontamination

1. This segment of response to terrorist incidents is a very critical part of response. The ability to conduct mass decontamination of large numbers of people in a very short period is imperative to limit exposure, possible burden to hospitals, and spread of contamination. The primary departments assigned this program element are:

i. Regional Response Team 6 (RRT-6)

ii. Buncombe County Volunteer Fire Departments

iii. Mutual Aid Fire Departments for

- Dependable source of clean water
- Adequate resources to conduct operation
- Adequate workforce to perform mission
- Ability to conduct operation at multiple locations

b. Local resources will be the primary source for this program element. The state will also provide assistance, and mutual aid requests can provide resources and personnel. In addition, elements of the military, North Carolina National Guard can assist in this phase of operation. Prior agreement with local and state units listed above will be part of local and state plans that address mass/large scale decontamination.

c. INITIAL RESPONSE CHECKLIST AND SYMPTOMS OF EXPOSURE APPENDIX 2.

d. Decontamination procedures are outlines in APPENDIX 3 DECONTAMINATION ACTION GUIDELINES.

A. Rescue Operations

Existing conditions, knowledge of the chemical agents, good judgment, combined with available personnel and personal protective equipment, will greatly influence what level of protection is used by rescuers. The safety of both the rescuers and victims is of paramount concern. When level A suits are not available, the mission of protected rescuers is to rescue live victims, nothing more. Review APPENDIX 4 RESCUE OPERATIONS GO / NO GO CHECKLIST.

V. DIRECTION AND CONTROL

Within the county, there are four (4) primary categories of response agencies that generally respond to WMD incidents 24 hours per day. They are: 1) Sheriff's Department/Municipal Law Enforcement and State Highway Patrol 2) Municipal/Volunteer Fire Departments, 3) County EMS/Rescue Squads and, 4) the County Emergency Management. The initial response efforts, combined with on-scene incident management, will be provided by appropriate emergency response agencies. The first dispatched agency arriving on scene will establish direction and control based on the size and complexity of the incident. The Incident Commander will call in additional resources as required.

The county Emergency Operations Center (EOC) is located in the basement of the Buncombe County Health Center in Asheville.

The Chairman, County Board of Commissioners, with support from heads of municipal governments, key county and municipal officials, and non-government personnel staff, has overall responsibility, and will exercise direction and control from the EOC, or the alternate EOC, during shelter and relocation operations.

The Buncombe County Manager, and the Emergency Management Director will act as the chairman's principal advisors during WMD related emergencies.

EOC staffing and internal operations will be in accordance with the need. A current roster of the EOC staff, with

positions, names and telephone numbers will be maintained.

EOC communications will include systems now in use by county and municipal governments on a day-to-day basis as well as the Emergency Alert System (EAS), if activated.

911 personnel should be alert to the potential for acts of domestic terrorism. They should be familiar with common terms and phrases associated with nuclear material, biological and chemical weapons of mass destruction, and explosives.

During the course of any call intake procedure, telecommunicators should gain as much information as possible about the incident upon which the call has been made. While collecting the basic information of who, what, when, where and so on, the telecommunicator should listen for key words as indicated above and gather appropriate information. If a key word is heard, that should initiate the domestic terrorism response protocol as follows:

- A. Dispatch both law enforcement, EMS and the appropriate fire unit to a staging site near to the location of the call.
- B. Responders should be advised that they are responding to a possible incident of domestic terrorism
- C. When responders arrive at the staging site they will consult and make a determination, based on the information provided by communications, as to which unit should respond and the best approach route to the site.
 - a) If the event involves suspected chemical or biological agents fire personnel are to respond
 - b) If the event involves explosives police should respond
 - a. approach scene from upwind/upgrade
 - b. wear at least respiratory protection and protective clothing
 - c. alert other first responders of potentially dangerous conditions
 - d. restrict entry to area

- e. look for secondary devices
 - f. To the extent possible radio and cellular phone use will be terminated when approach is made on the site so as not to accidentally trigger an explosive device.
 - g. No other persons, civilian or sworn, should be allowed to approach the site
 - h. No other response units are to approach the site until the risk has been determined
 - i. The approach unit will access the risk and return per radio (only if no explosive devices are found) the staging site with the assessment
 - j. If the risk is real, or appears to be real, the approach unit should immediately order the evacuation of the area and initiate appropriate action. If the threat is false return to normal protocols.
3. Notifications – EOC staff will make the following notification if the risk is real or appears to be real:
- a. Emergency Services Director
 - b. Appropriate Law Enforcement
 - c. RRT-6
 - d. Hospitals
 - e. Public Health Regional Surveillance Team (PHRST)
 - f. Health Department

VI. CONTINUITY OF GOVERNMENT

VII. ADMINISTRATION AND LOGISTICS

The agencies that may become involved in a WMD incident will develop and maintain emergency procedures and response capabilities as appropriate to address such incidences. Such capabilities will include appropriate hazardous materials training, coordination of the Incident Command System (ICS) and maintenance of mutual aid agreements.

Specific Fixed Facility Information: Information about each facility identified as having extremely hazardous substances will be collected, catalogued and maintained by the Buncombe County Emergency Management office and made available to emergency responders and the public as required.

Training/Logistics:

Each agency and organization assigned WMD responsibilities will be trained in the employment of assigned emergency equipment.

Radiological emergency equipment which is not issued to emergency response organizations will be stockpiled and maintained in reserve at the county Emergency Management Agency's facility.

Transportation, as required by shelter operations, relocation operations, or as required for securing supplies and equipment will be coordinated by the Buncombe County Emergency Management Office.

Training is required at the awareness level for all emergency responders in the subject of WMD, Incident Command, Search and Rescue, HAZMAT and other assigned duties.

Reporting: For weapons of mass destruction incidents will be in accordance with reporting requirements and standard

operating procedures.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. **This annex** will be reviewed on an annual basis.
- B. **Involved agencies** will maintain procedures to support this annex.

IX. AUTHORITIES AND REFERENCES

- A. **Presidential Decision Directive 39 Counterterrorism Police** (June 1995)
- B. **Presidential Decision Directive 62 Protection Against Unconventional Threats to the Homeland and Americans Overseas** (May 1998)
- C. **Antiterrorism and Effective Death Penalty Act of 1996**

X. APPROVAL

This annex is approved by the undersigned:

Signature _____

Title _____

Date _____

ANNEX P

APPENDIX 1

TERRORISM / WMD DEFINITIONS

Biological Weapons. Weapons using organic (plant or animal) material designed to injure or kill by use of illness producing bacteria, virus, rickettsia or toxin. Examples are anthrax, cholera, plague, ebola, botulism, and ricin.

Blister Agent. A chemical agent (vesicant) which causes severe blistering and burns to eyes, skin, and tissues of the respiratory tract. (Mustard gas or lewisite).

Blood Agent A chemical agent that interferes with the ability of blood to transport oxygen and causes asphyxiation. (Hydrogen cyanide or cyanogen chloride are good examples).

Chemical Weapons. Weapons using inorganic substances to injure or kill. Examples are sarin gas, nerve gas, riot control gas and corrosive chemicals.

Chemical Harm. Refers to the six types of harm (TRACE-M) that can be encountered in a terrorist incident (Thermal, radioactive, asphyxiation, chemical, etiological and mechanical).

Choking Agent. A chemical agent that causes physical injury to the lungs, such as chlorine and phosgene.

Crisis Management refers to managing a crisis, such as a terrorist attack. It includes actions taken prior to the incident, such as intelligence, target identification and analysis, and target hardening, as well as the emergency response and the handling of the events after it has occurred. This is where bulk of law enforcement responsibilities fall regarding terrorism.

Consequence Management refers to managing the event after it has occurred to contain and keep it from exacerbating, and to restoration after the event has concluded. The Emergency Management Director's responsibilities fall for the most part in this category.

Corrosive Materials: A chemical agent that can cause chemical harm at an incident scene. Liquids or solids causing visible destruction or irreversible alterations in human skin on contact.

Domestic Terrorism refers to acts perpetrated within a country by citizens of that country by groups or individuals who operate without foreign direction. National Terrorism is the older term used to describe domestic terrorism. The Oklahoma City bombing is an example.

Emergency Operations Plan (EOP). A document which (1) assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency; (2) sets lines of authority and organizational relationships, and shows how all actions will be coordinated; (3) describes how people and property will be protected in emergencies and disasters; (4) identifies personnel, equipment, facilities, supplies, and other resources available for use during response and recovery activities. The Emergency Operations Director has responsibility for preparing and implementing this plan in the event of a major event of disaster.

Etiological refers to the study of human diseases and their causes

Etiological Harm. Exposure to a living microorganism or its toxins, which causes, or may cause, human disease. Biological agents.

Explosive Weapons. Weapons designed to explode, causing thermal and mechanical damage.

Federal Response Plan (FRP). A plan developed to expedite Federal support to disasters, which is activated when the State's resources are insufficient to cope with a disaster. Implemented after the governor has requested Federal assistance.

GEDPAPER An incident analysis process (Gathering information, Estimating course and harm, Determining strategic goals, Assessing tactical options and resources, Planning and implementing actions. Evaluating, and Reviewing.

Hot Zone. This generally refers to the immediate area of the hazard, where PPE is necessary to protect human life. Only trained specialist with PPE should be allowed into the hot zone.

Incendiary Weapons: Weapons designed to initiate combustion and start a fire.

Incident Command (IC). Systematic management of the incident. (Command Post). The IC may also refer to the Incident Commander.

International Terrorism refers to acts of terrorism by citizens of one country against fellow citizens in another country or against citizens of another country. The New York City Trade Center bombing is an example of international terrorism. Groups or individuals who are involved in domestic terrorism may represent radicals from the extreme left, the extreme right, or special interest beliefs, such as the anti-abortion movement, the animals rights movement, etc.

Irritating Agent. A chemical agent, such as riot control agents, which causes respiratory distress. Designed to incapacitate. Pepper spray, Mace, and tear gas are examples.

NAERG. *The North American Emergency Response Guidebook.*

Nerve Agent. A substance which interferes with the central nervous system, such as saran gas, Soman, tabun and VX agent.

PPE Personal Protective Equipment.

Radiological Weapons (Nuclear) Weapons using alpha particles, beta particles or gamma rays to inflict sickness or death. For example, detonating a conventional explosive in close proximity

to nuclear material for the purpose of introducing alpha or beta particles or gamma rays to the environment.

Shielding. Refers to maintaining significant physical barriers between you and the hazard, such as vehicles, buildings, walls, and personal protective equipment.

Site Safety and Health Plan A series of checklists used to manage an incident and to assure the safety of all involved. (An OSHA requirement in critical incident handling).

Sizeup The rapid mental evaluation of the factors that influence an event (i.e. size up the scene).

Strategic goals Broad, general statements of intent, such as protect human life.

Terrorism is defined by the Federal Bureau of Investigation as "the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in the furtherance of political or social objectives."

Regardless of the definition used, terrorism included three elements:

1. Terrorist activities are illegal, criminal acts and they involve the use of force
2. The objectives are to intimidate or coerce,
3. The actions are committed in furtherance of political or social objectives

Thermal Harm. Thermal harm is the result of exposure to the extremes of heat and cold.

Times, Distance and Shielding (TDS). The three types of protective measures commonly associated with hazardous materials training. (1) limit the time you are exposed to the hazard; (2) keep as much distance upwind and uphill, between you and the hazard as possible; (3) shield yourself with a wall, automobile, building or protective clothing.

Toxic Materials. A chemical that can cause harmful effects poisoning the system at an incident scene. Toxins can come from organic (animal, plant or microbe) or from an inorganic substance (chemical).

Transnational Terrorism refers to acts of terrorism by citizens of one country against citizens of another country carried out for a third country. The massacre of Puerto Rican pilgrims at Lod Airport, Tel Aviv, Israel, by members of the Japanese Red Army, carried out at the request of the Popular Front for the Liberation of Palestine (PFLP) is an excellent example of transnational terrorism.

Vesicant. A chemical agent, such as blister agent, which causes severe burns to eyes, skin and tissues of the respiratory system. Mustard gas for example.

Virus. The simplest type of microorganism, lacking a system for its own metabolism, they depend on living cells to multiply and cannot live long outside of a host. Smallpox, Ebola, Marburg and Lassa fever are examples.

Weapons of Mass Destruction (WMD) the term currently used which refers to Federal Legislation which sets forth the Government's policy regarding the use of weapons of mass destruction by terrorists.

ANNEX P

APPENDIX 2

INITIAL RESPONSE CHECKLIST AND SUMPTOMS OF EXPOSURE

Initial Response

- Stage Initial arriving units uphill and upwind from the incident
- Establish a command post
- Locate the Command Post away from direct involvement with casualties and personnel
- Establish a staging area
- Give detailed report and establish command
- Determine the number of casualties and designate an exclusion zone
- Instruct personnel to put on protective equipment
- Put on your own protective equipment
- Gather information on the agent (chemical/biological/explosive/radiological)
- Immediately call for more resources: city and county.
- Additional alarms for EMS / Fire / Law Enforcement / Emergency Management
- Hazardous Material unit (Asheville-RRT6)
- Bomb Squad
- Mobile Air Units

Major signs/symptoms of exposure

- Pinpoint pupils
- Runny nose/salivation
- Tightness of the chest, coughing
- Jerking and twitching
- Difficulty breathing
- Nausea/vomiting/diarrhea
- Sudden loss of consciousness
- Convulsions /apnea

Blood Agents

- **AC** Hydrogen Cyanide
 - **CK** Cyanogen Chloride
- AC** is lighter than air and **CK** is heavier than air

Signs/symptoms of inhalation exposure

- Headaches
- Strong stimulated breathing
- Loss of consciousness
- Convulsions/apnea

(Note: normal pupil size/no secretion) Besides these effects, **CK** may cause burning/stinging on contact with eyes, exposed skin or respiratory tract.

Blister Agents

- **HD** Sulfur Mustard (delayed)
- **HN** Nitrogen Mustard (delayed)
- **L** Lewisite (effect immediate)

+all are heavier than air and can be absorbed through eyes, lungs/skin

Signs/symptoms of exposure

- Reddening of eyes/gritty irritation
- Reddening of skin

- Severe itching/burning of skin
- Blisters with/without pain
- Sore throat, hoarseness
- Dry cough/ nausea/vomiting

Note: signs/symptoms may not present until 2-24 hours after exposure to Mustard agents.

Choking Agents

- **CG** Phosgene
- **PS** Chloropicrin
- **CL** Chlorine

+all are heavier than air

Signs/symptoms of exposure

- Mild irritation of eyes, nose, throat (immediate)
- Shortness of breath, coughing, frothy secretions (2-24 hours later)
- Nausea/vomiting
- Pulmonary edema

Caution: Riot control agents have more severe irritant effects on the eyes, nose and throat, with some shortness of breath and coughing immediately after exposure.

Points to Remember

1. Be aware of potential terrorist targets.
2. Nerve, blood, blister and choking agents are heavier than air except hydrogen cyanide.
3. The respiratory tract and eyes are particularly susceptible to chemical agent exposure. Pinpoint pupils, dimness of vision, pain above the eyes, and tightness in the chest are signs/symptoms of nerve agent exposure.
4. The immediate and ongoing use of SCBA (with minimal skin protection) will ensure survivability in a vapor hazardous environment.
5. An incident involving a chemical agent is still a hazmat incident.

6. Plan for decontamination of mass casualties; however, vapor exposure requires only the removal of clothing in a clean environment.
7. Consider benefit of using PPV, and/or foam to dilute or suppress a chemical agent.
8. Remember, a terrorist-related incident is a crime scene. Coordinate activities with law enforcement officers in the interest of safety, security, and preservation of evidence.
9. Coordinate/manage requested/not requested outside sources.

On Scene

1. Place apparatus upwind/upgrade
2. Use SCBA & wear protective clothing
3. Be alert for signs of secondary devices
4. Avoid contact with any pool of liquid
5. Isolate/deny entry to area
6. Observe/report signs symptoms of agent exposure. Ask victims about symptoms experienced and what happened.
7. Triage/decontaminate/treat victims
8. Alert hospitals immediately of possible mass casualties
9. Decontaminate victims exposed to a **liquid agent** by removing all of their clothing and/or applying copious quantities of water or household bleach solution diluted to 0.5%,* whichever is practicable. Protect eyes and face of the victims (Use bleach for nerve and blister agents only.) If bleach is used, rinse off solution thoroughly with water after 10-15 minutes.

For **vapor exposure** only or as a precautionary measure, remove victim's clothes to at least their underwear (i.e. women bra & underpants; men, underpants)

*The use of 0.5% bleach solution is noted in the *Medical Management of Chemical Casualties Handbook*, 2nd edition, September 1995. Aberdeen Proving Ground, MD

10. Remember a terrorist attack is a crime scene. Preserve evidence where practical.
11. Request the haz-mat team if it has not already been dispatched.
12. Request more resources immediately if the incident has already exceeded the capability of on scene resources or is likely to escalate.

Review this reference periodically to improve recall!!

ANNEX P

APPENDIX 3

DECONTAMINATION ACTION GUIDELINES

- Consider wind direction & grade when deciding where to locate decon stations
- Ensure that decon personnel use suitable respiratory protection and at least turnout gear, including butyl gloves. If available, use chemical protective gear.
- Avoid contact with unknown liquids on floor, ground, and other surfaces
- Designate pre-decon area (consider shelter, security and access to area)
- Separate asymptomatic, symptomatic and non-ambulatory casualties
- Give directions to ambulatory casualties
- Set up separate decon areas for emergency services personnel and civilians
 - Ensure site provides for privacy and security
 - Establish separate decon areas for males and females
 - Assign male and female decon personnel at appropriate sites
- Cordon decon area using barrier tape and prepare decon signs for decon sites
- Decon immediately casualties who have liquid agent on skin and/or clothing. Note: Must wipe skin if agent is an oily liquid.
- Consider decon "runoff", contain if practical
- Set up decon station(s) at field and area hospital(s) outside

- Prepare decontamination solution(s)
 - Mixing one part household bleach and nine parts water (1:9) yields at 0.5% solution (for skin decon)
 - Full strength household bleach (5%) (for clothing and equipment decon)
- Mix "dry chlorine" granules (calcium hypochlorite) with water at the following ratio:
 - 1 ounce of chlorine granules to 1 gallon of water = 0.5% solution
 - 10 ounces of chlorine granules to 1 gallon of water = 5.0% solution
- Keep water temperature for decon between 60 degrees Fahrenheit (16 degrees Centigrade) and 70 degrees Fahrenheit (21 degrees Centigrade)
- Determine method of water/solution application:
 - Portable sprayers
 - Portable showers
 - Hose Streams (small diameter at low pressure)
- Determine type of decon:
 - Passive (removal of clothing)
 - Dry
 - Wet
 - Cross Ventilation (electric fans preferred)
- Set up decon "tents" or other enclosures for added patient protection and privacy:
 - Use salvage covers, pike poles, aerial ladder/tower or pumpers and rope to build temporary ambulatory and non-ambulatory decon areas.
- Consider using engine and truck companies to help set up and manage specific decon functions
- Assign the following resources to each decon site:
 - Engine Company (water supply)
 - Truck Company (cross ventilation, etc.)
 - Police Officers (security and control)
- Provide Tyvek or other suitable disposable clothing, including shoes/sandals for decontaminated casualties.
- Provide separate plastic bags for victims clothing/personal property
 - Place clothing and personal property in separate bags
 - Use I.D. tracking system to maintain accountability of clothing/personal property
- Consider using other hazmat teams to assist with decontamination at the scene, field hospital(s) and/or area hospitals
- Consider impact of using fans and/or fixed ventilation system to dissipate vapors

- Rotate crews at no more than one hour intervals and send them to rehab sector
- Remember: speed and thoroughness (whole body decontamination) are critical to the success of the decontamination operation if lives are to be saved.

Review this reference periodically to improve recall!

ANNEX P
APPENDIX 4
RESCUE OPERATIONS GO / NO GO CHECKLIST

Key Factors and Steps to Help Decide Whether Rescue is a "Go" or a "No Go" Situation

- Weather Conditions: Consider the impact of wind direction and speed, temperature and humidity, and precipitation on the behavior and spread of chemical agent(s) and on emergency operations. Use on-scene weather monitoring equipment if available.
- Scene Hazard Assessment: Avoid "tunnel vision." Don't just assume chemical related hazards. Also consider the possible presence of biological agents, radiological materials, and/or explosive devices.
Reconnaissance (Recon): Conduct Recon to determine if live victims are still in the area of the chemical agent release. Unless wearing a Level A suit, just view the contaminated area through a closed window, an

entrance doorway or other reasonably safe location to gather victim information. The Recon team must wear at least their protective clothing, with openings taped and using SCBA. (Review separate reference for proper taping procedure).

- Victim Information – Rescue Operations

Location: Are casualties visible near an entrance? Are they in the line-of-sight? Can they be heard? Estimate how long it would take to reach and move them.

Number: If there are enough hazmat team personnel in Level A suits available to rescue live victims in a timely manner, use them. Otherwise, consider using personnel who are wearing an acceptable protective alternative, with SCBA, as approved by the Incident Commander.

Condition: Are casualties ambulatory or non-ambulatory? Signs and symptoms? Traumatic injuries? Entanglement? Mental state?

Exposure: Estimate how long they have been exposed to the chemical agent(s). 20 minutes? 30 minutes? Longer? Shorter?

Rescue and Standby Teams: Select at least two personnel per team with appropriate personal protection. Ensure they are hydrated and wearing cooling vests, if available.

- Chemical Agent Hazard Reduction: Consider use of positive pressure ventilation (PPV) fans (electric preferred) or other fans to reduce or redirect vapor or aerosol concentration. Be sure that use of these fans will not spread chemical agent to endanger other people. If fans are acceptable, they should be placed in service while rescuers are donning their protective ensemble.
- Review Information about Chemical Warfare Agents (CWA): Remember, all chemical warfare agents are heavier than air, except for HCN. The higher the vapor pressure of a CWA, the higher its rate of

evaporation (volatility). Temperature and humidity can affect CWA properties and exposure risk.

- SCBA (positive pressure): SCBA must be used for all rescue missions. SCBA provides an inhalation Protection Factor (PF) of 10,000. This is excellent respiratory protection.
- Personal Protective Ensemble (PPE): Limit the initial exposure time to 2-3 minutes. No entry team will re-enter the contaminated area unless authorized and extreme circumstances clearly warrant doing so. Based on chemical warfare agent(s) released, the quantity, its properties, the circumstances surrounding its release, and vapor suppression measures used, the Incident Commander may allow the rescue personnel to operate in the contaminated area for a longer period.

Caution: Because concentrations of the chemical agent released in a building could result in different concentrations in the rooms and corridors, victims should be removed through doors or windows that lead directly to the outside. If this is not possible, the rescuers should consider the use of escape masks by victims who must leave through other rooms and corridors to reach the outside.

Caution: When deciding which way to remove victims, remember that the chemical agent released is likely to be heavier than air. So, victims at ground level should be removed through a window or door that leads directly to the outside. When evacuating upper floors, consider removing victims through upper floor windows or by roof, using ground or aerial ladders.

Caution: Face Piece Removal. After exiting the rescue area, rescuers must continue using their SCBA to prevent respiratory harm from "off-gassing" of chemical agent until their decontamination is complete. The regulator and face piece must be the last items removed.

- Emergency Decontamination: Unless delay would compromise rescue, set up decontamination area before entry is made, locate setup as close as practicable,

and monitor operations. Rescuers must remove their protective clothing before removing their regulator and face piece to avoid breathing any vapors possibly trapped in their clothing. Use chemical agent monitors.

- Medical Monitoring: Check vital signs and ECG. Check again for chemical agent signs and symptoms.
- Rehabilitation (REHAB): Provide rest and re-hydration. Re-check vital signs as necessary.

**Buncombe County Emergency Operations Plan
Annex R
Animal Response Plan**

I. PURPOSE

The Buncombe County Animal Response Plan will provide direction and assignment of responsibility for animal issues before, during and after an actual or potential disaster situation to facilitate overall coordination of animal protection and care. The goal of this plan is to protect domesticated and non-domesticated animals (including pets, livestock and wild animals), the public health, the public food supply, the environment, and to insure the humane care and treatment of animals in the event of a major disaster or emergency that causes animal suffering.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. There is little doubt that local governments in the city of Asheville, Buncombe County, and its surrounding areas, recognize a pro-active need for disaster planning throughout its agencies and employees. This plan is intended as guidance for use by local governments to take immediate action in providing a means of care and control to minimize animal suffering in the event of a major disaster or emergency. This action will be aimed at animals that may need help whether such animals are owned, stray, domestic, or wild.

2. Intended users of this plan are responsible for the establishment of a central organized structure with specific responsibilities, training, and operational procedures set prior to an emergency, disaster, or catastrophic event with pre-planned well defined procedures established with necessary resources obtained and allocated prior to an emergency.

3. The major highways/transportation routes are:

Interstates- 40, 240 and 26
NC Highways- 19, 23, 25, 70, and 74

4. Railroads are operated by Norfolk Southern Railroads.

5. The county contains one Airport in the south end (Asheville Regional Airport).

6. The bodies of water of most concern are:

French Broad River; Swannanoa River

7. Many hazards exist within the county that could potentially result in disasters that could effect animals that are owned, stray, domestic, or wild. Potential hazards for this county are: (in order of most likely to occur)

- A. Severe Winter Storms
- B. Floods
- C. Power Failure
- D. Hazardous Materials Incidents
- E. Drought
- F. Major Fires
- G. Tornadoes/High Winds
- H. Dam Failure

8. With the exception of aid dogs, animals will not be allowed in human shelters due to threat to public health.

B. Assumptions

1. Natural, technological, or manmade disasters could affect the well being of domestic or non-domestic animals.

2. The owners of pets or livestock, when notified of an upcoming emergency will take reasonable steps to shelter and provide for animals under their care and/or control.
3. During disaster evacuation many people will not evacuate without their animals, or will delay their own evacuation in an attempt to make preparation for their animals.
4. Through effective animal protection planning and coordination at all levels of government and within the community, disaster relief efforts will be more efficient and expedient.
5. The County should plan for both responding to emergency situations involving animals and the capability to carry out response and recovery operations utilizing local resources.
6. Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. These plans may include measures to identify housing and shelter for animals, communicating information to the public, and proper animal release after the emergency.
7. Public information statements will be issued through the various media outlets. This information will include locations where domestic and non-domestic animals may be accepted during emergency situations.

III. CONCEPT OF OPERATIONS

General

1. The basic responsibility for animal care and shelter falls to the owner/caregiver of the animal.
2. During a major disaster or emergency the overall responsibility for situation assessment and determination of resource needs lies primarily with the Director of Buncombe County Emergency Services.

3. The primary and support agencies will manage and coordinate local animal protection activities during major disasters or emergencies.
4. In the event that local resources are exhausted or inadequate requests for animal protection assistance and resources such as food, medicine, shelter material, specialized personnel, and additional veterinary medical professionals will be transmitted from the County Emergency Management office to the State Emergency Management Office. Should the need for Federal or State resources exist, the State Emergency Operations Center will coordinate the requests for assistance.
5. Animal protection and rescue operations should be managed under the Incident Command System (ICS). Public Health concerns will be managed in accordance with appropriate county plans and procedures.
6. Animals included under the Plan
 - a. The sheltering and protection of domestic and non-domestic animals (including pets, livestock and caged wild animals) are the responsibility of their owners.
 - b. Accommodations for domestic and non-domestic animals that are lost, stray, or otherwise isolated from their owners will be coordinated by local animal control officials. These animals will be sheltered. If the animals cannot be returned to their owners, they will be disposed of in accordance with established animal control and shelter procedures and the owner will be given the opportunity to reclaim the animal from the shelter.
 - c. Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of N. C. Wildlife Resource Commission personnel, in cooperation with local animal control officials, and returned to their natural habitat if possible.

Notification

1. This plan and implementing procedures will be activated in the event of a major emergency or catastrophic event causing a significant need for animal protection. Buncombe County Emergency Services will determine when and if the plan should be implemented and will be responsible for notification of the support agencies and emergency management office.

Response

1. Animal Shelters for:

Evacuated Domestic Animals

(1). When evacuated pets remain the property of the owner, the owner will be responsible for appropriate care to include supplying water, feed, walking, cage cleaning and seeking out of medical care if needed.

(2). All sheltered domestic pets shall have proof of current rabies vaccination as required by law. If proof cannot be obtained then the animal shall be vaccinated, at the owners expense, upon admission to the shelter.

Stray/Lost Domestic Pets

(1) All stray/lost domestic pets recovered during a major disaster or emergency, will be sheltered at the established emergency shelter, county animal shelter or appropriate boarding/medical facility as circumstances dictate.

(2) Any pets whose owners cannot care for their pets or domestic pets found by citizens may also be sheltered at these locations.

(3) If an animal has a life-threatening, painful, incurable or communicable disease or injury, it may be euthanized immediately.

Evacuated and Stray/Lost Livestock

Due to the size of most livestock and the inability to transport large numbers of farm animals, owners are expected to develop shelter and/or evacuation plans for their own animals.

Private farms and stables located throughout the county may be used as shelter facilities for livestock. In the event of an emergency situation, Buncombe County Cooperative Extension will contact prearranged farms and stables to request their assistance in the sheltering operation.

Wild Animals

The N.C. Wildlife Resource Commission will normally transport wild animals that are endangering themselves or the general public back to their natural habitat. If the animal cannot be transported back to its natural habitat, due to the nature of the emergency, or to injuries it may have sustained then care of that animal will be determined on an individual/situation basis.

If the animal continues to be a danger to the public, has sustained injuries that cannot be treated, or it appears that it is infected with an incurable disease, it will be disposed of in accordance with established animal control procedures.

Due to the risk of rabies all raccoons, foxes, skunks, coyotes, and bats that come into close contact with humans or domestic pets may be euthanized and submitted for testing according to mandates of both state and federal government.

2. Staff/Supplies of Animal Shelters

a. Staff

- (1) Private boarding kennels and private animal medical facilities will be responsible for their own staffing and will be compensated by the

citizens who use the animal shelter according to the established policies of the individual facility.

- (2) The Buncombe County Animal Response Team will develop and routinely update lists of available veterinarians, veterinary assistants and volunteers that are willing to be available in an emergency situation.
- (3) The Buncombe County Animal Response Team will develop and routinely update a list of licensed wildlife rehabilitators who are willing to provide care and housing for injured or orphaned wildlife.
- (4) The Buncombe County Animal Response Team will maintain a list of shelter and animal resource facilities that will most likely be involved in a disaster.

b. Supplies

- (1) Each animal shelter and medical facility should arrange for sources of potable water, food, medical equipment, cleaning supplies, shelter supplies, cages and communication equipment.
- (2) Individual animal owners shall provide adequate food and water for their own animals if possible.

3. Animal Bites/ Disease Control

- a. All animal bites will be reported to local animal control officials for investigation. Bite reports will be faxed to the Buncombe County Health Center Disease Control Division. Buncombe County Health Center will be responsible for insuring that victims of animal bites are provided information regarding appropriate treatment and treatment availability.

- b .North Carolina Department of Agriculture and Consumer Services will be called upon for any suspicion of Foreign Animal Disease (FAD) in livestock or poultry. Appropriate protocols, as deemed by the NCDA&CS will be followed in these circumstances. If any disease is determined to be present NCDA&CS will notify the Buncombe County Health Center.

Recovery

1. Release/Destruction

a. Domestic Pets/Livestock

Buncombe County Animal Response Team will support efforts to identify owners of stray/lost animals.

b. Wild Animals

Local Animal Control and the N. C. Wildlife Resource Commission will support efforts to reintroduce wild animals back to their natural habitats.

2. Disposal of Animal Carcasses

a. Disposal of deceased domesticated (i.e. cats and dogs) animals will be the responsibility of the owner.

b. Disposal of poultry, livestock and wild animal carcasses will be the responsibility of Buncombe County Cooperative Extension, N. C. Wildlife Resources Commission and the U.S. Department of Agriculture.

IV. Organization and Assignment of Responsibilities

A. Organization

1. Local animal control officials are the primary responders in an animal emergency.
2. Animal Shelter (operated by Asheville Humane Society) will coordinate sheltering needs.
3. Police, Fire and/or EMS personnel will notify local animal control officials when they become aware that animal issues have arisen during a disaster situation.

B. Responsibilities

1. Emergency Services Director
 - a. Coordinate with Buncombe County Animal Response Team in developing animal response plans.
 - b. Overall situation assessment and coordination of resources.
2. Local Animal Control Officials
3. Animal Shelter (operated by Asheville Humane Society)
4. Buncombe County Animal Response Team
5. Buncombe County Cooperative Extension
5. NC Wildlife Resource Commission

6. Buncombe County Health Center

V. **Direction and Control**

- A. **Local Animal Control Officials** will direct and control animal response.
- B. **The Animal Shelter (operated by the Asheville Humane Society)** will direct and control the sheltering of animals.

VII. **Continuity of Government**

The line of succession for animal response is

1. Local Animal Control Officials
2. Animal Shelter Director (operated by Asheville Humane Society)
3. Designated CART Representative

VII. **Administration and Logistics**

- A. **Sheltering and Shelter Supplies** will be coordinated by the Animal Shelter Director (operated by Asheville Humane Society).
- B. **The primary communications link** between the animal response team and the EOC will be telephone.

VIII. **Plan Development and Maintenance**

- A. This annex will be reviewed on an annual basis.
- B. Involved agencies will maintain departmental SOPs, letters of agreement, personnel rosters and resource inventories.

IX. Authorities and References

A. Authorities

1. NC General Statute 166-A

additional Authorities to be determined

B. References

References dependent upon final draft of plan

X. Approval

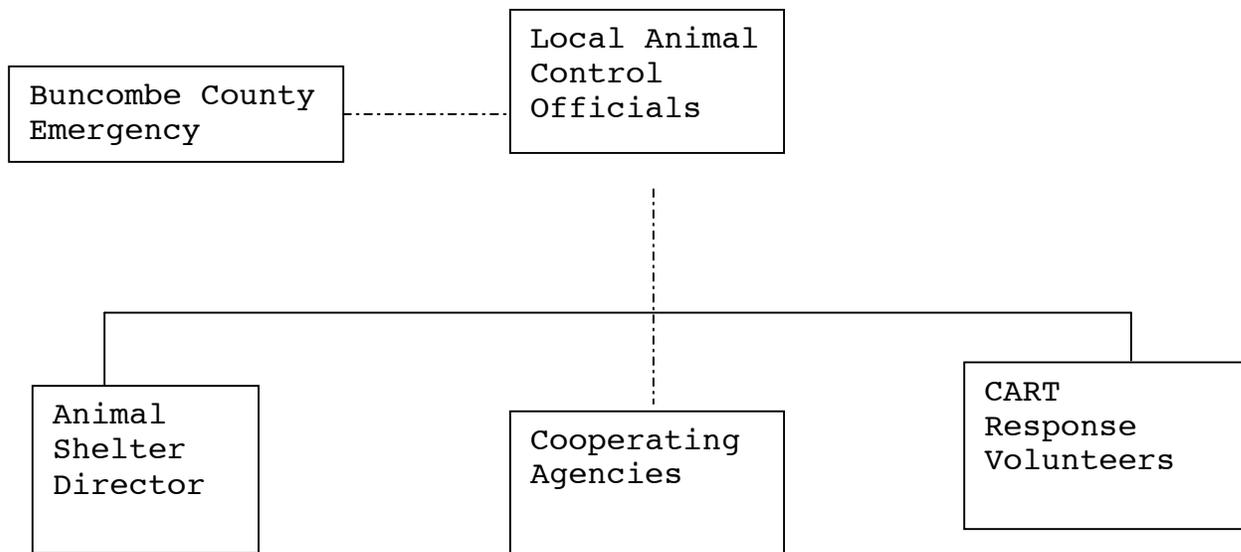
This annex is approved by the undersigned

Signature _____

Title _____

Date _____

Annex R
Appendix 1
Animal Response Organizational Structure



CART
Shelter
Volunteers

_____ Command & Control
----- Coordination

**Annex R
Appendix 2
Buncombe County Animal Response Team Organizational Structure**

Local Animal
Control
Officials



Animal
Shelter
Director

Cooperating
Agencies

CART
Response
Volunteers

CART
Shelter
Volunteers

_____ Command & Control

----- Coordination

Annex R

Appendix 3

DISASTER PLANNING TIPS for PETS, LIVESTOCK, AND WILD ANIMALS

Domestic Pets

- If you evacuate your home, DO NOT LEAVE YOUR PETS BEHIND. Pets most likely cannot survive on their own, and if by chance

they do, you may not be able to find them when you return or they may become a public danger/nuisance.

- For public health reasons, many citizen emergency evacuation shelters cannot accept pets.
- Arrange ahead of a major disaster or emergency, to shelter your pet at a local animal shelter or out of the area.
- Include local animal shelter's numbers in your list of emergency numbers—they will be able to provide information concerning pets during a disaster.
- Find out which motels and hotels in your area allow pets.
- Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. Make sure you have a current photo of your pet for identification purposes.
- Make sure you have a secure **pet carrier and leash or harness** for your pet so that if the animal panics, it cannot escape.
- Take pet food, bottled water, medications, veterinary records, cat litter / pan, can opener, food dishes, first aid kit and other supplies with you in case they are not available later. Be aware that in the event of an emergency these supplies may not be available or could become lost or misplaced.
- Make sure you have a copy of your pet's medical records. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinary shelters, and animal shelters require that your pet's vaccinations are current.
- If it is impossible to take your pet with you to temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

Livestock

- Evacuate livestock whenever possible. The evacuation sites should have or be able to readily obtain food, water, veterinary care, handling equipment and facilities.
- If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter.
- All animals should have some form of identification that will help facilitate their return.

Wild Animals

- Wild animals often seek higher ground, which, during floods, eventually become submerged (i.e., island), and the animals become stranded. If the island is large enough and provides suitable shelter, you can leave food appropriate to the species. Animals have a flight response and will flee from anyone approaching too closely. If the animal threatens to rush into the water, back away from the island.
- Wild animals often seek refuge from floodwater on upper levels of a home and may remain inside even after the water recedes. If you meet a rat or snake face to face, be careful but don't panic. Open a window or other escape route and the animal will probably leave on its own. Never attempt to capture a wild animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job.
- Beware of an increased number of snakes and other predators who will try to feed on the carcasses of reptiles, amphibians and small mammals that have been drowned or crushed in their burrows or under rocks.
- Often, during natural disasters, mosquitoes and dead animal carcasses may present disease problems. Follow the guidelines provided by the U.S. Department of Agriculture, N.C. Cooperative Extension Services, and Buncombe County Health

Center to protect both animals and humans from possible disease exposures and occurrences.

APPENDIX 7

HAZARDOUS MATERIAL

I. PURPOSE

This appendix provides additional information to the basic plan for response to hazardous material emergencies and to meet the jurisdiction's responsibilities pursuant to the Emergency Planning and Community Right-to-Know Act of 1986 (Title III), Superfund Amendments and Reauthorization Act of 1986 (SARA).

II. SITUATION AND PRESUMPTIONS

A. SITUATION

1. The specific facilities involved with hazardous materials subject to the emergency planning requirements of Section 302 of SARA Title III are listed in Attachment 1 to this Appendix.

2. The threat of a major disaster involving hazardous materials has escalated due to the increase in everyday use and transportation of chemicals by the various segments of our population.

The results of a hazardous material incident could include the death or serious injury of persons exposed to the material, the spread of contaminants in varying degree throughout the County, and the destruction of property from fire, explosion, and exposure. A hazardous material accident could result in the spread of contaminants in varying degrees throughout the County, or in the destruction of dwellings and property from fire or explosion.

4. Evacuation, a protective measure, could isolate evacuees from their homes for an indefinite period of time.

5. Victims of hazardous materials accidents may require unique or special medical care not typically needed in other types of emergencies.

6. The release of hazardous materials may have short and/or long term health and environmental effects depending upon the chemical composition of the substance.

7. A hazardous material incident may affect several hundreds of people within the jurisdiction without warning.

A hazardous material incident may require the public to shelter-in-place or to evacuate depending upon conditions at the time of the emergency.

B. ASSUMPTIONS

This plan can be effective if the following assumptions prove true:

1. Most, but not all, people affected by a hazardous material incident will follow instructions and shelter in-place or relocate to designated shelters.

2. Public notification/warning and evacuation, if required, will be in accordance with the procedures described in the Notification and Warning Annex (Annex C) and the Evacuation and Transportation Annex (Annex I of this plan).

3. The local jurisdiction must respond to the incident in the initial phase without assistance from outside the jurisdiction. Emergency response agencies will take appropriate actions to prevent or minimize the spread of the material, provide early first aid as necessary, and manage the incident scene with emphasis toward safety of the public and responding personnel.

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

The hazardous material involved in an incident can be identified within a reasonable period of time by the owner of the facility or the vehicle, by the shipping documents, by the properties of the material itself, or by information provided pursuant to SARA, Title III or the N. C. Right-to-Know act.

incident
SARA, Title A facility involved in a hazardous material will provide all information required by III, Section 304 on a timely basis.

7. Emergency response personnel are knowledgeable in the use of available resources.

8. The current edition of the US DOT Emergency Response Guidebook, alone or in combination with other information sources, is used as a guide for initial protective action at incidents involving hazardous materials.

III. CONCEPT OF OPERATION

A. There are two types of incidents involving hazardous materials: (1) incidents at fixed facilities, including illegal dump sites, and (2) transportation incidents.

B. The level of response required for an incident is determined by:

- 1. the quantity and the toxic effects of the material involved in an actual or imminent release;
- 2. the population and/or property threatened;
- 3. the type and availability of protective equipment required for the released material, and;
- 4. the probable consequences should no immediate action be taken.

C. Depending upon the threat posed by the incident, protective measures initiated for the safety of

the public could include in-place shelter, evacuation, and isolation of the contaminated environment.

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

1. 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.

2. 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.

3. Level III (Full Emergency Condition) is an incident that involves a severe hazard or large area, posed 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.

E. Response Procedures for each level of incident will be according to local policies and procedures in compliance with worker safety standards.

F. This plan recognizes that a hazardous material incident can change with time, and necessitate escalating the response to a higher level, or down-grading the response to lower levels as the situation is controlled.

G. When responding to an incident where hazardous materials are known to be stored, the responders

will assume the involvement of the most toxic substance at that location until otherwise informed.

H. A Local Emergency Planning Committee (LEPC) has been established at the jurisdiction 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.

I. Notification of a release of a hazardous material may be provided by any one who recognizes that a release has occurred. The telephone will be the primary means of alerting for any hazardous incident, however, other methods including two-way radio and alarm systems may be used for initial notification if accepted by the LEPC. See Attachment 3 for recommended procedure.

J. Warning and notification of the public, including special populations such as the hearing impaired, will be accomplished in accordance with the Notification and Warning Annex (Annex C) of this plan. Procedures for warning that have been developed for the hazard zones surrounding identified fixed facilities supersede the provisions of Annex C.

K. As necessary, emergency vehicles with effective sound devices (sirens and/or public address systems) will be used as a public alerting system. If a fixed notification system is in place around the facility or emergency area the vehicles may be used as a backup system. The vehicles will be dispatched within the evacuation

area and will stop at each quarter (1/4) mile in populated areas and at each house or group of houses that are more than 1/4 mile apart. The emergency vehicle will notify the public of the situation and recommend protective action. Each route should be run twice if possible to ensure receipt of the initial warning by all members of the community. The second run, or backrun, will be to confirm alert and notification. Backruns need only stop at houses that are dark at night or where it is apparent that people are not complying with instructions. If necessary, door-to-door alerting will be accomplished during the second run.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General: The head of each agency involved in hazardous materials emergency response is responsible for the safety of its personnel. Training, emergency response procedures, and medical surveillance shall comply with the provisions of the North Carolina Hazardous Waste Operations and Emergency Response Standard (13 NCAC 7C.0101 (a) (26)). Topics addressed shall include but not limited to the dangers of hazardous materials, emergency response techniques, protective measures, protective clothing and equipment, and medical monitoring of personnel. In this regard, the head of each agency is, therefore, responsible for developing, maintaining, and updating training programs and standard operating procedures.

B. Jurisdiction Responsibilities:

1. Chairman, County Commissioners

- a. Nominate a Local Emergency Planning Committee (LEPC) as identified in Title III of the Superfund Amendments and Reauthorization Act of 1986 and in accordance with the policies of the North Carolina Emergency Response Commission (NCERC). The LEPC will be appointed by the NCERC. The LEPC shall consist of representatives as required by federal law and NCERC policy.
- b. Encourage cooperation between the Local

government applicable Emergency Planning Committee, local agencies, facilities, and other organizations.

2. County Manager:

a. Ensure, through the Chairman of the LEPC, that county facilities with hazardous materials are properly identified, are reporting as required, and have appointed a Facility Emergency Coordinator to represent them on the LEPC.

b. Provide administrative support to the Local Emergency Planning Committee as required.

3. Emergency Management Director

a. Coordinate exercises and tests of the emergency plan in accordance with current requirements and concurrence of the LEPC. An exercise concerning the release of hazardous materials shall be conducted at least annually.

b. Support the LEPC to maintain liaison with facility emergency coordinators to ensure availability of current information concerning hazards and response to an incident.

c. Ensure a critique of incident responses to assess and update procedures as needed.

d. Serve as the Community Emergency Coordinator as identified in SARA, Title III.

e. Serve as liaison for the LEPC in coordinating planning efforts with other political subdivisions for facilities that affect multiple jurisdictions.

4. Incident Commander (IC)

a. Activate the pre-plan and implement the necessary steps to safeguard human life, property, and the environment in accordance

with available guidance.

- b. Secure the area as required by the situation.
- c. Identify the material involved without undue risk of exposure.
- d. Assess the situation and communicate the results to responding agencies, the EOC, and facility representatives.
- e. Appoint a Safety Officer and then other staff members as the situation requires in accordance with the jurisdiction's Incident Command System.
- f. Develop strategy (confinement, containment, Neutralization) and implement tactics (evacuation, offensive or defensive posture) with regard to available resources and capability of personnel.

5. Health Department: In addition to other responsibilities identified in this plan and other directives, the Health Department will assist in the enforcement of regulations and the initiation of legal actions against parties responsible for releases of hazardous materials in violation of regulations.

6. Emergency Medical Services Director: In addition to other responsibilities identified in this plan, the EMS Director shall develop procedures with assistance from facility owners and operators, in accordance with local protocols, for:

- a. Treatment of contaminated patients.
- b. Decontamination of patients and equipment.
- c. Direction and control of mass casualty incidents as a result of the release of hazardous materials.

C. Local Emergency Planning Committee (LEPC)

1. Ensure fulfillment of responsibilities for local emergency planning pursuant to SARA, Title III and the policies of the North Carolina Emergency Response Commission.
2. Assess the current level of prevention, preparedness, and response capability within the jurisdiction.
3. Review existing plans for overlap, useful information and ideas.
4. Conduct an analysis of hazardous materials within the jurisdiction to identify the hazards, vulnerability, and risk.
5. Develop procedures to ensure a perpetual chemical hazard identification and risk assessment program within the jurisdiction.
6. Ensure the development and distribution of public awareness programs.
7. Ensure public access to information and the emergency operations plan regarding hazardous materials within the jurisdiction.
8. Ensure development of procedures for notification and warning in the event of an incident involving hazardous materials.
9. Identify individuals and groups within risk areas who have special needs such as transportation, advanced medical care, and special warning (sight or hearing impaired).
10. Ensure that training for all responders to a hazardous material incident (including management) is in accordance with applicable policies, procedures and standards.
11. Ensure that agencies develop and maintain Standard Operating Procedures for hazardous materials response operations.
12. Identify resources needed for response to a

hazardous material incident from public and private sources and make recommendations to the County officials about emergency response matters.

13. Ensure an ongoing program plan implementation, maintenance, training, and exercising.

14. Ensure compliance with the provisions of Title III, Superfund Amendments and Reauthorization Act of 1986.

15. Assure coordination of planning efforts between jurisdictions (municipalities, counties, facilities, etc.) including the development of notification/warning, response, and remediation procedures for covered facilities.

D. State Responsibilities

1. The State Emergency Management Plans and Operations staff, in accordance with state statutes, are responsible for support to the local jurisdictions. The State Emergency Response Team (SERT) is available, as required, for assistance in an incident. Most state agencies (especially those with a response role such as Environmental Management, Solid and Hazardous Waste, State Highway Patrol, National Guard, and others) are available to assist local jurisdictions through the State Emergency Response organization.

2. The Area Coordinator has been empowered by the Secretary of Crime Control and Public Safety to act on his behalf as prescribed in G. S. 166A and is responsible for local assistance, when requested, during an incident and will be the single on-scene coordinator of state resources.

E. Specific Fixed Facility Information

1. Information about each facility identified under SARA Title III as having extremely hazardous materials exceeding the threshold planning quantities will be collected, kept current, and the information distributed to responders as

required.

2. The information on each identified facility is stored on computer files in the Emergency Management Office.

3. The information on each identified facility is available in a Facility Information Notebook located in the Emergency Management Office.

F. Facility Emergency Coordinator

1. Ensure that reportable information required by SARA, Title III is provided to the LEPC in a timely manner. In accordance with NCERC policy and where required, Tier II report forms shall be submitted in lieu of Tier I forms.

2. Ensure that the facility's emergency response procedures are current and effective for its property. Procedures shall specify actions for the immediate and follow-up notification of the affected jurisdiction(s), state, and federal authorities in the event of a hazardous material incident. Emergency procedures shall be submitted in writing to the LEPC.

3. Ensure that facility personnel are trained in emergency response procedures, including but not limited to, determining that a release has occurred, notifying appropriate facility personnel and public officials, and initiating protective and/or hazard suppression activities.

4. Ensure that the facility has a current inventory of equipment and resources available for response to a hazardous material emergency.

5. Provide a technical representative to the Incident Commander and the EOC during an incident.

G. Hazardous Materials Transportation Incidents

1. The provisions of this Multi-Hazard Emergency Operations Plan (EOP) as well as the DOT Emergency Response Guidebook will be used for guidance during

a transportation incident involving hazardous materials.

2. The routes for the transportation (highways, railways, pipelines, etc.) of hazardous materials, identified by the LEPC during the hazard analysis process, are listed in the situation statements of the basic plan and in the individual facility information date.

3. Other sources of guidance may be utilized during a transportation incident involving hazardous materials. The first responders to an incident should follow their agency's standard operating procedures for the initial actions involving a transportation related incident.

V. DIRECTION AND CONTROL

The overall direction and control of emergency activities in a disaster situation is vested with the Chairman, County Commissioners. On site management will be established by the incident commander. The entire county emergency response force, including activation of the EOC, may not be required to handle every type of emergency involving a hazardous material.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for agencies and officials involved in a hazardous material incident are in accordance with established procedures.

VII. ADMINISTRATION AND LOGISTICS

A. The agencies that may become involved in a hazardous material incident will develop procedures to cope with a major incident involving hazardous material. The Emergency Management Coordinator and the Local Emergency Planning Committee will ensure, through the use of information provided pursuant Sections 302, 304, 311, 312, and 313 of SARA, Title III and other knowledge, that all identified hazards are evaluated.

B. Equipment and supplies for response to a hazardous material incident will be provided initially from the responding agencies' resources. Additional resources

will be obtained through mutual aid agreements with other agencies, local jurisdictions or from private organizations and facilities. State and federal aid may

be requested after local resources have been exhausted or determined to be inadequate for the task. Equipment and supplies for the EOC will be provided by the Emergency Management Coordinator.

C. Training programs for emergency responders of the county will be through individual agency in-service training, community college courses, and other offerings of related training. A schedule of these programs is maintained and distributed by the emergency management office of the county.

D. Exercise schedules for this plan are developed and maintained by the emergency management office. Exercises shall be in accordance with local, state, and federal policies and when possible, coordinated with the Area Office of N. C. Division of Emergency Management. The Types of exercises shall include, but not limited to, table-top, functional, and full-scale exercises. There must be at least one full-scale exercise every 5 years.

An actual occurrence may be substituted for an exercise provided it adequately tested response functions addressed in this plan and a critique of the event was conducted.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Emergency Management Director will coordinate with the LEPC, the designated Facility Emergency Coordinators, and other applicable agencies in the development and maintenance of this plan.

B. This Hazardous Material Appendix is designed to be used as in integral part of this Multi-Hazard Emergency Operations Plan. Specific functions and responsibilities are addressed in Annexes A through M of this plan.

C. The Local Emergency Planning Committee will approve and review this appendix on at least an annual basis. Changes will be submitted to the committee when necessary. Copies will be made available to the public, each response agency, and the N. C. Division of Emergency Management through the Area Office.

IX. AUTHORITIES AND REFERENCES

A. Emergency Planning and Community Right-to-Know Act of 1986: Title III of the Superfund Amendments and Reauthorization Act of 1986.

B. N. C. Executive Order 43, North Carolina Emergency Response Commission, April 7, 1987.

C. N. C. General Statutes, Chapter 166A.

D. Local Emergency Ordinances.

E. DOT Emergency Response Guidebook (DOT P 5800.4).

F. Hazardous Materials Emergency Planning Guide, NRT-1, March 1987.

G. N. C. Occupational Safety and Health, Hazardous Waste Operations and Emergency Response Standard (13NCAC 7C.0101 (a) (26)).

X. APPROVAL

This appendix is approved by the undersigned:

Signature _____

Chairman, Local Emergency Planning Committee

Date _____

Signature _____

County Manager

Date _____

**APPENDIX 7
ATTACHMENT 1**

SAMPLE MESSAGE

HAZARDOUS MATERIALS

_____ have advised that an accident has occurred at the _____.

The accident involves the (potential) release of hazardous materials from the facility at a level which might be hazardous to the public.

(Select one or both options)

1. Those people living or working within _____ of the facility should remain indoors, close all windows and doors, turn off fans, air conditioners, and forced air heaters, and move to the basement or part of the building that offers the most protection.

REPEAT:

2. Those people living or working within _____ of the facility should evacuate their homes and businesses. A shelter will be set up for you at _____. PLEASE REGISTER AT THIS SHELTER.

REPEAT:

If anyone in your area is working with loud machinery, please inform them of the emergency situation.

(If the emergency occurs at night, read: If your neighbors houses are dark, try to wake them and inform them of the emergency situation).

Stay tuned to a radio or television station serving your area for additional important information.