



Wake County, North Carolina Emergency Operations Plan

April 2014

For Official Use Only (FOUO)

Prepared For

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PROMULGATION OF THE WAKE COUNTY EMERGENCY OPERATIONS PLAN

Chair
Wake County Board of Commissioners and Elected Officials

Wake County Emergency Operations Plan Promulgation

The primary role of government is to provide for the safety and welfare of its citizens through the provision of certain services. Said welfare and safety is never more threatened than during disasters. The goal of the Wake County Department of Emergency Management is to ensure that measures for protection, prevention, mitigation, response, and recovery exist so that public welfare and safety are preserved.

The Wake County Emergency Operations Plan provides a comprehensive framework for county-wide emergency management. It addresses roles and responsibilities of government organizations and maintains a vertically integrated and aligned link, engaging local, State, Federal, private, and other whole-community stakeholders, organizations, and resources that may be obligated to address disasters and emergencies in Wake County.

The Wake County Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of emergency management responsibilities of Wake County government and with the authority vested in the Wake County Board of Commissioners, the Wake County Emergency Operations Plan is hereby promulgated.



Chair, Wake County Board of Commissioners

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APPROVAL AND IMPLEMENTATION

This plan supersedes all previously dated versions of the Wake County Emergency Operations Plan.

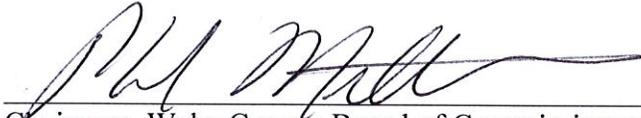
The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority. This procedure facilitates the transition between incident management levels and outlines any specific limitations to that authority.

The Wake County Emergency Operations Plan delegates the Wake County Board of Commissioners and Elected Officials' authority to specify the following line of succession for a major emergency or disaster:

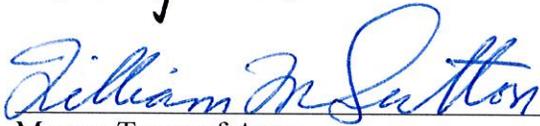
1. Emergency Management Director
2. County Manager or designee
3. Emergency Management Director's designee

Statement of Approval

I the undersigned agree to the responsibilities assigned to their named agency or jurisdiction in the Wake County Emergency Operations Plan. By signing this Statement of Approval, I agree to implement the roles and responsibilities outlined in this plan with the equivalent departments within my jurisdiction or organization. Any revisions to emergency operations plan within my jurisdiction or organization should be consistent and allow integration with this plan.

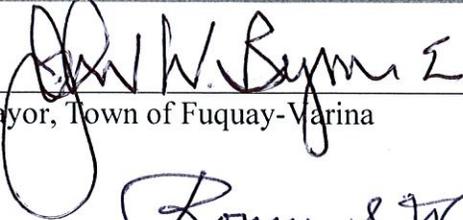

Chairman, Wake County Board of Commissioners Date 11/5/14


Mayor, City of Raleigh Date 1/20/15

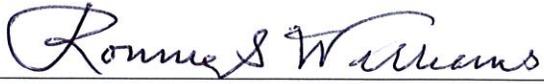

Mayor, Town of Apex Date 18 Mar 15


Mayor, Town of Cary Date 6/16/15

WAKE COUNTY EMERGENCY OPERATIONS PLAN



Mayor, Town of Fuquay-Varina Date 3/10/15



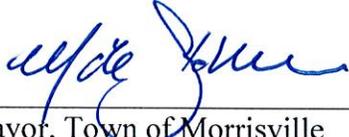
Mayor, Town of Garner Date 5/19/15



Mayor, Town of Holly Springs Date 3/20/15



Mayor, Town of Knightdale Date 4/7/2015



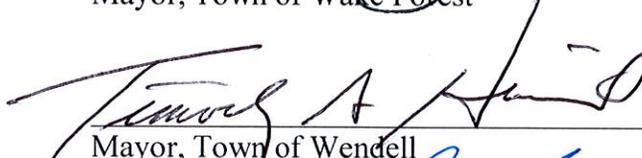
Mayor, Town of Morrisville Date 5/6/15



Mayor, Town of Rolesville Date 2/18/15



Mayor, Town of Wake Forest Date 3/2/15



Mayor, Town of Wendell Date 02/18/15



Mayor, Town of Zebulon Date 6/9/15



Chairman, Raleigh-Durham International Airport Date 8/20/15

INTRODUCTORY MATERIAL

Executive Summary

Introduction

The Wake County Emergency Operations Plan (EOP) establishes a comprehensive framework of policy and guidance for emergency and disaster response operations. This plan details capabilities, authorities, and responsibilities for specific individuals, divisions, departments, agencies, and organizations within Wake County.

Wake County undertakes preparedness with an understanding that, in an emergency or disaster, a broad range of individuals, agencies, organizations, and other engaged whole-community stakeholders will provide the most effective response for all who live, work, and travel in Wake County.

The Wake County EOP draws on the system described within the National Response Framework (NRF), which establishes vertical integration and effective coordination across local, State, and Federal resources, as well as private-sector capabilities, as necessary, to preserve the health, safety, and welfare of those persons affected during emergency or disaster situations. The Wake County EOP establishes responsibilities for county departments; addresses the role of the private-sector, volunteer, and nonprofit organizations; and engages other whole-community stakeholders for emergency preparedness actions.

This plan is drawn from an operational approach consistent with the organization and function of the Wake County Emergency Operations Center (EOC), which follows the Incident Command System (ICS) and the National Incident Management System (NIMS). Under these systems, Wake County operations are grouped by functions and subsequently organized by agency to ensure efficient coordination and communication of response actions throughout emergency operations, to the extent possible. These functions are all assigned lead and support agencies that maintain responsibility to establish and carry out plans developed for accomplishing assigned tasks.

Plan Organization

This plan is organized intuitively to align with the operational structure and makeup of the Wake County EOC. This plan and its components progress in detail from public policy and overview content in the Basic Plan to specific, operational roles and responsibilities for specific Wake County EOC groups and sections and specific emergency operations for specified hazard events that Wake County has identified as either highly prevalent, holding high risk to Wake County, or both.

Basic Plan

The Basic Plan is a public-policy document that provides an overview of Wake County's approach to emergency operations. It details emergency response authority, policies, and response organization and outlines general tasks. The Basic Plan is intended as an

orientation document for the whole community, specifically Wake County EOP stakeholders and residents of Wake County.

Annex A: Operations

The Operations Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Operations Section, as outlined in the ICS. These responsibilities include reduction of the immediate hazard event, saving lives and property, establishing situational control, and restoring normal operations.

Annex B: Planning

The Planning Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Planning Section, as outlined in the ICS. These responsibilities include collection, evaluation, and dissemination of intelligence and information; message flow; information tracking; and watch analysis.

Annex C: Logistics

The Logistics Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Logistics Section, as outlined in the ICS. These responsibilities include support and facilitation of efficient incident management, including coordination and allocation of resource requests via existing intra-county agreements, public-private memorandums of agreement, or agreements with the State of North Carolina.

Annex D: Finance and Administration

The Finance and Administration Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Finance and Administration Section, as outlined in the ICS. These responsibilities include procurement, tracking of financial resources, and records management to support compensation and claims.

Hazard-Specific Annexes

This plan also includes hazard-specific annexes to identify and further specify emergency operations for hazards identified as prevalent to or having a significant impact on Wake County.

Record of Changes and Revision

To maintain the highest level of all-hazard preparedness, it is necessary to review and update this plan, as required, on a regular basis. Wake County Emergency Management (WCEM) shall coordinate all plan review and revision efforts. WCEM is also responsible for incorporating all changes to the plan. Such revisions will be prepared based upon an annual review process or as the result of periodic drills, tests, real events, and/or functional exercise evaluations.

In addition, to further all hazards preparedness; comply with county, State, or Federal authority; and/or integrate new guidance, extensive revisions have been made to this plan as well as its style, organization, and content. Such major revisions are listed below:

First Revision: June 1998
Second Revision: December 2001
Third Revision: September 2004
Fourth Revision: January 2006
Fifth Revision: April 2008
Sixth Revision: April 2014

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Record of Distribution

Plan #	Office/Department	Representative	Signature
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Table of Contents

Introductory Materialv

Basic Plan.....1

Purpose.....1

Scope.....1

Situation Overview.....1

 Geography 1

 Topography 1

 Population Characteristics 1

 Climate 2

 Wake County Departments and Organizations..... 2

 Transportation 3

 Hazard Identification and Risk Assessment Summary 3

 Vulnerability Analysis 6

 Mitigation Overview 7

Planning Assumptions7

Concept of Operations8

 General 8

 Phases of Emergency Management 8

 Emergency Operations Center 10

Organization and Assignment of Responsibilities11

 EOC Policy Group..... 11

 EOC Command Group 12

 EOC General Staff..... 14

 State of North Carolina..... 18

 Federal Government 18

 Nongovernmental, Private-sector, and Volunteer Organizations 18

Continuity of Operations.....18

 Succession of Command 19

 Delegation of Authority..... 19

Direction, Control, and Coordination.....19

 General 19

 Authority to Initiate Actions..... 19

 Command Responsibility for Specific Action 20

Information Collection, Analysis, and Dissemination 20k

Communications20

 Public Information..... 20

Administration, Finance, and Logistics21

 Agreements and Understandings 21

 Resource Management 21

 Emergency Purchasing and Acquisition..... 21

 Records and Reports..... 21

Assistance Stipulations 22

Plan Development and Maintenance..... 22

Annex A: Operations A-1

Annex B: Planning B-1

Annex C: Logistics C-1

Annex D: Finance and Administration D-1

Hazardous Materials Release Hazard-Specific Annex..... E-1

Hurricane Hazard-Specific Annex F-1

Public Health Hazard Specific Annex..... G-1

Winter Storm Hazard-Specific Annex H-1

Appendix 1: Acronyms 1-1

Appendix 2: Glossary 2-1

Appendix 3: Adoption of the National Incident Management System 3-1

Appendix 4: Wake County Critical Assets and Infrastructure 4-1

Appendix 5: Summary of Support Functions, Responsibilities, and Lines of Succession .. 5-1

Appendix 6: Wake County Political Boundary Maps 6-1

Appendix 7: Wake County State of Emergency Declaration Procedure..... 7-1

BASIC PLAN

Purpose

The purpose of the Wake County Emergency Operations Plan (EOP) is to describe and define the actions and roles necessary to provide a coordinated response to planned events, emergency situations, or major disasters affecting Wake County. This plan establishes the mechanism to determine necessary actions to be taken by Wake County departments, agencies, private organizations, and other partners to facilitate the protection of life, property, the environment, and the economy.

Scope

This plan applies to all participating departments, agencies, partner organizations, and other identified stakeholders within Wake County. It may be activated in support of planned events, local emergency situations, and major disasters affecting the entire county or a portion of the county and in support of disaster response elsewhere in the State.

Situation Overview

This section serves to provide a general outline of Wake County's characteristics and an overview of steps taken to prepare for disasters. A detailed analysis of historic hazards, existing vulnerabilities, assessed risks, and potential terrorist threats are provided in the Wake County Threat Hazard Identification and Risk Assessment (THIRA).

Geography

Wake County is located in the North Carolina Emergency Management Central Branch, Area 7 and U.S. Department of Homeland Security Federal Emergency Management Agency (DHS/FEMA) Region IV. Wake County lies in the Piedmont region of North Carolina and is bounded on the east by Nash County, on the south by Harnett and Johnston counties, on the north by Franklin and Granville counties, and on the west by Durham and Chatham counties. Wake County contains the State capital and is composed of 12 distinct municipalities, 20 townships, and 414 square miles of unincorporated communities (see Appendix F).

Topography

Wake County occupies a total area of 860 square miles, of which 835 square miles is land and 25 square miles is water. Some topographic markers are Lake Crabtree, Crabtree Creek, Lake Johnson, the Neuse River, and portions of Falls Lake.

Population Characteristics

Wake County has a population of 975,000 people, as captured by the 2012 U.S. Census. Daytime population is estimated to exceed 1.9 million people during weekly employment hours; when colleges and universities are in session; during large events, such as the North Carolina State Fair; and due to passenger flights at Raleigh-Durham International Airport (RDU).

Climate

Wake County has a subtropical climate with four distinct seasons and moderate temperatures in the fall, winter, and spring. The county's average annual rainfall is 44.7 inches, the average annual snowfall is 4.7 inches, and the average annual precipitation is 45.23 inches.

Wake County Departments and Organizations

Wake County is governed by the Wake County Board of Commissioners composed of seven members, each representing a district of Wake County. Wake County operates through independent departments and offices:

- Board of Elections
- Budget and Management Services
- Finance Department
- Community Services Department
 - Geographic Information Systems (GIS)
 - Planning, Development and Inspections
 - Parks, Recreation and Open Space (PROS)
 - Public Libraries
 - Veteran's Services Office
- NC Cooperative Extension Wake County Center
- County Attorney's Office
- County Manager's Office
- Department of Emergency Medical Services
- Department of Emergency Management
- Wake County Sheriff's Office
- Department of Revenue
- Register of Deeds
- Human Resources
- Workforce Development
- Fire Services
- Department of Environmental Services
 - Soil and Water Conservation
 - Solid Waste
 - Storm water Programs
 - Wells and Onsite Wastewater
 - Food, Institution and Sanitation
 - Animal Control and Adoption Center
- Facilities Design and Construction Department
- General Services Administration
- Human Services
- Information Services Department
- Public Affairs Office
- Wake County Public School System
- City/County Bureau of Identification

Transportation

Multiple major transportation corridors cross through Wake County, including major U.S. interstate highways, rail, aviation, and pipeline routes.

Major Motor Vehicle Traffic Arteries

- Interstate 40
- Interstate 440
- Interstate 540
- U.S. Highway 1
- U.S. Highway 64
- U.S. Highway 70
- U.S. Highway 401
- North Carolina Highway 42
- North Carolina Highway 50
- North Carolina Highway 54
- North Carolina Highway 55
- North Carolina Highway 96
- North Carolina Highway 97
- North Carolina Highway 98
- North Carolina Highway 231

Railroads

- Norfolk-Southern Railway
- CSX Transportation, Inc.

Major Pipelines

- Colonial Pipeline Company
- Dixie Pipeline Company
- Cardinal Pipeline Company

Threat Hazard Identification and Risk Assessment Summary

Wake County is exposed to many hazards that have the potential to disrupt local communities, cause damage, create casualties, and impact communication networks. It is important to understand that one type of hazard (e.g., hurricane) can also initiate secondary hazards (e.g., hazardous materials release) and cascading effects such as contamination of water supplies and power outages. Brief descriptions of potential hazards identified in the county's THIRA are presented in the following subsections.

Drought

Drought is defined as a deficit in normal precipitation for a region over an extended period of time. There are three types of drought that have historically affected Wake County: meteorological, agricultural, and hydrological. Current drought conditions are understood through a range of drought indicators, including precipitation over defined time periods, impacts to water supply as measured by stream flow, reservoirs and groundwater levels, impacts to agriculture and forest health, and impacts to utilities.

Earthquake

Earthquakes result when stress forces build up along fractures or fault lines in the earth's crust over extended periods of time. There are two fault lines that run through the North Carolina "Triangle" region, and one that specifically runs through Wake County. Although there is no record of an earthquake with an epicenter originating within Wake County, there is the potential for Wake County to feel the effects of earthquakes whose epicenters originate outside of Wake County and North Carolina.

Flood

Flash flooding, river flooding, and area flooding are the most common flood types that affect Wake County. Recorded incidents include flash floods and urban small-stream floods. Floods tend to be concentrated in low-lying areas near rivers and streams with damage ranging from negligible to costing millions of dollars.

Hurricane

Although the North Carolina coast is the most vulnerable to direct hurricane impacts, inland jurisdictions such as Wake County are susceptible to high winds and flooding from tropical storms. These storms have historically caused significant damage to crops, property, critical infrastructure, and built structures due to associated strong winds and flooding conditions.

Public Health Emergency

Multiple health hazards may impact Wake County and its residents. These health hazards may result from communicable disease outbreaks or health hazards related to the integrity of public health, including air, food, and water quality, that cascade from other natural, human-caused, or technological hazards. An identified emergency situation may result from an outbreak of various identified diseases; food, air, and water quality emergencies; or potentially new and unidentified threats within the county.

Tornado

A tornado is a violently rotating column of air extending between and in contact with a cloud and the surface of the earth. Tornadoes develop suddenly and vary in intensity; the most violent tornadoes are capable of wind speeds exceeding 250 miles per hour. The entire Wake County population is vulnerable to the impacts of a tornado regardless of the measured magnitude.

Wildland Fire

A wildland fire is an uncontrolled burning of grasslands, brush, or woodlands. Wildland fires have the potential to substantially burn forested areas as well as private residences. Major losses attributable to wildland fires include damage and destruction to State, county, private, and municipal structures and facilities. Private residences and communities that are located within the wildland-urban interface are particularly susceptible. In Wake County, wildland fires mainly occur during the dry spring and summer months (mid-March to June) due to higher winds, lower humidity, and very dry vegetation.

Winter Storm

Because severe winter storms involve frigid temperatures, heavy snow, ice, and gusting winds in all combinations, their severity is usually determined by duration, temperature extremes, and accumulation of precipitation. The primary threat is the ability of such storms to completely immobilize large areas, disrupt services, threaten public health and safety, and cause injury or death. In Wake County, snow and/or sleet occur once or twice annually, on average. In North Carolina, snowfall ranges from 1 inch to about 24 inches across the State.

Airplane Accident

Wake County currently has a total of nine airports, including private and public facilities, with either grass or paved runways. In the event of an airplane crash or incident, facilities could be shut down for an extended period of time as a result of debris, property damage, or building damage. In addition, incidents that involve fatalities could cause facilities to close for an additional period of time.

Dam Failure

Dam failure as a hazard is described as the uncontrolled and unintentional release of impounded water caused by collapse, breach, or other failure resulting in downstream flooding that can impact life and property. Prolonged rainfall that produces flooding is considered the most common cause of dam failure. Currently, there are 370 State-regulated dams and one federally regulated dam in Wake County. Of that group, 108 structures are rated as “High Hazard Potential” dams, meaning that if a failure were to occur, probable loss of human life and major property damage would result.

Hazardous Materials Release—Fixed Site

A hazardous material (HazMat) is a substance or material that may pose an unreasonable risk to safety, health, or property. A HazMat release, whether intentional or accidental, from a fixed-site facility has the potential to pose a significant concern to populations, property, and the environment throughout Wake County. These situations have the potential to pose a significant concern to health and safety for the population, property, and the environment.

Hazardous Materials Release—Transportation

A HazMat release, whether intentional or accidental, during transport has the potential to pose a significant concern to health and safety for the population, property, and the environment throughout Wake County. These situations have the potential to pose a significant concern to health and safety for the population, property, and the environment, particularly from a release from pipelines and on roadways.

Radiological Release

A radiological release involves the exposure of a radiation source or detonation of a nuclear weapon in a populated area, which would cause environmental contamination, radiation exposure, and possible physical injuries. Incidents may be sudden (acute), as when radiation is released into the environment, or they may be characterized by a slow onset. The main radiological risk to Wake County is an incident at either of two fixed

nuclear facilities—the Harris Nuclear Plant (HNP) or the PULSTAR nuclear research reactor located on the North Carolina State University campus. Additional concerns include fixed facilities, such as hospitals, medical, laboratory, business, and industrial firms that store radiological materials.

Train Derailment

Train derailments occur when one or more sections of a train leave the track, causing injuries, death, or other types of damage. The main causes for derailments include defective or worn rails or train equipment, human error (such as excessive speed), collision with an object on the track, and collision with another train. One of the greatest concerns during a train derailment is if the train is hauling HazMat.

Civil Disorder

Wake County may be subject to various civil disorders due to terrorist actions, riots, protests and demonstrations, labor disputes, and/or illegal assembly.

Cybersecurity

Cyber events, commonly referred to as cyberterrorism or cyberattacks, are premeditated criminal acts by an individual or individuals using computers and telecommunications capabilities to disrupt and/or destroy services to public and private critical infrastructure, such as financial, energy, or transportation networks. Cyberattacks, particularly those caused by malicious code, denial of service, and theft of devices and those that are web-based, are very common and result in costly recovery measures for institutions.

School Violence

The North Carolina Department of Juvenile Justice and Delinquency Prevention defines school violence as any event that can hamper the school atmosphere and its educational mission.

Terrorist Acts

Terrorism remains a threat to national security. There are a number of potential hard and soft targets in Wake County. Terrorist incidents are likely to involve chemical, biological, radiological, nuclear, or explosive (CBRNE) threats. From a responder perspective, responding to these events involves limiting loss of life and property and protecting the environment. Preservation of a crime scene is also important, as is coordination with Federal partners.

Vulnerability Analysis

Extrapolation and analysis of each hazard in the THIRA indicate specific vulnerabilities that Wake County faces. The county is vulnerable to the effects of several human-caused, natural, and technological hazards, which may present as individual isolated incidents or as events affecting the entire county.

Natural hazards to which the county is most vulnerable include hurricanes and flood events. Human-caused hazards to which the county is most susceptible include a fixed-site or transportation-related HazMat release and public health emergencies. The county

is particularly vulnerable to several technological hazards, including power failures and cybersecurity incidents.

Mitigation Overview

The Wake County Hazard Mitigation Plan has developed goals, objectives, and courses of action to mitigate the effects of those threat and hazard events identified as having the highest prevalence and/or potential impact. Mitigation actions for Wake County include multiple and diverse efforts related to preventative measures, property protection measures, natural resource protection, emergency services measures, structural projects, and public information activities.

Planning Assumptions

The following assumptions are those that WCEM considers to be fact for planning purposes and to execute the Wake County EOP. These assumptions indicate areas where adjustments to the plan have to be made ad hoc, as any emergency or disaster evolves.

- It is assumed that any emergency or disaster individually or in combination with other emergencies may cause a grave situation within the County. It is also assumed that these incidents will vary in size and intensity. For this reason, planning efforts are made as general as possible so that great latitude is available in their application and considering the potential for simultaneous occurrence of emergencies or disasters in multiple locations.
- It is the responsibility of officials under this plan to save lives, protect property, relieve human suffering, sustain survivors, protect the environment and develop the recovery of the economy.
- Wake County officials are aware of the possible occurrence of an emergency or major disaster and their subsequent responsibilities in the execution of this plan.
- When Wake County resources are determined to be insufficient, Wake County expects assistance from response organizations and departments from neighboring jurisdictions, the State of North Carolina, and/or the Federal government to supplement Wake County efforts in an efficient, effective, and coordinated response.
- State and Federal disaster assistance, when provided, will supplement, not substitute for, Wake County resources and efforts.
- In most probable circumstances, Wake County does not expect any supplemental or outside assistance for at least 72 hours following the presentation of an emergency or disaster situation.
- Command, control, and coordinating mechanisms described in this plan are implemented when:
 - The Emergency Operations Center (EOC) is activated during or in advance of an event or;
 - A State of Emergency is declared within Wake County; or
 - Municipal resources are exceeded and assistance from Wake County is requested in either an advisory or field-response capacity.

Concept of Operations

This section provides a clear methodology to realize goals and objectives for execution of the EOP. It describes a general sequence of response concepts employed by Wake County, the process for declaring an emergency, and who has activation of authority.

General

- As required by North Carolina General Statute 166A 19.15, the Wake County Government will, provide emergency management services and facilitate prevention, protection, mitigation, response, and recovery actions for presenting emergency or disaster situations.
- The Chairman of the Board of County Commissioners, in cooperation with the County Manager, and the County Emergency Management Director or his or her designee will coordinate and manage county resources and advise municipalities of needs or progress.
- If the emergency or disaster situation warrants, the Chairman of the Board of County Commissioners or his or her designee may declare a State of Emergency and begin implementing emergency procedures.
- The Wake County EOC will be staffed and operated as the situation dictates and serve as a clearinghouse for response and recovery operations and deployment of resources.
- Wake County will request assistance by executing mutual-aid agreements and/or request assistance from the State if necessary.
- The State of North Carolina may coordinate additional requests for assistance beyond its capabilities, including requests for Presidential Declarations of Emergency to facilitate supplemental Federal response, financial, and technical assistance.
- Planning for recovery will be implemented at the same time Wake County begins emergency response actions necessary to protect the public.

Phases of Emergency Management

Wake County recognizes that most emergencies occur with little or no advance warning, requiring near-immediate activation of this plan and the commitment and deployment of all obligated resources and personnel. The coordination of this response is achieved through four emergency management phases. While not every emergency or disaster will require coordination through all four phases, general response activities and emergency operations are accomplished through phase-specific objectives.

Preparedness

The preparedness phase includes activities to develop operational capabilities and effective responses to emergency situations or disasters. Wake County's goal under preparedness is to increase readiness and resiliency. Preparedness activities include the following:

- Hazard mitigation planning

- Wake County EOP activation, training, exercise, and updates
- Public information, education, and outreach
- County- and department-level policies and procedures

Response

Coordination and response actions are transitioned from the preparedness to the response phase when a hazard is recognized as active or imminent. The goals of response actions for Wake County surround protection of life, property, the environment, and the economy. All response phase decisions are designed as protective measures and are made via execution of a decision process that is outlined below.

- **Pre-Impact Response Phase: Hazard Control and Assessment.** Wake County will act to perceive and assess the threat or hazard and begin to select control and mitigation strategies. Primary operational priorities may include the following:
 - Dissemination of accurate and timely emergency public information and warnings
 - Intelligence gathering and assessment of the evolving situation
 - Resource allocation and coordination
 - Incident access and control
- **Impact Response Phase: Protective Action Implementation.** In this phase, Wake County will select protective action(s) appropriate to the evolving situation and deploy additional primary and support resources. Operational priorities may include the following:
 - Dissemination of accurate and timely emergency public information and warnings
 - Law enforcement
 - Emergency medical services (EMS), fire services, search, and HazMat
 - Evacuation
 - Public health and medical care
 - Determination of need for mutual aid
- **Assessment and Allocation of Short-term Needs.** Short-term operational needs are determined and dependent upon actions and assessment during the Impact Response Phase. These operations often transcend the response and recovery phases. Short-term needs may include the following:
 - Dissemination of accurate and timely emergency public information and warnings
 - Shelter operations
 - Continued medical treatment
 - Access and security adjustments
 - Determination of need for (continued) mutual aid

Recovery

Following stabilization of the emergency or disaster situation and resolution or establishment of life-safety issues, Wake County will shift operational focus to recovery. Recovery priorities may include the following:

- Physical restoration of essential services, facilities, and infrastructure
- Facilitating search for funding sources
- Making recommendations on restoration priorities
- Coordinating and assisting with recovery of other whole community and social services
- Assisting as necessary with economic recovery

Mitigation

The Mitigation Phase transcends all phases of emergency management, as it involves actions that occur prior to, during, and after an emergency or disaster event. Mitigation focuses on eliminating or reducing the impact of hazards which exist and are a threat to life, property, the environment, and the economy. All mitigation actions and the mitigation planning process are detailed in the *Wake County Hazard Mitigation Plan*.

Emergency Operations Center

- Initial response to the majority of incidents in Wake County will be handled by the Wake County Public Safety Answering Points (PSAPs) and their dispatchers.
- The Wake County EOC uses ICS and follows command and control concepts described in the NIMS.
- The Wake County EOC will activate when a hazard has or may present conditions of such a magnitude that a large commitment of resources from numerous sources may be required over an extended period of time.
- The Wake County EOC maintains similar concepts of operation to the North Carolina EOC to facilitate integration in the event that Wake County requests assistance.

Activation Levels and Notification

- **Level IV (Monitoring Activation).** This level may be implemented whenever WCEM receives notice of an incident that may escalate to threaten the safety of the public. During this activation, information will be disseminated to pre-identified Wake County personnel via the Wake County EOC Standard Operating Procedure (SOP). WCEM personnel may partially staff the EOC to monitor conditions.
- **Level III (Event-specific Activation).** This level may be implemented by the WCEM Director or his or her designee. This activation is in response to a hazard-specific event that requires response from Wake County. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

- **Level II (Limited EOC Activation).** This level may be implemented for a major event. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.
- **Level I (Full Activation).** This level builds upon Level II and includes representatives from affected municipalities as well as representatives from agencies that support the functional branches, including North Carolina and Federal agencies. The Wake County EOC SOP dictates what positions, departments, and organizations receive this notification.

Organization and Assignment of Responsibilities

In addition to routine day-to-day responsibilities, all departments and divisions in Wake County maintain obligations to emergency functions to provide the most effective and efficient emergency operations in Wake County. Each department is responsible for understanding these obligations, as well as maintaining workforce development practices, training, and plans (as necessary) to maintain its own emergency preparedness. In addition, each department and division must appoint representatives to lead and coordinate required and requested emergency operations via the Wake County EOC. It is critical that these representatives have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delaying decisions such as allocation of resources and personnel or providing additional services to the public can lead to serious consequences within the increased tempo of the EOC environment.

The organizational structure used in Wake County during emergencies originates from three sources: the State of North Carolina Emergency Operations Plan, NIMS, and accepted ICS structure. The organizational structure is configured this way to maximize compatibility with State assets, as well as incident commanders in the field. The response function format is compatible with State and Federal organizational structures, but these functions are placed in the context of the ICS.

In an emergency requiring full activation of the Wake County EOC, the following groups are designated to divide responsibilities and accomplish the activities and tasks that lead to successful outcomes for the public and ultimately restore Wake County:

- Wake County EOC Policy Group
- Wake County EOC Command Group
- Wake County EOC Sections of Responsibility
- Wake County EOC Functional Branches

EOC Policy Group

The Wake County EOC Policy Group is responsible for oversight of county operations, including emergency operations. Its members include the Chairman of the Board of County Commissioners, the Wake County Attorney, the Wake County Manager, the Wake County Sheriff, and others as needed and dictated by the collective Policy Group and as an incident requires.

Chairman of the Board of County Commissioners

- Authorizes activation of the EOC;
- Issues emergency proclamations declaring States of Emergency or evacuation orders (see Appendix 7: Wake County State of Emergency Declaration Procedure);
- Issues formal requests for additional resources and assistance (other jurisdictions, State, Federal); and
- Terminates States of Emergency or evacuation orders.

Wake County Legal Counsel

- Advises the EOC Policy Group on pertinent regulations and laws required for acquisition and/or control of critical resources;
- Advises the EOC Policy Group on the necessary ordinances and regulations to provide the legal basis for evacuation and/or population control; and
- Commences civil proceedings, as necessary and appropriate to implement and enforce emergency actions and in cooperation with the Wake County District Attorney.

Wake County Manager

- Assures that members of the EOC Policy Group are aware of situation updates;
- Serves as the liaison between the Chairman of the Board of Commissioners and the EOC Command Group; and
- Appoints the EOC Manager.

Wake County Sheriff

- Assists in decision-making efforts and policy development with regard to emergency operations and public affairs as required; and
- Advises the EOC Policy Group on law enforcement and public safety requirements and obligations.

EOC Command Group

The EOC Command Group coordinates the overall county effort and operates in conjunction with neighboring county resources and Federal and State assets that may be involved in emergency activities. Activities overseen by the EOC Command Group are reported directly to the Wake County Policy Group. The EOC Command Group includes the following members: the EOC Manager, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer(s).

In addition, the Information Management System Coordinator supports the EOC Command Group, particularly in facilitating situational awareness, but does not maintain any command authority over actions within the EOC.

EOC Manager

- Evaluates incoming information and direct response efforts;
- Keeps the Policy Group and the EOC staff updated;
- Prioritizes emergency efforts taking place across the county when limited resources are available;
- Approves Incident Action Plans (IAPs) for each operational period; and
- Delegates and designates responsibilities appropriate to the size and scope of the presenting emergency or disaster situation, including:
 - Serving as liaison with State and Federal agencies participating in response and recovery efforts;
 - Maintaining coordination with appropriate governmental, public, and private enterprises to ensure their cooperative support in the event it is needed;
 - Ensuring necessary narrative and operation journals and essential records are maintained during emergencies and that appropriate information and reports are provided to higher, adjacent, and support jurisdictions; and
 - Approving any activation and deployment of emergency response assets under Wake County's jurisdiction.

Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external audiences. The PIO may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one PIO should be designated per incident. Assistants may be assigned from other involved agencies, departments, or organizations. The Incident Commander/Unified Command must approve the release of all incident-related information. In large-scale incidents or where multiple command posts are established, the PIO should participate in or lead the Joint Information Center (JIC) in order to ensure consistency in the provision of information to the public. The PIO may perform the following additional and specific responsibilities:

- Collects and distributes the most accurate and timely information regarding emergency events as approved by the EOC Manager;
- Assumes responsibilities for public communications in the EOC and in designated JICs;
- Leads and/or collaborates in joint command emergencies (the primary responding agency will take the lead in releasing information); and
- Establishes and maintains ground rules with the media and serves as the central clearinghouse for public communications and releases.

Safety Officer

- Monitors incident operations at an EOC level and advises the EOC Manager on pertinent life safety protective actions for the incident as a whole; and
- Assumes responsibilities for safety of the EOC and directs EOC staff and other personnel as to appropriate actions in the event of an emergency at the EOC location.

Liaison Officer(s)

- Obtain cooperating and assisting agency information;
- Contact and brief assisting/cooperating agency representatives and mutual aid cooperators;
- Interview agency representatives concerning resources and capabilities, and restrictions on use and provide this information at planning meetings; and
- Work with the PIO and the EOC Manager to coordinate media releases associated with inter-governmental cooperation issues.

Intelligence Officer

The Intelligence Officer is a position that may be staffed as an accessory to the EOC at the discretion of the EOC Manager or his or her designee. This position may serve appropriate function in incidents requiring handling of information that is sensitive or otherwise critical to the end objectives of response and recovery efforts. Responsibilities of this position may include the following:

- Coordinates collection and handling of intelligence;
- Analyzes and shares intelligence related to county, State, and National security, classified information, or other operational information, such as risk assessments, medical intelligence, and surveillance;
- Develops and manages information-related security plans and operations; and
- Protects sensitive information of all types and ensures its transfer only to those who need to access it and maintain proper clearance.

EOC General Staff

The EOC General Staff make up and direct the majority of EOC staffing and operations. In addition to the responsibilities outlined below, each section maintains a detailed Annex to the functions outlined in this Wake County EOP Basic Plan. The EOC General Staff is comprised of the chiefs responsible for the four tactical sections: the Operations Section Chief, the Planning Section Chief, the Logistics Section Chief, and the Finance and Administration Section Chief.

Operations Section Chief

The Operations Section Chief coordinates incident operations at the county level with support from and in cooperation with the other Section Chiefs and the EOC Manager.

This position will be designated by the EOC Manager based on the type of hazard and which organization is best suited to guide the efforts of field personnel. The EOC Manager may appoint the Wake County EMS Assistant Chief, Wake County Chief Deputy Fire Marshal, a Wake County Sheriff's Office representative to this position. The Section Chief may change following the transition from response to recovery efforts. Since the types of necessary expertise vary in an all-hazards environment, it is prudent to remain flexible.

The following functional branches comprise the Operations Section. In addition, each functional branch provides a representative to the EOC, as requested, to facilitate coordination of the unique responsibilities of each branch and to support the overall mission and actions of the Operations Section and subsequently the Wake County EOC.

- Fire Services Branch
 - Conducts firefighting and technical rescue activities to ensure the safety of life and property within Wake County.
- Search Branch
 - Coordinates activities to locate and extract lost persons.
- HazMat Branch
 - Coordinates and supports emergency response operations to any CBRNE hazard event.
- Emergency Medical Services Branch
 - Coordinates and provides medical assistance and emergency medical treatment to local residents and municipalities for victims of an emergency or disaster situation.
- Law Enforcement Branch
 - Maintains law and order, traffic control, and other law-related needs as they arise during emergency or disaster situations.
 - Minimizes the impact of civil disturbances upon the citizens and property of Wake County.
- Animal Protection Branch
 - Provides direction and coordination of wild and domesticated animal-related issues before, during, and after an emergency or disaster situation.
- Mass Care Branch
 - Provides and coordinates for the protection of the population from the effects of hazards by providing shelter facilities, family assistance centers, special needs facilities, radiological reception centers, and alternate care facilities.
- Public Health Branch
 - Provides and coordinates health surveillance, mental health, and environmental health response requirements.

- Coordinates the maintenance of and integrity of essential services, including air and water quality, solid waste, and environmental health and safety.

Planning Section Chief

The Planning Section Chief is responsible for coordinating information needs and for identifying and planning for upcoming emergency activities. This position will be designated by the EOC Manager based on the type of hazard and which organization is best suited to guide the efforts of section personnel.

The following branches, units, and groups comprise the Planning Section. In addition, each provides a representative to the EOC, as requested, to facilitate coordination of the unique responsibilities of each function and to support the overall mission and actions of the Planning Section and the Wake County EOC.

- Energy and Infrastructure Branch
 - Facilitates restoration of energy systems following an emergency or disaster situation.
 - Coordinates providing emergency power and fuel to support emergency response operations.
- Resources Unit
 - Coordinates tracking and/or directing resources needed for ground support of operations functions.
- Situation Unit
 - Coordinates activities related to collection of disaster information.
 - Coordinates all efforts of damage assessment.
 - Oversees Wake County's Information Management System.
 - Facilitates use of technical specialists, including meteorologists and Geographic Information Systems specialists.
- Documentation Unit
 - Coordinates activities related to processing and cataloging disaster information.
- Demobilization Unit
 - Coordinates all demobilization activities, short-term recovery operations, and reentry.

Logistics Section Chief

The Logistics Section Chief is responsible for providing the Operations Section with the equipment and resources it needs to complete its objectives and for coordinating with the Planning Section to provide resources for future emergency operations. This position will be designated by the EOC Manager based on the type of hazard and which organization is best suited to guide the efforts of section personnel.

The Logistics Section Chief coordinates the activities of the following functional branches. In addition, each functional branch provides a representative to the EOC, as requested, to facilitate coordination of the unique responsibilities of each branch and to support the overall mission and actions of the Logistics Section and the Wake County EOC.

- Communications Branch
 - Supports and provides all required telecommunications, radio support, and phone bank operations for disaster incidents.
- General Services and Engineering Branch
 - Coordinates repair of facilities and utilities, support services, fleet management, emergency debris clearance, debris management, and long-term sheltering requirements.
- Ground Support Branch
 - Coordinates storage, staging, and maintenance of resources acquired, procured, and/or donated in support of emergency response and disaster recovery operations.
- Volunteer and Donations Management Branch
 - Coordinates receiving and tracking of donations offered in support of emergency response and disaster recovery operations.
 - Establishes volunteer staging and facilitates volunteer training and assignment to emergency response operations, as required.

Finance and Administration Section Chief

The Finance and Administration Section Chief oversees activities related to procurement, invoicing, projection of disaster-related costs, and documentation of costs and expenditures, including man-hours and overtime. This position will be designated by the EOC Manager based on the type of hazard and which organization is best suited to guide the efforts of section personnel.

The Finance and Administration Section Chief works closely with other EOC Section Chiefs and the functional branch lead agencies to ensure proper documentation of disaster-related expenses and cost projections as needed. This includes expenses related to volunteers assisting in response and recovery.

The Finance and Administration Section Chief coordinates the activities of the following Finance and Administration Section functions. In addition, each function provides a representative to the EOC, as requested, to facilitate coordination of the unique responsibilities of each function and to support the overall mission and actions of the Finance and Administration Section and the Wake County EOC.

- Time Unit
 - Ensures proper recording of personnel time and equipment-use time, in coordination with the Logistics Section.
- Procurement Unit
 - Administers all financial matters pertaining to vendor contracts.
 - Assists in the identification of sources for equipment and facilitates requirements for rental and supply of needed resources.
- Compensation and Claims Unit
 - Coordinates tracking of financial expenditures resulting from property damage, injuries, or fatalities at the incident.
 - Coordinates tracking of financial expenditures from responders.

State of North Carolina

The North Carolina Department of Public Safety (NCDPS) maintains responsibility for statewide emergency operations coordination, including mutual aid requirements and needs as well as the coordination and communication link between the State and Federal disaster response systems.

Federal Government

Federal assistance will be provided to Wake County via the State through a Unified Coordination Group assigned to a Joint Field Office, as described in the North Carolina EOP.

Nongovernmental, Private-sector, and Volunteer Organizations

Nongovernmental organizations (NGOs), private-sector businesses, and volunteer organizations represent a vital component to emergency response operations. Businesses and industry own or have access to substantial support resources. Community-based organizations, volunteer networks, and other NGOs provide valuable resources before, during, and after a disaster.

NIMS provides a consistent nationwide structure to enable Federal, State, county, private-sector, and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

Continuity of Operations

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations capabilities. These procedures will designate who will make decisions if an elected official or department head is not available. Wake County maintains a Continuity of Operations Plan (COOP) and Continuity of Government (COG) plan that specifies and details issues of succession of command and authority.

Succession of Command

The line of succession of the Board of County Commissioners proceeds from the Chairman to the Vice Chairman to members of the Board, in accordance with county ordinance and State law, as indicated in the Wake County COOP and COG plans. Department/agency heads with emergency responsibilities are required to establish a line of succession.

Appendix 5: Summary of Support Functions, Responsibilities, and Lines of Succession provides pertinent succession information by EOC position.

Delegation of Authority

Authoritative powers will be allocated and/or divided as any given situation warrants via direction of the Chairman of the Wake County Board of Commissioners or his or her designee.

Direction, Control, and Coordination

General

Coordinating response and recovery activities through one central location provides for an efficient response to an emergency. When activated during a county emergency, the EOC acts as the base of direction, control, and coordination for emergency management operations in the county.

Authority to Initiate Actions

The Wake County EOP serves as a policy document and references and/or indicates authority related to the following:

- The Wake County EOP is the official operations source for Wake County and governs all disasters related to administrative and operational tasks of the county.
- The Wake County EOP is authorized by and promulgated under the authority contained by those local, State, and Federal statutes listed herein.
- The Wake County EOP has the concurrence of the North Carolina EOC, and by that authority, the concurrence of all other branches of the State government that operate under their direction and/or coordination.

All county government departments and agencies are an integral part of this plan. These departments and agencies that do not have specific responsibilities outlined in this plan constitute a large reserve of material and manpower resources. At the direction of the County Manager, these departments may be requested to perform previously unassigned tasks or may be requested to supplement specifically assigned disaster response roles.

The Policy Group, in conjunction with the Wake County EOC Command Group, establishes priorities and is responsible for providing accurate and timely information to the public, especially in time of emergency.

Command Responsibility for Specific Action

- The Wake County Chairman of the Board of Commissioners, under the authority provided by the State of North Carolina, maintains the responsibility for identifying and minimizing the effects of the dangers to the county. This authority includes the declaration of an emergency condition within the political jurisdiction.
- The Emergency Management Director, the EOC Manager, or designee, acts as the chief advisor to the Policy Group during any declared emergency affecting the people and property of Wake County. Various county agencies and departments under the direction of the EOC Manager will conduct emergency operations.
- State and Federal officials will coordinate their operations through the Wake County EOC via EOC Liaison Officer(s) or other designated representative.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Coordination of disaster intelligence may require the following activities:

- Identification of types of information are needed
- Determination of where information is expected to come from
- Identification of what sections will need and use the information
- Establishing how the information will be disseminated

Disaster information is managed primarily under the Planning Section but may come into the EOC through any functional branch or via Command Staff or Policy Group representatives. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

Communications

Communications requirements in emergency or disaster situations are supported through the protocols and coordination procedures that Wake County executes as part of routine, day-to-day operations. The Communications Branch Director will develop procedures to activate additional EOC communications support personnel and to expand the EOC communications capability, as required. These procedures will address the provisions for EOC message handling to include record keeping/documentation, distribution/internal message flow, and coordination of incoming/outgoing information.

Public Information

Public information will be managed through the PIO and/or Joint Information Center (JIC), if established. Information will be coordinated to flow through one, central point to ensure accuracy, quality, and efficiency in dissemination. The PIO maintains responsibility for all actions and efforts surrounding the following:

- Media management

- Public relations strategy
- Videography and photography
- Public information administration and multi-agency/department coordination

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance.

Should Wake County resources prove to be inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or negotiated emergency agreements.

Wake County is a signatory of the North Carolina Mutual-aid Agreement and will attempt to accommodate needs of other jurisdictions within, as well as outside the State of North Carolina.

A list of all current and active mutual-aid agreements (MAAs) between Wake County and a third party is available within the office of the Department of Emergency Management.

Resource Management

Resource management includes providing or obtaining goods or services, executing logistical or administrative activities for Wake County emergency response operations, and coordinating the use of the resources to facilitate an effective, efficient, and appropriate result.

Wake County resources, as well as mutual aid and donated resources and services, will be managed according to policies and procedures of the Logistics Section.

Wake County will administer and leverage its Information Management System to account for all resources, personnel, and other support to emergency operations.

Emergency Purchasing and Acquisition

Emergency purchases, acquisitions, and other procurements may be authorized by the EOC Manager or his or her designee to support and facilitate objectives of Wake County emergency operations.

Records and Reports

Expenditures and obligations of public funds during emergency operations must be recorded by the responsible agencies in accordance with Wake County policies and procedures.

The Finance and Administration Section has responsibility for distributing approved forms for this purpose and for collecting and processing them during and after an emergency.

Narratives and operational journals of response actions will be kept by all agencies with emergency responsibilities.

Assistance Stipulations

Consumer Protection

Consumer complaints concerning alleged unfair or illegal business practices during emergencies will be referred to the North Carolina Attorney General's Office.

Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency preparedness, response, or relief and assistance functions.

Plan Development and Maintenance

Primary responsibility for coordinating the plan development and maintenance process rests with the WCEM Director.

Maintenance, Updates, and Revisions

Periodic revisions to this plan will be identified by appropriate signatures and approval dates. The WCEM Director is responsible for performing periodic reviews of plans and standard operating procedures (SOPs) with appropriate agencies and departments. The revision process will include incorporation of necessary changes based upon periodic tests, drills, exercises, or actual events.

To comply with the requirements outlined in Nuclear Regulatory Commission Regulation 0654/FEMA-REP, Wake County must review, update (if needed), and certify this plan to be current on an annual basis.

Reasons Wake County will update this plan (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas;
- Changes to the Wake County concept of operations for emergency or disaster response;
- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to an emergency or disaster situation;
- Significant deficiencies in this plan or its components revealed by a training exercise or an actual emergency; and

- Changes to Wake County ordinances, State requirements, or Federal planning standards.

Operational Plans and Supporting Standard Operating Procedures

Operational plans and supporting SOPs will be developed in conjunction with department heads, emergency services representatives, and various supporting organizations.

Training and Exercises

WCEM, in cooperation with designated EOC personnel, will schedule and conduct required training activities to ensure emergency response capabilities and certification. Training calendars will be provided periodically to inform interested personnel.

Authorities and References

The following listed authorities and references support and/or were consulted during the drafting and subsequent revisions and updates to this plan.

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended
- National Security Decision Directive #259, U.S. Civil Defense, February 4, 1987
- Nuclear Attack Planning Base, 1990 (NAPB 90) April 1987
- Superfund Amendments and Reauthorization Act (SARA), Title III, The Emergency Planning and Community Right-To-Know Act of 1986
- International Fire Code with North Carolina Amendments, 2002 Edition; Fire Prevention Code, North Carolina Building Code, Volume 5

State

- North Carolina (N.C.) General Statutes 58-9; 118-38; 143-166.1, 143-507 through 517, 153-A and 160-A
- N.C. General Statutes 166A
- N.C. Executive Order 72.
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- State of North Carolina Executive Order 43, North Carolina Emergency Response Commission (NCERC), April 7, 1987
- North Carolina General Statute, Chapter 95, Article 8, The Hazardous Chemical Right-To-Know Act
- North Carolina Hazardous Materials Right-To-Know Law

County

- Wake County Emergency Management Ordinance Chapter 70

Volunteer and Nongovernmental

- Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985

References

Federal

- Comprehensive Preparedness Guide (CPG) 101 version 2.0, November 2010
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003
- Presidential Policy Directive 8: National Preparedness, 2011
- Homeland Security Exercise and Evaluation Program (HSEEP)

State

- North Carolina Emergency Operations Plan

County

- Harris Nuclear Power Plant (HNPP) Emergency Plan
- Wake County Continuity of Operations/Continuity of Government Plan
- Wake County Hazard Identification and Risk Assessment
- Wake County Hazard Mitigation Plan

ANNEX A: OPERATIONS

Purpose

The Wake County Emergency Operations Plan (EOP) Operations Annex establishes a mechanism to approach and successfully coordinate all operational commitments and requirements needed to address the challenges posed by events, hazards, emergencies, and disaster situations Wake County faces. This Annex provides guidance for all operational support functions and the agencies and departments responsible for those functions. In addition, this Annex addresses coordination of field activities at the Emergency Operations Center (EOC) under the Operations Section.

Scope

The Operations Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Operations Section, as outlined in the Incident Command System (ICS). These responsibilities include reduction of the immediate hazard event, protecting lives and property, establishing situational control, and restoring normal operations.

Situation Overview

There are many hazards facing Wake County. Response, recovery, and management of emergencies and events require an organized approach that maximizes the efficiency and effectiveness of county resources and engenders common command, operating, and control concepts.

Planning Assumptions

This Annex and the actions described within are based on the following assumptions:

- Assumptions outlined in the basic plan also apply to this Annex.
- The EOC Manager, or designee, is ultimately responsible for the coordination and assignment of all capabilities required to respond effectively to the hazard or event that the county is facing.
- Agencies and departments obligated to fulfill responsibilities of each operational support function will develop and maintain plans specific to their respective operational functions.
- The Operations Section Chief will coordinate directly with other Section Chiefs to ensure that the activities of the Logistics, Planning, and Finance sections are coordinated with operational activities.
- The Operations Section is a coordinating body at the county level. It does not replace existing legal authorities within an organization. On-scene incident commanders are first subject to the laws, limitations, and responsibilities of their own agencies.

Concept of Operations

This section describes general sequences of response and operational concepts employed by Wake County.

General

Concepts of Operations from the Basic Wake County Plan apply to this Annex.

- This Annex describes actions supporting operations through all phases of emergency management.
- The Operations Section mobilizes resources in support of response to any presenting emergency situation.
- The Operations Section may be activated in the event of an emergency situation that has potential to result in:
 - Threat to lives and improved property, including threats to critical infrastructure, and critical watershed areas;
 - Limited or lacking of availability of local responding resources;
 - High perceived danger, or threatening conditions; and
 - Potential for major economic impact.
- The Operations Section will scale activation and operations in line with the EOC activation and the presenting emergency situation and at the direction of the EOC Manager, or designee.

Organization and Assignment of Responsibilities

The Operations Section Chief reports directly to the EOC Manager, or designee. The Operations Section coordinates the efforts of the following operational branches of Wake County, as outlined in the Operations Section Organization Chart (Figure 1). Specific responsibilities and duties of each supporting function are detailed in appendices attached to this Annex.

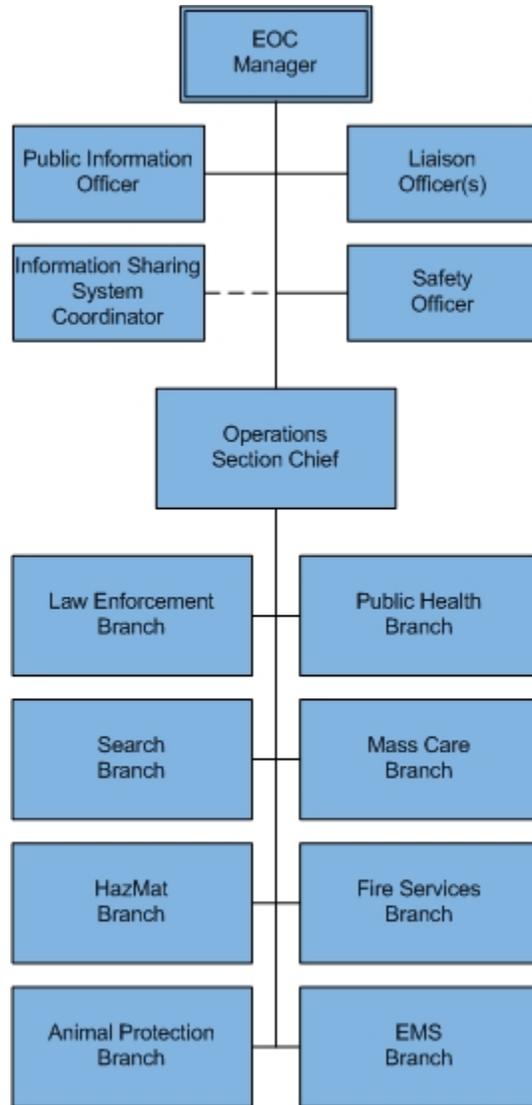


Figure 1: Operations Section Organization Chart

The EOC Manager also holds the position of Operations Section Chief until that position is designated to another person during EOC activation.

The Operations Section Chief will be designated based on the type of hazard. The position will be staffed by the person whose organization is best suited to guide the efforts of field personnel.

It may not be necessary to activate all operational functions for a given response effort. The EOC Manager, in conjunction with the appointed Operations Section Chief, determines which operational functions to activate to best respond to and manage a disaster.

Emergency Medical Services Branch

The EMS Branch Director is responsible for coordinating emergency field medical service operations and ensuring the safety of emergency medical teams. Additional responsibilities of this branch include:

- Triage of casualties of emergency situations in the pre-hospital setting;
- Transport of individuals requiring medical treatment; and
- Providing emergency medical treatment support to emergency shelters

Fire Services Branch

The Fire Services Branch Director is responsible for coordinating all fire assets as well as the efforts of municipal and contract fire departments to ensure that fire operations are coordinated under a unified command when the conditions of this plan call for it to be implemented. Other responsibilities include:

- Coordinating fire protection for emergency shelters;
- Assisting in notification of fire services personnel of known dangers associated with a technological hazard (e.g., hazardous material [HazMat] and radiological incidents) and recommending protective actions; and
- Supporting fire service activities for warning and notifying the population at risk from an existing or impending emergency.

Mass Care Branch

The Mass Care Branch is responsible for ensuring the provision of mass care required to meet the needs generated by an emergency situation affecting Wake County. This may include emergency sheltering, evacuation support, provision of support to individuals with access and functional needs, and mass feeding.

Public Health Branch

The Public Health Branch maintains responsibility for monitoring and augmenting community medical capability and response, health surveillance, food and drug device safety, public health information, vector control, mental health, and potable water/wastewater and solid waste disposal. The Public Health Branch also is responsible for coordinating efforts related to fatality management services and body recovery.

Search Branch

The Wake County Sheriff's Office maintains responsibility for coordination of Wake County search missions within unincorporated areas of Wake County and, when requested, for assisting search missions within incorporated jurisdictions within Wake County. The Search Branch operates to support operations to locate lost persons.

Animal Protection Branch

The Animal Protection Branch Director is responsible for coordinating support agencies to manage animal protection in emergencies and providing and coordinating personnel,

equipment, and shelter as required to protect household pets and sick or injured non-domesticated animals

Hazardous Materials Branch

The HazMat Branch is responsible for coordinating response efforts of all hazardous materials resources to all HazMat incidents and emergencies in Wake County in relation to an impending or existing emergency situation and an activated EOC.

Law Enforcement Branch

The County Sheriff, as the senior law enforcement officer in the county, is responsible for coordinating law enforcement operations within the county. Other law enforcement agencies will provide necessary support. Additional responsibilities of the County Sheriff include coordinating law enforcement activities; coordinating law enforcement support with State Highway Patrol, other counties, and/or municipalities during response activities; and maintaining law-and-order missions within and in coordination with local jurisdictions.

Continuity of Operations

The possibility that an emergency situation could disrupt government functions necessitates that all Wake County departments and functions develop and maintain procedures to ensure continuity of operations capabilities. Upon activation of the EOC, the Operations Section Chief will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

The EOC Deputy Director may serve as Operations Section Chief, but he or she may, in coordination with the EOC Policy Group and EOC Manager, designate an alternate to serve in this position.

The typical line of succession for the Operations Section Chief position is as follows:

- Wake County Sheriff Representative (Capt., Major)
- Chief Deputy Fire Marshal/Fire Marshal
- Wake County Emergency Medical Services (EMS) Assistant Chief

Direction, Control, and Coordination

When activated during a county emergency, the Operations Section Chief coordinates field operations at the county level in unison with the other Section Chiefs under the direction and control of the EOC Manager, or designee.

Overall responsibility for coordination of the Operations Section is a shared responsibility between Wake County Department of Emergency Management (WCEM) and public safety entities in Wake County, including EMS, Fire Services, and the Wake County Sheriff's Office. As described within the Wake County EOP Basic Plan, the EOC Manager or designee will direct appropriately trained individuals to serve as Section

Chief. The Section Chief will then subsequently task individuals, agencies, and departments in support of the Operations Section, as described within this Annex and its appendices.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Operations Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to the Wake County EOP Basic Plan.

Annex Development and Maintenance

It is the responsibility of each functional branch's lead agency to designate a person responsible for plan review and maintenance. The most current plan should be maintained on file at Wake County Department of Emergency Management (WCEM). Annual or semiannual revisions should verify that the plans accurately reflect the current operational protocols.

Authorities and References

Refer to the Wake County EOP Basic Plan.

APPENDIX A-1: EMERGENCY MEDICAL SERVICES BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County EMS 	<ul style="list-style-type: none"> ▪ General Services and Engineering Branch ▪ Fire Services Branch ▪ Mass Care Branch ▪ Public Health Branch ▪ Search Branch ▪ Law Enforcement Branch ▪ Situation Unit ▪ Documentation Unit ▪ Public Information Officer ▪ Ground Support Branch
Support Agencies	
<ul style="list-style-type: none"> ▪ Wake County Fire Services ▪ Emergency Management ▪ Wake County Area Hospitals ▪ RDU Airport Authority 	

Purpose

This operational function coordinates assistance to local residents and municipalities in identifying and meeting the medical needs of victims of a variety of emergency situations. This function also provides guidelines for receiving, treating, and processing patients from outside Wake County during a “medical surge” situation. The Emergency Medical Services (EMS) function includes assessment of medical needs, management of medical care personnel, and other EMS functions.

Scope

The EMS Branch serves as the primary coordination and response entity for all EMS services, resources, and equipment in support of response and recovery action in support of an emergency or disaster situation. The EMS Branch will identify all available resources for alert, activation, and subsequent deployment for effective EMS-related action.

Situation Overview

- Wake County is served by Wake County EMS and three contracted EMS provider agencies: Apex EMS, Cary Area EMS, and Eastern Wake EMS.
- Wake County EMS provides services at the Advanced Life Support (ALS) or EMT-Paramedic level.
- Wake County is home to four full-service hospitals, including a Level-I trauma center, a children’s emergency department, a woman’s pavilion and birth centers, cancer centers, and free-standing emergency departments and urgent care centers.
 - In adjacent counties, additional tertiary care is accessible, including two Level-I trauma centers.

- The Wake County EMS system relies on collaborative efforts of six public safety answering points (PSAPs): Apex Communications, Cary Communications, Holly Springs Communications, North Carolina State University (NCSU) Communications, RDU Airport and Raleigh-Wake Emergency Communications.
- The Wake County EMS system relies on collaborative efforts of two emergency medical dispatch centers: the Raleigh-Wake Emergency Communications Center and the Cary Communications Center.

Planning Assumptions

- A large-scale emergency will result in increased demands on hospitals, EMS, and other medical care providers.
- Many self-referred patients and victims will be transported to medical facilities by people other than medical personnel.
- EMS and rescue is most critical within the first 30 minutes of the emergency.
- Existing mutual-aid agreements will provide additional medical services.
- When local resources can no longer meet the demand of the situation, State agencies will provide assistance appropriate to the needs.
- Catastrophic disasters involving large areas of the county may adversely affect response capabilities of local medical resources.

Concept of Operations

- EMS provides field medical care as needed and coordinates necessary medical transportation.
- During mass casualty incidents, EMS may establish necessary patient triage, holding, treatment, and transportation areas.
- The EMS function includes assessment of medical needs, management of medical care personnel, and other routine EMS functions.
- When appropriate, an EMS official will be located at established command posts and staging areas to coordinate responding medical units and establish communication links with hospitals, the county communications center, and the EOC.
- If necessary, the EMS Branch will integrate and facilitate coordination of National Disaster Medical System (NDMS) assets deployed into Wake County.
- Military and civilian aircraft may be used to transport injured persons to or from Raleigh-Durham International Airport. Coordination of arrival of these flights will be in accordance with NDMS procedures.
- The EMS Branch may coordinate with private-sector air medical entities to facilitate extrication and transport of appropriate individuals.

Organization and Assignment of Responsibilities

Primary Agency

As the primary agency for the EMS Branch, Wake County EMS may be responsible for:

- Coordinating field emergency medical service operations;
- Ensuring the safety of emergency medical technicians;
- Communicating situational updates and information pertinent to safety of technicians and patients;
- Communicating any alterations to standards of care and/or scope of practice for technicians; and
- Integrating any volunteer medical resources into the EMS Branch mission.

Support Agencies

Agency/Department	Functions
Wake County Fire Services and Department of Emergency Management	<ul style="list-style-type: none"> ▪ Assume lead role in working with various State agencies and agencies outside Wake County to obtain necessary assistance and resources ▪ Facilitate tracking of resources, deployment, mobilization, and staging requirements
Wake County Area Hospitals	<ul style="list-style-type: none"> ▪ Provide definitive medical care for victims ▪ Assess vacancy and available beds for incoming patients ▪ Cooperate with officials to ensure that medial priorities are met based on need
RDU Airport Authority	<ul style="list-style-type: none"> ▪ Coordinate with EMS in the event of a transportation accident involving passenger aircraft

Continuity of Operations

Upon activation of the EOC, the EMS Branch Director will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager or designee. 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.

Direction, Control, and Coordination

Overall direction and control will be the primary responsibility of the EOC Manager, or designee. Specific responsibilities include the following:

- The EMS Branch Director or designee will coordinate EMS operations. For on-scene incidents, the senior representative will assume direction and control over such activities.

- The EMS Branch Director or designee will maintain communications with field forces and will keep the EOC informed of activities, including personnel and equipment needed to maintain adequate response and recovery efforts.
- Support agencies and departments will follow established internal procedures for direction and control.

Information Collection, Analysis, and Dissemination

Disaster information is managed primarily under the Planning Section but may come into the EOC through any Functional Branch or via Command Staff or Policy Group representatives. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

Communications

The EMS Branch maintains and/or establishes necessary communications to coordinate EMS assistance effectively and in line with direction of the Wake County EOC and relevant incident action plans.

Administration, Finance, and Logistics

General

Departments with responsibilities related to medical services will arrange for the collection, processing, and security of vital records, statistics, and other documentation.

Wake County EMS will maintain its compliance with the Federal Health Insurance Privacy and Portability Act (HIPAA) in securing all personal identification information and maintaining confidentiality to the extent a given situation allows.

Logistical Support

The County EMS Director or designee will:

- Assist in the establishment of mutual-aid agreements leading to availability of additional medical response teams;
- Prepare for the emergency requisition of medical equipment and supplies; and
- Determine the availability of and arrange for support assets, such as:
 - Aeromedical transportation (helicopter and/or fixed-wing);
 - Trucks for medical supplies or patient transport;
 - Multipurpose off-road vehicles for accessing, treating, and transporting patients over hazardous terrain;
 - Private and public ambulance companies; and
 - Boats for accessing, treating, and transporting patients on other water crafts or other areas isolated by water.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of WCEM. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

Refer to the Wake County EOP Basic Plan.

References

National Disaster Medical System Operations Procedure

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APPENDIX A-2: FIRE SERVICES BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Fire Services ▪ Department of Emergency Management 	<ul style="list-style-type: none"> ▪ Hazardous Materials Branch ▪ Mass Care Branch ▪ Public Health branch ▪ Search Branch ▪ Law Enforcement Branch ▪ Situation Unit ▪ Documentation Unit ▪ Public Information Officer ▪ General Services and Engineering Branch
<p style="text-align: center;">Support Agencies</p>	
<ul style="list-style-type: none"> ▪ Wake County Fire Services ▪ Department of Emergency Management ▪ Wake County EMS ▪ Wake County Human Services ▪ County and local law enforcement agencies ▪ Local fire departments 	

Purpose

This operational function provides for the coordination of fire-service activities for ensuring the safety of life and property within the county during actual or imminent emergencies.

Scope

The Fire Services Branch coordinates all activities related to fire suppression, protection, and prevention, as well as technical rescue efforts in Wake County. The Fire Services Branch coordinates with all fire districts in Wake County.

Situation Overview

- Fire and technical rescue in Wake County is made up of organized and trained units using paid and volunteer personnel that serve specific geographical areas known as fire districts.
- Wake County is divided into multiple fire districts. Fire services are also operated by the Raleigh-Durham International Airport
- The control and prevention of forest and wildland fires is the responsibility of the State Division of Forest Resources. Through mutual-aid agreements, local fire departments and the state Division of Forest Resources provide mutual support in this endeavor.
- All fire and technical rescue efforts in Wake County rely on collaborative efforts of five public service answering points (PSAPs): Apex Communications, Cary

Communications, Holly Springs Communications, NCSU Communications, and Raleigh-Wake Emergency Communications.

- Many fire departments in Wake County maintain medical responder programs

Planning Assumptions

- Fire prevention, suppression, and control operations are daily problems faced by fire service personnel. Several hazards become more significant during emergency situations.
- Local fire departments within Wake County provide fire-suppression services and rescue operations.
- Life-saving activities become more significant during extraordinary disaster and emergency situations (e.g., natural disasters, hazardous materials, and nuclear incidents). Such occurrences may cause a need for specialized fire service activities, including providing for extended operations.
- Existing fire personnel and equipment will be available to contend with most emergencies through the use of their own personnel and equipment and existing mutual-aid agreements.
- When additional support is required, assistance will be obtained through Wake County Emergency Operations Center (EOC).
- Residents of Wake County may seek assistance and/or basic necessities and information from fire stations following a catastrophic disaster.

Concept of Operations

General

- Incident Command will be implemented on an appropriate scale at the scene of every fire and technical rescue event in Wake County, with an appropriate position (the Fire Chief or designee) serving as the Incident Commander (IC).
- Under the North Carolina Hazardous Materials Right-To-Know Law and the Federal Emergency Planning and Community Right-to-Know Act (EPCRA), fire authorities will survey facilities within Wake County and identify types and volume of hazardous materials located within the county.
- Fire stations may become a community focal point and source of public information if communications are disrupted by an emergency or disaster.

Local Fire and Technical Rescue Operations

- The primary mission of local fire and technical rescue is the preservation of life and property and includes capabilities for fire prevention and suppression.
- During emergencies, local fire and technical rescue operations may expand to include additional tasks.

- Mutual-aid agreements among fire and technical rescue departments are a necessity and must be enacted prior to a presenting emergency situation.
- Emergency operations for fire departments will be an extension of their normal duties.
- Under mutual-aid agreements, local fire departments are prepared to support one another by using available labor and equipment.

Coordination of Rescue Activities

- The Fire Chief or designee of the district where an incident occurs shall coordinate rescue activities. Coordination of such activities includes cooperation with other emergency authorities on the scene as well as the Wake County EOC

Fire Services Branch and the Incident Command System Implementation

- As the situation dictates, the Incident Command System (ICS) shall be implemented as a joint, coordinated endeavor, serving to effect inter- and intra-agency cooperation between all authorities having responsibilities for public safety and protection during emergency operations

Organization and Assignment of Responsibilities

Primary Agency

As the primary agency for the Fire Services Branch, Wake County Fire Services may be responsible for:

- Coordinating field assets as well as the efforts of municipal and contract fire companies;
- Ensuring safety of firefighters and rescue technicians through incident-specific recommendations and guidance;
- Coordinating fire protection for emergency shelters;
- Assisting in notification of fire services personnel of known dangers associated with a technological hazard (e.g., hazardous material [HazMat] and radiological incidents) and recommended protective actions;
- Supporting fire-service activities for warning and notifying the population at risk from an existing or impending emergency;
- Providing support personnel to assist damage assessment operations; and
- Requesting and coordinating assistance from coordinating branches and other county and municipal resources.

Support Agencies

Agency/Department	Functions
<ul style="list-style-type: none"> • Wake County Fire Services • Department of Emergency Management 	<ul style="list-style-type: none"> ▪ Assist in the development of plans and standard operating procedures in support of fire and technical rescue operations during emergencies and provide for coordination with other emergency services (law enforcement, EMS, hospitals) ▪ Assist in the development and maintenance of viable communications systems ▪ Assist in the maintenance of appropriate mutual-aid agreements ▪ Assist in the notification of known dangers associated with technological hazards during emergency operations
Wake County EMS	<ul style="list-style-type: none"> ▪ Provide adequate response, patient assessment, treatment, and safe transportation of sick and injured people ▪ Support search, rescue and recovery activities ▪ Assist EMS-related training and provide technical assistance to local EMS departments
Wake County Human Services	<ul style="list-style-type: none"> ▪ Anticipate and respond to public health, behavioral health, and social needs of Wake County residents.
County and local law enforcement agencies	<ul style="list-style-type: none"> ▪ Provide site security, traffic control, and support ▪ Provide support on forensics and criminal investigation
Local fire departments	<ul style="list-style-type: none"> ▪ Provide fire protection services within local fire districts ▪ Arrange for appropriate training for members ▪ Initiate and maintain updated reports, leading to the preservation of historical records and evidencing of expenditures ▪ Support rescue operations, as necessary ▪ Support warning and evacuation of the public within threatened or contaminated areas ▪ Coordinate efforts for training fire personnel to perform necessary radiological functions and operations.

Continuity of Operations

Upon activation of the EOC, the Fire Services Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Records vital to the function of the local fire and rescue units, including facility pre-plans, resource information, training records, mutual-aid agreements, and standard

operating procedures, will be maintained by County fire districts, in coordination with the Division of Fire Services.

Direction, Control, and Coordination

Coordination of local fire and technical rescue services in instances of emergencies or disasters that extend across jurisdictional lines is exercised by Wake County through the County Fire Services Director and the local fire chief(s).

Volunteer fire services are chartered as private, nonprofit corporations or are municipal departments that provide fire service to local government and to designated fire districts.

Information Collection, Analysis, and Dissemination

Disaster information is managed primarily under the Planning Section, but may come into the EOC through any Functional Branch or via Command Staff or Policy Group representatives. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

Communications

The Fire Services Branch maintains and/or establishes necessary communications to coordinate fire and rescue activities effectively, in line with direction of the Wake County EOC and relevant incident action plans.

Administration, Finance, and Logistics

Personnel and Emergency Response Resources

A listing of personnel and emergency response resources available to the County units will be maintained by the Fire Services Office in coordination with Wake County Emergency Management (WCEM).

Fire Incident Reports

North Carolina incidents reports will be collected, consolidated, and maintained by the County Fire Services Director.

Collection and Maintenance of Records of Fire Services Activities

Necessary reports and records of fire activities during disaster and emergency operations will be collected from local fire departments and consolidated by the Wake County Fire Services Director.

Copies of Mutual-Aid Agreements

Copies of existing emergency response mutual-aid agreements will be maintained on file by the County Fire Services Director.

Maintenance of Fire District Maps

The County Fire Services Director will maintain updated fire district maps for distribution as necessary.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

Refer to the Wake County EOP Basic Plan.

References

Wake County Disaster Response Plan for Emergency Medical Personnel, April 1985.

APPENDIX A-3: MASS CARE BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Human Services 	<ul style="list-style-type: none"> ▪ Law Enforcement Branch ▪ Emergency Medical Services Branch ▪ Public Health Branch ▪ Fire Services Branch ▪ Public Information Officer ▪ Communications Branch ▪ Situation Unit ▪ Documentation Unit ▪ Ground Support Branch ▪ Volunteer and Donations Management Branch ▪ Hazardous Materials Branch
Support Agencies	
<ul style="list-style-type: none"> ▪ Wake County Fire Services ▪ Department of Emergency Management ▪ Wake County and local public safety agencies (EMS, Fire, Law Enforcement) ▪ Wake County Department of Environmental Services ▪ Wake County Public School System ▪ Wake County Community Services Department 	

Purpose

This operational function provides a coordinated response to emergency situations that create a need for mass care services as well as a structure to receive assistance from private-sector, nonprofit, and nongovernmental organizations, as well as volunteer mass care personnel.

Scope

The Mass Care Branch coordinates all sheltering and mass feeding efforts and requirements for Wake County.

Situation Overview

- Communication and coordination among various agencies and organizations are crucial to protect sheltered populations and vulnerable populations and to control outbreaks of disease and biological contamination.
- Based upon the county’s hazard analysis, there are several emergencies for which shelters may be required, including severe storms, tornadoes, floods, hazardous materials accidents, fires, and nuclear crises.
- Wake County Human Services provides oversight of nursing and rest homes and domiciliary homes in Wake County. It is the responsibility of Human Services to

assist in the protection of the interests, welfare, and human dignities of patients in these facilities.

- The county and the public school system have a memorandum of agreement (MOA) designating the use of school facilities for incidences involving mass care, but not limited to mass care.

Planning Assumptions

- Under certain circumstances, it may be necessary to shelter individuals with disabilities, other access and functional needs, or medical conditions into medical shelters.
- For out-of-county evacuation, sufficient shelter capacity exists in adjacent counties.
- Under most circumstances, a high percentage of evacuees will seek shelter with friends or relatives.
- Human Services may, out of necessity, expand or contract its day-to-day operations in an emergency situation.
- Human Services will be appropriately assisted by Wake County Emergency Management (WCEM) and other county agencies, as necessary.

Concept of Operations

General

- During emergencies requiring sheltering operations, services will be extended, as necessary and available, for crisis counseling and supporting mental health services.
- The Mass Care Branch will open and operate general shelters as necessary in Wake County to provide shelter services for evacuees from a disaster area or potential disaster area.
- The Mass Care Branch will open and operate special needs shelters as necessary in Wake County to provide shelter services for evacuees from a disaster area or potential disaster area and who need assistance with daily living activities.
- The Mass Care Branch will open and operate a family center as necessary to provide support for family members or uninjured victims of major transportation or mass casualty disasters.
- The Mass Care Branch, in coordination with Environmental Services, will open and operate Radiological Reception Centers and Evacuation Shelters as necessary during nuclear or radiological emergencies. Human Services will provide registration and Environmental Services will provide radiological monitoring and decontamination.
- The Mass Care Branch will open and operate Alternative Care Facilities as necessary to provide medical care and mental health services for triaged patients and the walking wounded in the event of a large-scale disaster that overwhelms local hospital emergency rooms.

- In specific emergency situations, the Mass Care Branch will open Alternative Care Facilities as necessary for patients of nursing, rest, and domiciliary homes in Wake County. By prior agreement, the staffs of evacuated facilities are to provide for their patients' care in an Alternative Care Facility.

Mass Care Shelters

- **General Shelter Centers** will be opened to provide shelter services for evacuees from a disaster area or potential disaster area.
 - Short-term reception center will be opened if the need for sheltering is expected to last less than 24 hours.
 - Long-term shelters will be opened if the need for sheltering is expected to last 24 hours or longer. Meals and a limited supply of cots, blankets, and pillows will be provided.
 - Individuals with disabilities and others with access and functional needs will be accommodated at general shelter centers to the fullest extent possible.
- **Animal Protection** services will be managed by Wake County Environmental Services and coordinate with mass care response organizations. See Appendix A-6: Animal Protection Branch for additional details.
- **Special Needs Shelters** will be opened to provide shelter services for evacuees from a disaster area or potential disaster area and who need assistance with daily living activities. A special needs shelter will be opened only when the need is demonstrated. The Mass Care Branch will provide triage to determine the best facility for special needs evacuees.
 - Persons who live outside of a residential care facility and need assistance with daily living activities may come to a special needs shelter with pre-shelter caregivers.
 - Special needs shelters are not available to domiciliary care facilities, which are required to have a plan in place to take care of their patients.
- **Family Assistance Center** will be opened to provide support for family members or non-injured victims of major transportation or mass casualty disasters. Information and assistance is received from airport and company personnel, Emergency Management, hospitals, and others as needed. The Mass Care Branch will provide registration and mental health services.
- **Radiological Reception Centers** may be opened in response to a nuclear or radiological event and provide registration and radiological monitoring and decontamination.
- **Alternative Care Facilities** may be opened to provide medical care and mental health services for triaged patients and the walking wounded in the event of a large-scale disaster that overwhelms local hospital emergency rooms.
 - An alternative care facility may be opened if residential care homes within the 10-mile radius of the Harris Nuclear Power Plant (HNPP) are evacuated. By prior

agreement, the residential care staff will assist in the operation of an alternative care facility and will provide care for their patients. The Mass Care Branch will ensure these services.

Assignment of Responsibilities

Primary Agency

As the primary agency for the Mass Care Branch, the Department of Human Services may be responsible for the following:

Monitor and Augment Shelter Capability

- Report to the Emergency Operations Center (EOC) and provide direction and control for shelter operations
- Facilitate needs for medical expertise and staff for mass care facilities
- Coordinate efforts to determine treatment capabilities, bed space availability, and supply equipment needs of hospitals
- Identify sites for alternate care of the population

Mental Health

- Facilitate providing the following, as available with existing resources:
 - Crisis intervention training for personnel assigned to mental health service teams
 - Provide crisis counseling to professionals and support staff working with the relocated population
 - Provide mental health services to affected population, if resources allow
 - Assist in the identification of evacuees in reception centers and shelters who have evidence of mental stress, and provide them with appropriate mental health services
 - In appropriate incidences, provide for the continuity of mental health treatment services for relocated populations

Shelter Operations

- Act as the lead agency in the development and implementation of a comprehensive mass care program for Wake County
- Coordinate with necessary agencies in the operation of mass care facilities
- Arrange, in coordination with Wake County Human Services, transitional and temporary housing for victims unable to return to their homes

Support Agencies

Agency/Department	Functions
<ul style="list-style-type: none"> • Department of Emergency Management 	<ul style="list-style-type: none"> ▪ Assist in the development of plans and SOPs in support of mass care operations during emergencies and provide for coordination with other emergency services (law enforcement, EMS, hospitals) ▪ Assist in the development and maintenance of viable communications systems ▪ Assist in the maintenance of appropriate mutual-aid agreements ▪ Assist in the notification of known dangers during emergency operations ▪ Facilitates tracking of resources, deployment, mobilization, and staging requirements
<p>County and local public safety agencies (EMS, Fire, Law Enforcement)</p>	<ul style="list-style-type: none"> ▪ Provide site security, traffic control, and support ▪ Provide access control to restricted areas ▪ Provide fire, EMS, and law enforcement support, as needed, at shelter sites
<p>Wake County Department of Environmental Services</p>	<ul style="list-style-type: none"> ▪ Manage animal protection services
<p>Wake County Public School System</p>	<ul style="list-style-type: none"> ▪ Support shelter facility operations and needs
<p>Wake County Community Services Department</p>	<ul style="list-style-type: none"> ▪ Provide GIS support and information on parks, zoning and land use, building inspections, and permits

Continuity of Operations

Upon activation of the EOC, the Mass Care Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Records vital to the function of the Mass Care Branch, including facility plans, resource information, mutual-aid agreements, and standard operating procedures, will be maintained by the Department of Human Services.

Direction, Control, and Coordination

- The Mass Care Branch Director will organize, coordinate, and supervise all shelter operations in Wake County.
- Support agencies and departments will follow established EOC procedures for direction and control.

Information Collection, Analysis, and Dissemination

Disaster information is managed primarily under the Planning Section, but may come into the EOC through any Functional Branch or via Command Staff or Policy Group representatives. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

Communications

In the event of a potential or realized emergency situation, the Operations Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Departments with responsibilities related to sheltering will arrange for the collection, processing, and security of vital records, statistics, and other documentation.

Logistical Support

The Mass Care Branch will facilitate:

- Assisting in the development of mutual-aid agreements leading to availability of additional shelter equipment, supplies, facilities, and other resources; and
- Determining the availability of and arranging for support assets, such as food, water, pet supplies, cots, blankets, etc.

Record, Reports, and Policies

- The Mass Care Branch will maintain necessary agreements, records, and reports relating to mass care facilities.
- Through the EOC, shelter managers will request resources and coordinate onsite security for evacuated patient records and medical supplies.
- The primary communications link between shelters and the EOC will be by telephone or radio depending upon the situation and function. Amateur radio operators or law enforcement personnel may be assigned to shelters to provide additional communication capabilities. Request for these services will flow through the EOC.
- Shelter safety and security will be provided on an as needed basis by law enforcement, fire, and EMS/rescue.
- Public shelters will follow a nondiscrimination policy.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

Refer to Wake County EOP Basic Plan.

References

Copies of the following documents are held at the Wake County Emergency Operations Center.

- Wake County Emergency Operations Center Standard Operating Procedures
- Wake County Human Services Mass Care Procedures
- Wake County Human Services Nursing Procedures for Emergency Response

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APPENDIX A-4: PUBLIC HEALTH BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Human Services 	<ul style="list-style-type: none"> ▪ Law Enforcement Branch ▪ Emergency Medical Services Branch ▪ Fire Services Branch ▪ Mass Care Branch ▪ Public Information Officer ▪ Communications Branch ▪ Situation Unit ▪ Documentation Unit ▪ Ground Support Branch ▪ Volunteer and Donations Management Branch ▪ Hazardous Materials Branch
Support Agencies	
<ul style="list-style-type: none"> ▪ Wake County Fire Services ▪ Department of Emergency Management ▪ Wake County and local public safety agencies (EMS, Fire, Law Enforcement) ▪ Wake County Department of Environmental Services ▪ Wake County Community Services ▪ Wake County Area Hospitals 	

Purpose

This operational function provides a coordinated response to public health, medical, and human-service needs in preparation for and in response to an emergency or disaster.

Scope

The Public Health Branch coordinates all public and environmental health services efforts and requirements for Wake County, as well as facilitates radiological emergency preparedness and response.

Situation Overview

- Most emergencies have the potential to disrupt the integrity of public health and environmental surety.
- Depending on the nature of the incident, complications may include general health problems, communicable disease, contamination of food and water, and mental health ailments.
- Coordination between health and mental health providers is necessary to ensure emergency operational readiness.
- Communication and coordination among various agencies and organizations are crucial to protect sheltered populations and vulnerable populations and to control outbreaks of disease and biological contamination.

- Public health resources and services during an incident will address not only the population in general, but also populations including individuals with disabilities and others with access and functional needs.

Planning Assumptions

- A large-scale emergency may result in increased demands on public health and medical personnel services, including any of the following:
 - Multiple physical casualties with a variety and range of urgency and disability
 - Poor access to and over-utilization of public health resources
 - Disruption of essential public services, such as water supply, wastewater treatment, natural gas, and electrical power.
- Emergency operations for health and mental health services will be an extension of normal agency and facility responsibilities.
- Existing mutual-aid agreements will provide additional health and fatality management services.
- An emergency situation may generate victims and casualties beyond the normal capabilities of Wake County public health and medical agencies and organizations.
- The extent of damage, the availability of trained personnel, and other factors may require altered standards of public health and medical care to be implemented.

Concept of Operations

Specific concept of operations regarding public health emergency response is maintained by the Wake County Department of Human Services Disaster Preparedness Program.

General

- During an emergency, the Public Health Branch focuses on preventing or reducing the seriousness of illness and injury in a community or among a specific population.
- The outcomes benefit individuals, but the focus is on communities and populations. The Public Health Branch will direct implementation of effective environmental health, epidemiology, nursing, and health education practices to minimize the incidence of disease and illness and assure healthy and safe environmental conditions.
- Mental health involves planned programs to address mental illness, developmental disabilities and mental retardation, and substance abuse.
- During an emergency, services will be extended as necessary for crisis counseling and supporting mental health services.

Fatality Management Services

- Coordinate with the Medical Examiner to ensure the proper recovery of human remains and coordinate disaster mortuary operations.

- Coordinate any National Disaster Medical System (NDMS) support of mass fatality situations to be folded into the existing command structure.

Organization and Assignment of Responsibilities

Primary Agency

As the primary agency for the Public Health Branch, Human Services may be responsible for the following:

Monitor and Augment Community Medical Capability and Response

- Report to the Emergency Operations Center (EOC) and provide direction and control for emergency public health operations
- Coordinate efforts to determine treatment capabilities, bed space availability, and supply equipment needs of hospitals
- Establish and maintain database of medical personnel who are willing to accept emergency assignments as needed
- Establish plans and procedures to address credential verification and emergent medical volunteers
- Identify sites for alternate care of the population
- Coordinate any necessary actions for receipt, distribution, and dispensing of Strategic National Stockpile (SNS) supplies

Health Surveillance

- Coordinate and conduct surveillance for overt, covert, and naturally occurring disease outbreaks
- Provide continuous health inspections and immunizations when appropriate and evaluate, detect, prevent, and control communicable disease

Food and Drug Device Safety

- Supervise health-related laboratory activities
- Coordinate transport of samples to designated lab for testing
- Monitor and evaluate environmental health hazards, and arrange for corrective measures

Public Health Information

- Coordinate with Wake County Emergency Management (WCEM) for the development and implementation of appropriate health awareness and public information programs relating to personal preparedness actions before, during, and following emergencies

- In coordination with the Public Information Officer, develop fact sheets for both medical providers and the general public on diseases or disease risks associated with disasters or bioterrorism events

Vector Control

- Develop and maintain list of communicable disease reporting rules
- Determine to what extent the community or individuals may be a risk factor and take steps to stop the spread of the disease through treatment, quarantine, and/or isolation
- Conduct surveys of susceptible populations in quarantine areas and surrounding territory to determine the incidence of diseases in those populations
- Implement measures to prevent the movement of susceptible and carrier individuals from quarantine areas

Mental Health

- Provide crisis intervention training for personnel assigned to mental health service teams
- Provide crisis counseling to professionals and support staff working with the relocated population
- Assist in the identification of evacuees in reception centers and shelters who have evidence of mental stress, and provide them with appropriate mental health services
- In appropriate incidences, provide for the continuity of mental health treatment services for relocated populations

Potable Water/Wastewater and Solid Waste Disposal

- Coordinate environmental health activities for waste disposal, refuse, food, water control, vector and vermin control, and sanitation

Support Agencies

Agency/Department	Functions
<ul style="list-style-type: none"> • Department of Emergency Management 	<ul style="list-style-type: none"> ▪ Assist in the development of plans and SOPs in support of mass care, public health, medical, and human services operations during emergencies and provide for coordination with other emergency services (law enforcement, EMS, hospitals) ▪ Assist in the development and maintenance of viable communications systems ▪ Assist in the maintenance of appropriate mutual-aid agreements ▪ Assist in the notification of known dangers associated with technological hazards during emergency operations ▪ Facilitates tracking of resources, deployment, mobilization, and staging requirements

Agency/Department	Functions
County and local public safety agencies (EMS, Fire, Law Enforcement)	<ul style="list-style-type: none"> ▪ Provide site security, traffic control, and support ▪ Provide support on forensics and criminal investigation ▪ Provide access control to restricted areas ▪ Assist in enforcement activities related to quarantine and/or evacuation when related to a public health emergency ▪ Provide support to response teams and health assets and enhance medical response capabilities
Wake County Department of Environmental Services	<ul style="list-style-type: none"> ▪ Coordinate permitting and sanitation grading for solid waste disposal needs ▪ Carry out any necessary actions for potable water/wastewater and solid waste disposal ▪ Facilitate soil and water sampling ▪ Manage animal protection services
Wake County Community Services	<ul style="list-style-type: none"> ▪ Provide GIS support and information on parks, zoning and land use, building inspections, and permits
Wake County Area Hospitals	<ul style="list-style-type: none"> ▪ Surge as necessary to treat victims of public health emergency ▪ Develop emergency standards of care for disaster situations, pandemics, or other requirements ▪ Monitor the health of first responders and other medical responders during emergency or disaster situation

Continuity of Operations

Upon activation of the EOC, the Public Health Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Records vital to the function of the Public Health Branch, including facility plans, resource information, mutual-aid agreements, and standard operating procedures, will be maintained by the Department of Human Services.

Direction, Control, and Coordination

- The Public Health Branch Director will organize, coordinate, and supervise emergency public health, medical, and human services.
- The Public Health Branch Director will direct fatality management services, in coordination with the North Carolina Office of the Chief Medical Examiner.
- Support agencies and departments will follow established internal procedures for direction and control.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Operations Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

General

Departments with responsibilities related to health services will arrange for the collection, processing, and security of vital records, statistics, and other documentation. Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.

Logistical Support

The Public Health Branch and supporting branches will:

- Assist in the development of mutual-aid agreements leading to availability of additional medical response teams;
- Prepare for the emergency requisition of medical, health, and environmental equipment and supplies; and
- Determine the availability of and arrange for support assets, such as quarantine and bio-exposure protective equipment, facilities and equipment needed for local points of distribution (SNS antivirals, personal protective equipment, etc.), laboratory services, and mortuaries.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

Refer to the Wake County EOP Basic Plan.

References

Copies of the following documents are stored at the Wake County EOC.

- Wake County Emergency Operations Center Standard Operating Procedures
- Wake County Human Services Mass Care Procedures
- Wake County Human Services Nursing Procedures for Emergency Response

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APPENDIX A-5: SEARCH BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Sheriff's Office 	<ul style="list-style-type: none"> ▪ Law Enforcement Branch ▪ Emergency Medical Services Branch ▪ Fire Services Branch ▪ Public Information Officer
Support Agencies	
<ul style="list-style-type: none"> ▪ Wake County Fire Services ▪ Department of Emergency Management ▪ Wake County and local public safety (EMS, Fire, Law Enforcement) ▪ Wake County Community Services ▪ County Voluntary Organizations Active in Disaster (VOADs) 	

Purpose

This operational function includes developing search patterns and procedures to locate victims. This function will closely coordinate with other agencies for locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed structures. Law enforcement is the primary agency responsible for locating missing persons, but Fire Services is responsible for technical rescue operations in the event of specific circumstances, such as locating victims within a collapsed structure.

Scope

The Search Branch operates in conjunction with the Law Enforcement Branch and coordinates all search efforts of lost persons. The Search Group will facilitate and/or support search efforts in incorporated municipalities.

Situation Overview

- Search is an action performed under emergency conditions.
- The primary objective when searching for lost or missing persons is to find the lost person in the best possible physical condition.
- Emergencies or disasters of many kinds may result in the need for search operations.
- The widely differing terrain in the county requires a locally based search response system.

- The Wake County Sheriff's Office maintains mutual aid with surrounding counties and State agencies from which search support could be called.

Planning Assumptions

- Prompt execution of the *Wake County Standard Operating Procedures: Ground, Water and Air Searches for Lost Persons* plan will be accomplished by pre-designated individual(s) specially trained in directing and coordinating search operations.
- Search response capabilities will be improved by the rapid identification of essential resources and the prompt providing of resources by municipalities, counties, State and Federal government, or the private sector.
- A mass-casualty event may produce the need for large-scale search operations.
- Operations may be overwhelmed during emergencies or disaster events. Local search efforts may require technical assistance from other agencies, counties, and the State.
- Access to impacted disaster locations may be limited.
- Local residents and unaffiliated volunteers may initiate activities to assist in search operations and will require coordination and direction.
- Any search operation which traverses from one geopolitical subdivision to another, will require the use of the Unified Command System.

Concept of Operations

General

- Incident Command will be implemented on an appropriate scale for search operations.
- The Wake County Sheriff's Office Senior Deputy on scene serves as Incident Commander (IC) and coordinates with Wake County Emergency Management (WCEM) and Wake County Emergency Operations Center (EOC) as the situation dictates
- Wake County Sheriff's Office may initiate scaled-search operations in support of other emergency operations and/or upon receipt of a report indicating one of the following criteria:
 - Reports of lost or missing institutionalized persons
 - Reports of lost or missing children or elderly persons
 - Situations that require a missing persons report or entry into law enforcement records
 - Mentally challenged or despondent persons who have been reported lost or displaced
 - Overdue persons, such as hikers, hunters, and fishermen
 - Missing persons with medical problems

- Structural collapses
- Other situations where missing persons are reported or suspected
- Other resources will be called in on an as-needed basis by the IC or designee.

Organization and Assignment of Responsibilities

Primary Agency

As the primary agency for the Search Branch, the Wake County Sheriff’s Office may be responsible for:

- Providing leadership in directing, coordinating, and integrating overall county efforts to provide search operations;
- Staffing and operating an ICS command and control structure to assure services and staff are provided to support search requirements; and
- Evaluating the emergency situation, making strategic decisions, identifying resource needs, and prioritizing mission requirements.

Support Agencies

Agency/Department	Functions
Department of Emergency Management	<ul style="list-style-type: none"> ▪ Assist in the development of plans and standard operating procedures in support of search operations during emergencies and provide for coordination with other public safety agencies (law enforcement, EMS, hospitals) ▪ Assist in the development and maintenance of viable communications systems ▪ Assist in the maintenance of appropriate mutual-aid agreements ▪ Assist in the notification of known dangers associated with technological hazards during search operations. ▪ Facilitate tracking resources, deployment, mobilization, and staging requirements
County and local public safety agencies (EMS, Fire, Law Enforcement)	<ul style="list-style-type: none"> ▪ Provide security, traffic control, and other support as required ▪ Provide initial medical treatment in accordance with Wake County Medical Protocols ▪ Provide transport to hospital, as required ▪ Provide manpower and physical resources to support search operations, including resources to support Urban Search and Rescue operations
Wake County Community Services	<ul style="list-style-type: none"> ▪ Provide GIS support and information on parks, zoning and land use, building inspections, and permits

Agency/Department	Functions
County Voluntary Organizations Active in Disasters (VOADs)	<ul style="list-style-type: none"> ▪ Provide personnel to serve as search team members as requested by the Wake County Sheriff's Office

Continuity of Operations

Upon activation of the EOC, the Search Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Records vital to the functioning of the local search operations, including training records, resource information, mutual-aid agreements will be maintained by the Wake County Sheriff's Office.

Direction, Control, and Coordination

The Search Branch, as coordinated by the Wake County Sheriff's Office, maintains responsibility for all search operations involving ground, air and water areas within Wake County. Direct coordination between agencies is authorized as designated by the Search Branch or as negotiated in mutual-aid agreements between contiguous municipalities and counties.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

The Search Branch, as a function of the Wake County Sheriff's Office will establish necessary communications to coordinate search activities effectively, in line with the direction of the Wake County EOC and relevant incident action plans.

Administration, Finance, and Logistics

Maintenance of Search Journals and Records

Maintenance of journals and records relating to search missions is the responsibility of the law enforcement agency with territorial jurisdiction.

Search Forms

While not necessarily all-inclusive, search forms are on file at the EOC. A list of identified search resources will be maintained by WCEM.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

Refer to the Wake County EOP Basic Plan.

References

Minutes of the Wake County Board of Commissioners' Meeting on February 6, 1984, appointing the Sheriff's Department as Wake County's Search and Rescue Coordinating Agency

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APPENDIX A-6: ANIMAL PROTECTION BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Department of Environmental Services 	<ul style="list-style-type: none"> ▪ Law Enforcement Branch ▪ Emergency Medical Services Branch ▪ Fire Services Branch ▪ Public Information Officer
Support Agencies	
<ul style="list-style-type: none"> ▪ Wake County Human Services ▪ Wake County Sheriff's Office and local law enforcement agencies ▪ State Agriculture and Animal Response Team ▪ NCSU College of Veterinary Medicine ▪ NC Department of Agriculture & Consumer Services: 	

Purpose

This operational function will provide direction and coordination of animal issues before, during, and after an actual or potential disaster situation. This function will address wild and domesticated animals, the public health, the public food supply and the environment and ensure the humane care and treatment of animals in case of a large-scale emergency that causes animal suffering.

Scope

This Plan is intended for use by Wake County government and Wake County municipalities to take immediate action in providing a means of care and control to minimize animal suffering in the event of an emergency.

Situation Overview

- Any disaster that threatens humans also threatens animals, creating requirements for providing food, water, and medical aid.
- Relocation, shelter, or relief efforts for livestock, wildlife, or domestic animals may be required.
- Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing pets with them.

- By law, shelters are only required to accommodate dogs that serve as service animals.

Planning Assumptions

- The owners of pets or livestock are expected to prepare in advance for emergencies and are expected to take reasonable steps to shelter and provide for animals under their care and/or control. Provisions include care, recovery and evacuation by owners of pets, livestock or equine.
- Natural, technological, or manmade disasters could affect the well-being of domesticated or non-domesticated animals.
- The County should plan for emergency situations and to carry out response and recovery operations utilizing local resources.
- Public information statements will be issued through the various media outlets.
- A large-scale emergency in Wake County may overwhelm local resources and response from State and Federal agencies, and other organizations may be necessary.
- Effective animal protection planning and organization leads to more effective disaster relief efforts.

Concept of Operations

General

- The primary and support agencies identified in this Wake County Animal Protection Plan will manage and coordinate local animal protection activities under the direction of the Wake County Emergency Operation Center. These agencies will use established animal protection and support organizations, processes, procedures and the Incident Command System. Responsibility for situation assessment and determination of resource needs in the event of a large-scale emergency lies primarily with the Wake County Emergency Operation Center.
- The Wake County Animal Center will assist in housing domesticated dogs, domesticated cats, ferrets, guinea pigs, rabbits, pet rats, pet mice and chinchillas as space allows.
- Owners of all other domesticated animals, livestock and equine will be offered information and guidance about how to locate resources.
- The Wake County Emergency Operations Center will communicate resource needs to State and Federal agencies and partners.
- Animal protection operations will be managed under the Wake County Emergency Operations Plan (EOP).

- Animals that are lost, stray, incapable of being cared for by their owners, or dangerous to the public will be the responsibility of the appropriate Animal Control Unit having jurisdiction and authority. Animals in this section are defined as animals routinely cared for by Animal Control. These animals will be sheltered, fed, and, if possible, returned to their owners in accordance with established animal control procedures. Disposition of animals that cannot be returned to their owners, will be handled in accordance with established animal control procedures.
- Wild animals should be left to their survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility N. C. Wildlife Resource Commission personnel, in cooperation with local animal control officials.

Response and Recovery

Response and recovery efforts are explained in *The Wake County Animal Protection Plan*.

Organization and Assignment of Responsibilities

Primary Agency

As the primary agency for the Animal Protection Branch, the Department of Environmental Services may be responsible for:

- Coordinating support agencies to manage animal protection in emergency and disaster situations; and
- Providing and coordinating personnel, equipment, and shelter sites as required to protect domestic, sick, and/or injured non-domesticated animals.

Support Agencies

Agency/Department	Functions
Wake County Human Services	<ul style="list-style-type: none"> ▪ Assist in policy development to ensure animal protection steps are consistent with public health priorities ▪ Recommend related outreach materials and media releases and reviews for technical accuracy
County and local law enforcement agencies	<ul style="list-style-type: none"> ▪ Provide security, traffic control, and other support as required ▪ Provide manpower and physical resource to support search operations, including resources to support operations, if available
State Dept. of Agriculture NCSU College of Veterinary Medicine State Agriculture and Animal Response Team	<ul style="list-style-type: none"> ▪ Provide resources and personnel to augment animal protection operations, as required ▪ Coordinate requests for assistance related to ESF 11 submitted to the North Carolina

Emergency Operations Center.

- NCDA&CS will be responsible for the enforcement of state regulations concerning animal health and welfare and the movement of animals affected by those regulations.
-

Continuity of Operations

Upon activation of the EOC, the Animal Protection Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

- This plan and implementing procedures may be activated in the event of a large-scale emergency causing a significant need for animal protection.
- The Animal Protection Branch and EOC Command Staff will determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies.
- The Wake County Department of Environmental Services Animal Control and Adoption Center will maintain a call-down notification system.
- Responsibility for overall direction and control of an emergency event lies with the EOC.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Operations Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to the Wake County EOP Basic Plan.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

- H.R. 3858 (109th): Pets Evacuation and Transportation Standards Act of 2006
- FEMA Disaster Assistance Policy 9523.19—Eligible Costs Related to Pet Evacuations and Sheltering

References

- Wake County Animal Protection Plan
- Pets Evacuation and Transportation Standards Act of 2006

10/6/2006--Public Law.

Pets Evacuation and Transportation Standards Act of 2006 - Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency (FEMA) to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

APPENDIX A-7: HAZARDOUS MATERIALS BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Fire Services 	<ul style="list-style-type: none"> ▪ Law Enforcement Branch ▪ Emergency Medical Services Branch ▪ Fire Services Branch ▪ Public Health Branch ▪ Public Information Officer
Support Agencies	
<ul style="list-style-type: none"> ▪ County and local public safety (EMS, Fire, Law Enforcement) ▪ Wake County Department of Environmental Services ▪ Wake County LEPC ▪ Wake County Human Services 	

Purpose

This operational function provides coordination concepts for coping with potential hazardous material incidents, in particular chemical, biological, radiological, nuclear, or high-yield explosive (CBRNE) hazards within Wake County. This document establishes a plan of action for coordination and support of emergency response operations, as required pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III—“The Emergency Planning and Community Right-To-Know Act of 1986,” Sec. 303(c).

Scope

The Hazardous Materials (HazMat) Branch coordinates response to all hazardous materials incidents in Wake County. This Branch will facilitate the efforts and execution through the mutual-aid agreement with the City of Raleigh Hazardous Materials Team/North Carolina Regional Response Team.

Situation Overview

- The threat of a major incident involving HazMat has escalated due to the increase in everyday use and transportation of chemicals by various segments of the population.
- The National Toxic Substance Incidents Program (NTSIP) and the North Carolina Department of Health and Human Services (NCDHHS) reported 66 transportation-related HazMat incidents between 2005 and 2010. Most of these accidents resulted in minor releases and were often related to loading or unloading trucks. There have also been 75 fixed-site HazMat accidents between March 5, 2010, and October 6, 2011, as reported by NTSIP and the NCDHHS.

- The primary sources of CBRNE hazards within Wake County are fixed-site facilities, transportation spills, illegal or intentional spills or releases, and terrorist events.
- Wake County maintains an agreement with the City of Raleigh Fire Department (home to North Carolina Regional Response Team 4) to respond to hazardous materials incidents within Wake County.

Planning Assumptions

- Major hazardous materials incidents could threaten a significant number of people within the county with little or no warning.
- Emergency response personnel (e.g., fire, EMS/rescue, law enforcement, and emergency management) and qualified technical experts will be available with equipment and resources to detect, analyze, evaluate, and cope with most hazardous material incidents.
- Wake County and municipalities within Wake County maintain contracts with the Raleigh Fire Department for HazMat support. This plan assumes the availability of the HazMat team. If HazMat teams are unavailable or their resources are committed to their respective municipalities, Wake County will require assistance from State Regional Response Teams or through mutual aid with neighboring counties.
- Planning, training, and coordinating emergency response personnel will serve to reduce hazards and associated risks. Warning, detection, prevention, and remedial measures will reduce the effect of HazMat events.
- Most jurisdictions (emergency services) can effectively cope with minor situations. However, should an incident escalate into a major emergency situation, additional emergency resources could be rapidly deployed through existing mutual-aid agreements and further augmented, if necessary, by resources of other municipalities, the county, State and Federal government, and private industry.
- 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 incident scene with technical assistance from a variety of resources.
- Hazardous substances involved in an incident can be identified within a reasonable period of time from many sources of information. These sources include:
 - U.S. Department of Transportation Emergency Response Guidebook;
 - Material Safety Data Sheets (MSDSs);
 - SARA Tier II Emergency and Hazardous Chemical Inventories;
 - SARA-designated Facility Emergency Coordinators;
 - Shipping papers;
 - Placards and product labels;
 - Product containers;

- Emergency Support Information Services (e.g., Chemical Transportation Emergency Center);
 - National Institute for Occupational Safety and Health (NIOSH) Pocket Guide; and
 - HazMat response agencies.
- Emergency planning efforts will assume that most of the population(s) potentially affected (including designated evacuees) will cooperate with local officials and follow recommended protective actions. Such measures could include evacuation instructions for relocation to designated reception and shelter areas.
 - Private automobiles 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, and developmentally disabled), and the elderly.
 - 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 public officials.
 - Evacuees could be isolated from their homes for extended periods of time.
 - The calculated initiation of strategic nuclear war by any nation is considered a remote possibility. Nevertheless, nuclear war could occur through accident, miscalculation, an irrational act, or the unplanned escalation of a general limited war. Furthermore, terrorist activities could include the threat of or the use of explosive nuclear devices; therefore, contingency plans must provide for these types of events.

Concept of Operations

General

- When notified of an incident, applicable portions of this plan will be implemented by appropriate authorities.
- The level of emergency response and necessary protective actions will be determined by many factors associated with a HazMat incident (e.g., when responding to a fire at a facility where hazardous substances are known to exist, emergency responders will assume the involvement of hazardous substances unless otherwise advised or determined).
- Wake County HazMat response is determined based on the type of emergency condition that presents:
 - **Potential Emergency Condition:** In this condition, an incident can be controlled by the first response agencies and does not require evacuation of anything other than the involved structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to human health, the environment, or property.
 - **Limited Emergency Condition:** This condition is defined as an incident involving a greater hazard or larger area that poses a potential threat to human

health, the environment, or property and that may require protective action, including limited evacuation or in-place sheltering.

- **Full Emergency Condition:** This condition is defined as an incident involving a severe hazard or over a large area that poses an extreme threat to human health, the environment, and property (most likely requiring a large-scale evacuation or sheltering in place); or an incident requiring the involvement of multiple levels of jurisdictional agencies or organizations, such as county, State, Federal, and private-sector entities.

Radiological Monitoring

- Radiological monitoring and decontamination will be conducted by radiological monitoring and decontamination (RM&D) teams dispatched to an emergency scene, designated reception centers, and/or decontamination stations.
- The HazMat Branch shall coordinate radiological emergency response activities with appropriate emergency response and support organizations.
- Specific instructions for radiological monitoring and decontamination operations, along with a listing of the pre-designated facilities and sites for RM&D activities, are provided for in other Wake County Standard Operating Procedures.
- Instructions for radiation protection of emergency response personnel are provided for in other Wake County Standard Operating Procedures. These procedures includes details for tracking radiation exposures during emergency response activities, and provides instructions for record keeping and communication with the Emergency Operations Center (EOC).

Harris Nuclear Power Plant

- The emergency response plan for Harris Nuclear Power Plant (HNPP) is published separately; see *State of North Carolina Emergency Response Plan for Nuclear Emergencies*.

Biological Hazardous Materials Events

- During biological, non-casualty events, Wake County Human Services is an important component of HazMat operations.
- At the discretion of the EOC Manager, Wake County Human Services may be asked to direct, advise, and/or coordinate directly with the HazMat Branch.

Organization and Assignment of Responsibilities

Primary Agency

As the primary agency for the HazMat Branch, the Division of Fire Services may be responsible for the following:

- In accordance with SARA Title III, Sec. 301(c), the Emergency Management Director and the Chair of the Wake County Local Emergency Planning Committee (LEPC) submit nominations to the North Carolina State Emergency Response

Commission (NCSERC) for appointment of the LEPC membership. These nominations were confirmed by the NCSERC in 1987 and, with minor modifications to the original committee, continue in operation.

- County agencies involved in hazardous materials emergency response are responsible for the safety of their personnel, including training in the dangers of hazardous materials, emergency response techniques and procedures, protective measures, the provision of protective clothing and equipment, and medical monitoring of personnel as required by 29 Code of Federal Regulations 1910,120, effective March 6, 1990.
- The Wake County EOC will coordinate radiological protection operations and will coordinate with other departments to ensure radiological protection operational readiness.
- Upon request of the county Radiation Protection (RADPRO) Officer, selected county agencies and other support organizations will ensure the availability of personnel and equipment for training support and operations, such as radiological monitors, during radiological emergencies.
- The county RADPRO Officer will contact the North Carolina Section of Radiation Protection for technical assistance in support of control and disposition of radioactive materials.

Support Agencies

Agency/Department	Functions
Wake County Department of Emergency Management	<ul style="list-style-type: none"> ▪ Serve as community emergency coordinator, the primary county point of contact for hazardous material planning and response coordination ▪ Ensure active coordination between the Local Emergency Planning Committee and other support agencies ▪ Make every reasonable effort to ensure that county facilities with hazardous materials are identified and appropriately cataloged and seek the appointment of facility emergency coordinators ▪ Develop capabilities for the timely notification and, if necessary, activation of the County emergency response system ▪ Identify and catalog available resources and equipment which may be assembled to support hazardous materials emergency response operations ▪ Conduct periodic inventories of radiological equipment and coordinate maintenance, and exchange with the North Carolina Division of Emergency Management ▪ Establish a distribution system for radiological protection equipment ▪ Maintain a radiological decontamination

Agency/Department	Functions
	capability for personnel, vehicles, equipment, and facilities <ul style="list-style-type: none"> ▪ Coordinate damage assessment following radiological emergencies
County and local public safety agencies (EMS, Fire, Law Enforcement)	<ul style="list-style-type: none"> ▪ Provide security, traffic control, and other support as required ▪ Provide initial medical treatment in accordance with Wake County Medical Protocols ▪ Provide transport to hospital, as required ▪ Provide man-power and physical resource to support search operations, including resources to support Urban Search and Rescue operations
Wake County Department of Environmental Services	<ul style="list-style-type: none"> ▪ Provide technical support to emergency response officials regarding environmental health concerns ▪ Staff reception centers for the monitoring of citizens affected by radiological material ▪ Develop and implement capabilities for coordination of support from State and Federal assets ▪ Monitor and coordinate support for environmental health functions ▪ Request technical assistance from the North Carolina Division of Radiation Protection
Wake County LEPC	<ul style="list-style-type: none"> ▪ Fulfill planning responsibilities and active chemical hazard identification ▪ Make recommendations to county officials about emergency response matters related to hazardous materials
Wake County Human Services	<ul style="list-style-type: none"> ▪ Participate in or lead response to biological events ▪ Provide staffing, support, and coordination for family assistance centers

Continuity of Operations

Upon activation of the EOC, the HazMat Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager in accordance with statutory requirements.

Records vital to the functioning of the local hazmat operations, including training records, resource information, and mutual-aid agreements, will be maintained by the Division of Fire Services.

Direction, Control, and Coordination

Within Wake County, there are four primary categories of response agencies that generally respond to HazMat incidents 24 hours a day:

- Sheriff's Office/Municipal Law Enforcement and State Highway Patrol
- Local Fire Departments and County Fire Services Director
- County EMS
- Wake County Emergency Management (WCEM)

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 command and control based on the size and complexity of the incident. It will call in additional resources, as required.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential/critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Operations Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

The agencies that may become involved in a hazardous material 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 ICS, maintenance of mutual-aid agreements, and compliance with Occupational Health and Safety standards such as 1910.120.

Specific Fixed-Facility Information

Information about each facility identified under SARA Title III as having Extremely Hazardous Substances (EHSs) exceeding the threshold planning quantities, will be

collected, cataloged, and maintained by WCEM and made available to emergency responders and the public as required.

Radiological Preparedness

- The county radiological response program will develop a roster of radiological response agencies and organizations that includes names, addresses, telephone numbers, training status, and assignments.
- WCEM is responsible for maintenance and calibration of all radiation protection RADPRO instruments used in the HNPP program.
- Each agency and organization assigned fixed nuclear facility responsibilities will be trained in the employment of assigned radiological emergency equipment.

Training/Logistics

- Radiological emergency equipment that is not issued to emergency response organizations will be stockpiled and maintained in reserve at the WCEM storage facility and/or strategically selected sites throughout the county.
- The computation of radiological data from a nuclear attack or peacetime incident is vital for emergency workers. These records will be kept current as to exposure levels and will be supplied by WCEM.
- Transportation as required by shelter operations, by relocation operations, or for securing supplies and equipment will be coordinated by the Wake County EOC.

Reporting

Reporting for hazardous materials incidents will be in accordance with SARA Title III requirements.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

Federal

- Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants (NUREG-0654) (FEMA REP-1), U.S. Nuclear Regulatory Commission and the Federal Emergency Management Agency, November 1980
- Federal Civil Defense Act of 1950, as amended, Public Law 920—81st Congress
- SARA Title III, The Emergency Planning and Community Right-To-Know Act of 1986

State

- North Carolina General Statutes, Chapter 166A
- North Carolina Executive Order #43, North Carolina Emergency Response Commission, dated April 7, 1987
- North Carolina Hazardous Chemicals Right-To-Know Act, General Statutes 95-173/95-218
- North Carolina Emergency Response Plan in Support of the Harris Nuclear Power Plant

Local

- Wake County Emergency Management Ordinance Chapter 70

References

Federal

- National Response Team Guidance, Hazardous Materials Emergency Planning Guide
- Federal Emergency Management Agency, Guidance on Off-Site Emergency Radiation Measurement Systems

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APPENDIX A-8: LAW ENFORCEMENT BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Sheriff's Office 	<ul style="list-style-type: none"> ▪ General Services and Engineering Branch ▪ EMS Branch ▪ Fire Services Branch ▪ Public Information Officer ▪ Mass Care Branch ▪ Public Health Branch ▪ Animal Protection Branch ▪ Communications Unit ▪ Situation Unit ▪ Documentation Unit ▪ Ground Support Branch
Support Agencies	
<ul style="list-style-type: none"> ▪ Wake County Fire and Emergency Management, Division of Emergency Management ▪ Local law enforcement agencies ▪ General Services Administration ▪ Community Services Department 	

Purpose

This operational function provides for maintenance of law and order and traffic control during emergency situations and describes the operational policies to be implemented for the purpose of minimizing the impact of civil disturbances upon the citizens and the property within Wake County.

Scope

The Law Enforcement Branch coordinates law enforcement, police, security, evacuation, and other public protection within Wake County in coordination with municipal law enforcement agencies and State Highway Patrol.

Situation Overview

- Law enforcement in Wake County is provided by the Wake County Sheriff's Office in conjunction with municipal law enforcement agencies.
- State law enforcement agencies that regularly operate within Wake County include the North Carolina Highway Patrol, the North Carolina Department of Motor Vehicles Enforcement Section, the North Carolina Wildlife Commission, and the State Bureau of Investigation.
- A spirit of cooperation exists between local, State, and Federal law enforcement agencies that operate within the county.
- The North Carolina Information Sharing and Analysis Center functions as a cooperative information sharing center for law enforcement operations.

- The City of Raleigh, the State Capital, is located in Wake County and represents a popular location for gatherings and demonstrations.

Planning Assumptions

- 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 may be available to support local law enforcement agencies.
- Activities of local law enforcement agencies will increase significantly during emergency operations and civil disturbances.
- In most incidences, adequate law enforcement resources and services will be available through existing mutual-aid agreements.
- If local capabilities are exceeded, support may be obtained from State and Federal sources.

Concept of Operations

Emergency law enforcement operations will experience an expansion of normal functions and responsibilities. Possible emergency operations are included in the following subsections.

General

- 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 officers and deputies in Wake County will assist with the dissemination of emergency information to isolated populations and motorists.
- During emergency situations, the Wake County Sheriff or designee will coordinate county law enforcement operations from the Wake Emergency Operations Center (EOC).
- The Law Enforcement Branch Director is the county coordinating point for municipal law enforcement agencies and directs their law enforcement activities during a countywide emergency.
- Coordination among law enforcement agencies will ensure that law enforcement issues are adequately addressed, including 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 and establish a threat assessment of the situation.

- By monitoring conditions, responsible officials may sense when such gatherings are most likely to precipitate an incident.
- By pre-planning and using 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 Wake County, the issuing governmental body has additional authority to address the situation effectively.

Organization and Assignment of Responsibilities

Primary Agency

As the primary agency for the Law Enforcement Branch, the Wake County Sheriff's Office may be responsible for the following:

- Coordinating law enforcement activities.
- Coordinating law enforcement support with State Highway Patrol and other counties and/or municipalities during response activities.
- Maintaining law-and-order missions within and in coordination with local jurisdictions.
- Providing mobile units for warning operations.
- Supporting law enforcement agencies in the county that have primary responsibility for evacuation of the disaster area and movement to shelter.
- Executing evacuation, re-entry, and security plans for designated areas.
- Relocating and housing prisoners when necessary.
- Assisting in notification of county officials, as required.
- Coordinating traffic control and security access activities during emergency responses.
- Securing incident scenes and providing scene security, especially in incidences where terrorism is suspected.
- Providing security and protection for evacuated areas and damaged or critical facilities, including controlled access of affected areas.
- Providing backup communications for the EOC through mobile units to county and municipal agencies.
- Providing transportation for EOC personnel under emergency conditions.
- Developing and maintaining updated law enforcement plans and standard operating procedures.
- Maintaining viable mutual-aid agreements with appropriate law enforcement agencies.

- Coordinating, as a primary law enforcement responsibility, search and recovery operations for missing or lost persons as part of the Search function.
- Delivering radiological monitoring resources, potassium iodide (KI), and similar items upon request by proper authorities.
- Providing security for EOCs, command posts, staging areas, reception centers, shelters, lodging, and feeding facilities during emergency operations.

Support Agencies

Agency/Department	Functions
Wake County Department of Emergency Management	<ul style="list-style-type: none"> ▪ Assist in the development of plans and standard operating procedures in support of search operations during emergencies and provide for coordination with other public safety agencies (EMS, Fire, hospitals) ▪ Assist in the development and maintenance of viable communications systems ▪ Assist in the maintenance of appropriate mutual-aid agreements ▪ Facilitate tracking of resources, deployment, mobilization, and staging requirements
Local law enforcement agencies	<ul style="list-style-type: none"> ▪ Provide security, traffic control, and other support as required ▪ Execute local authorities and standard operating procedures in support of managing an incident and/or carrying out objectives of an incident action plan
General Services Administration	<ul style="list-style-type: none"> ▪ Provide fleet support as requested by Wake County Sheriff's Office ▪ Support law enforcement operations through delivery divisions (administration, central services, field services, fleet services, physical plant, security and safety services)
Community Services Department	<ul style="list-style-type: none"> ▪ Provide GIS support and information on parks, zoning and land use, and permits, as needed to support law enforcement operations

Continuity of Operations

Upon activation of the EOC, the Law Enforcement Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Records vital to the functioning of County and local law enforcement, including resource information, training records, mutual-aid agreements, and standard operating procedures, will be maintained by the Wake County Sheriff's Office.

Direction, Control, and Coordination

Coordination with Local Municipalities

There are 12 municipalities within Wake County. Each municipality should exercise its full authority in the execution of locally designed EOPs and procedures; however, such activities should be coordinated with the Wake County EOC.

Coordination with Unincorporated Areas of the County

Major emergency situations affecting the unincorporated portions of the county will be under the auspices of Wake County government. Emergencies that 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, WCEM may provide coordination.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

The communications network between county, municipal, and State law enforcement agencies will be structured so as to obtain maximum benefit of radio and telephone communication resources.

Administration, Finance, and Logistics

Records and Reports

The Sheriff will initiate and maintain essential records relative to emergency expenditures, law enforcement operations, and other allied activities occasioned by the emergency.

Emergency Access Passes

The decision to allow re-entry into disaster areas will rest with the Chair of the Wake County Board of Commissioners. Such orders, along with administrative guidance, will be issued from the Wake County EOC.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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ANNEX B: PLANNING

Purpose

The Wake County Emergency Operations Plan (EOP) Planning Annex establishes a mechanism to approach and successfully overcome planning challenges posed by events, hazards, emergencies, and disaster situations in Wake County. This Annex specifically addresses response and recovery as well as coordination of field activities at the Emergency Operations Center (EOC) under the Planning Section.

Scope

This Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Planning Section, as outlined in the Incident Command System (ICS). These responsibilities include collection, evaluation, and dissemination of intelligence and information; message flow; information tracking; and watch analysis.

Situation Overview

- The situation overview outlined in the Wake County EOP Basic Plan also applies to this Annex.
- There are many hazards facing Wake County. Response, recovery, and management of emergencies and events require an organized approach that maximizes the efficiency and effectiveness of county resources while minimizing coordination and command and control issues.
- Planning affects the future operational planning efforts following the start of an incident. Availability of reliable and current information about specific incident scenes and the status of specific response and recovery efforts are crucial.

Planning Assumptions

This Annex and the actions described within are based on the following assumptions:

- Assumptions outlined in the Wake County EOP Basic Plan also apply to this Annex.
- The EOC Manager or his or her designee decides the EOC sections, branches, units, and groups requiring activation based on the hazard the county is facing.
- The EOC Manager is ultimately responsible for the coordination and assignment of all capabilities required to respond effectively to the hazard or event that the county is facing.
- The Planning Section Chief will coordinate directly with other Section Chiefs to ensure that the activities of the Operations, Logistics, and Finance sections are coordinated with operational activities.
- The Planning Section is a coordinating body at the county level. It does not replace existing legal authorities or chains of command within an organization. On-scene

incident commanders are first subject to the laws, limitations, and responsibilities of their own agencies.

Concept of Operations

This section describes general sequences of response and operational concepts employed by Wake County.

General

- As required by North Carolina General Statute 166A, the Wake County Government will, provide emergency management and facilitate prevention, protection, mitigation, response, and recovery actions for presenting emergency or disaster situations.
- The EOC Manager or his or her designee, in cooperation with the County Manager and the Chairman of the Board of County Commissioners, will coordinate and manage county resources and advise municipalities of needs or progress.
- If the emergency or disaster situation warrants, the Chairman of the Board of County Commissioners or his or her designee may declare a State of Emergency and begin implementing emergency procedures.
- The Wake County EOC will be staffed and operated as the situation dictates and serve as a clearinghouse for response and recovery operations as well as for deployment of resources.
- Wake County will request assistance by executing mutual-aid agreements and/or request assistance from the State if necessary.
- The State of North Carolina will coordinate additional requests for assistance beyond its capabilities, including requests for Presidential Declarations of Emergency to facilitate supplemental Federal response, financial, and technical assistance.

Implementation

- Planning for recovery will be implemented at the same time Wake County begins emergency response actions necessary to protect the public.
- The Planning Section Chief will be appointed, as appropriate to the emergency situation, by the EOC Manager at the time of EOC activation.
- It may not be necessary to activate the entire EOC organization for a given response effort. The EOC Manager, in conjunction with the appointed Planning Section Chief, determines which branches, units, and groups to activate in response to disaster or emergency situation.

Emergency Operations Center

- Initial response to the majority of incidents in Wake County will be handled by the Wake County 911 Centers and their dispatchers.
- The Wake County EOC uses the ICS and follows command and control concepts described in the National Incident Management System (NIMS).

- The Wake County EOC will activate when a hazard has or may present conditions of such a magnitude that a large commitment of resources from numerous sources may be required over an extended period of time.
- The Wake County EOC maintains similar concepts of operation to the North Carolina EOC to facilitate integration in the event that Wake County requests assistance.

Organization and Assignment of Responsibilities

The Planning Section Chief reports directly to the EOC Manager and coordinates the efforts associated with situation reports, documentation of incident actions and EOC activities, damage assessment processes, providing Geographic Information Systems (GIS) support, and coordination of demobilization efforts. The Planning Section coordinates with the other three EOC sections as outlined in the Planning Section Organization Chart (Figure 2). Specific responsibilities and duties of each Unit below the Planning Section are described in separate appendices attached to this Annex.

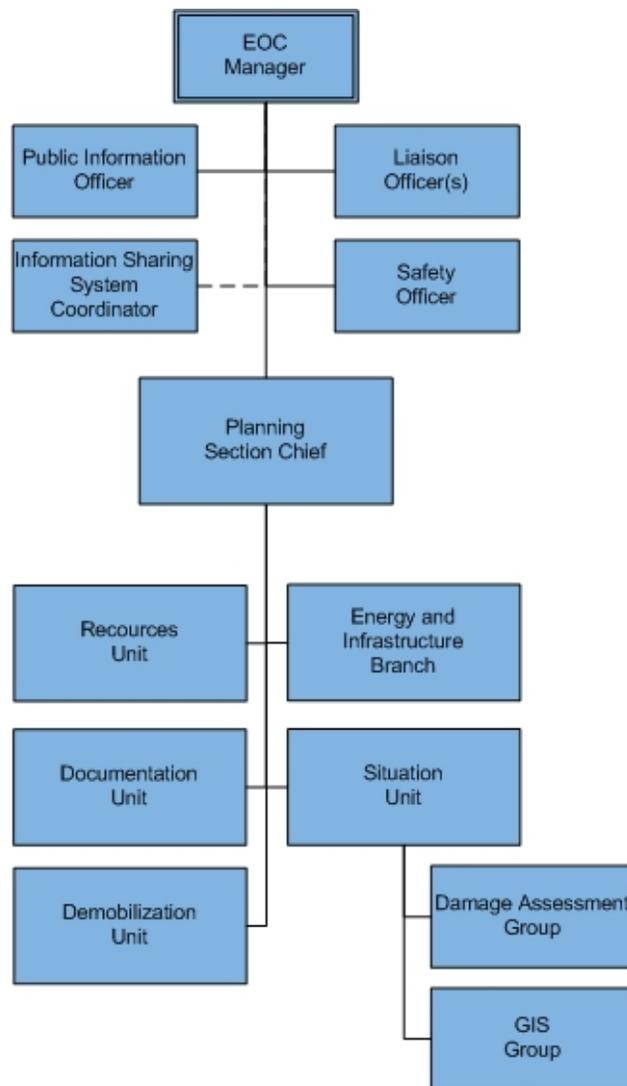


Figure 2: EOC Planning Section Organization Chart

Energy and Infrastructure Branch

The Energy and Infrastructure Branch Director facilitates restoration of energy systems and public utilities following an emergency through maintaining situational awareness.

Situation Unit

The Situation Unit gathers, analyzes, evaluates, and disseminates technical information to other EOC sections. This unit is also responsible for looking at possible contingencies and alternate means of actions. The Situation Unit Director provides up-to-date information to the EOC Manager through the Planning Section Chief.

- The **Damage Assessment Group** oversees the inspection of damage to Wake County property, systems, and infrastructure that was caused by an emergency situation. This Group oversees county and municipal inspectors that are tasked with onsite assessments. Data is collected in the field but downloaded to a shared EOC server for the Revenue Department to analyze. This process requires close coordination with Community Services for inspection personnel.
- The **GIS Group** receives, analyzes, and produces spatial products to assist the Planning Section and other EOC sections with managing the emergency situation. This group also works closely with the Damage Assessment Group to record and verify public property, systems, and infrastructure that were damaged during an emergency.

Documentation Unit

The Documentation Unit collects, records, maintains, and safeguards all documents relevant to the disaster incident and EOC activation. Compilation and publication of the Incident Action Plan (IAP) is a key function of this entity. The Documentation Unit also maintains and stores all incident files for legal, financial, analytical, and historical purposes.

Resource Unit

The Resource Unit assesses, records, and tracks the status of resources committed to the emergency situation. This unit also evaluates the status of committed resources, the integration of additional responding resources, and anticipated resource needs.

Demobilization Unit

The Demobilization Unit coordinates the orderly, safe, and efficient demobilization of incident resources using an Incident Demobilization Plan. Specific demobilization instructions must be provided for personnel and resources that do not belong to Wake County.

Continuity of Operations

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations. Upon activation of the EOC, the Planning Section Chief will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Planning Section Chief coordinates all planning efforts for disaster incidents at the county level in unison with the other Section Chiefs under the direction and control of the EOC Manager.

Information Collection, Analysis, and Dissemination

During an emergency situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Refer to the Wake County EOP Basic Plan for additional details about information collection, analysis, and dissemination.

Communications

In the event of a potential or realized emergency situation, the Planning Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department/agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County resources prove to be inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or emergency negotiated agreements (i.e., mutual-aid agreements).

Records and Reports

Expenditures and obligations of public funds during emergency operations must be recorded by the responsible agencies in accordance with Wake County policies and procedures. Refer to the Wake County EOP Basic Plan for additional details.

Annex Maintenance and Development

Wake County Emergency Management (WCEM) will facilitate periodic reviews and updates to this Annex in conjunction with Planning Section lead agencies. The most current Annex will be maintained on file at the WCEM office. Annual or semi-annual revisions will be conducted to verify that the plans accurately reflect current operational protocols.

Authorities and References

Refer to the Wake County EOP Basic Plan.

APPENDIX B-1: ENERGY AND INFRASTRUCTURE BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Facilities Design and Construction Department 	<ul style="list-style-type: none"> ▪ EMS Branch ▪ Fire Services Branch ▪ Law Enforcement Branch ▪ Situation Unit ▪ Documentation Unit ▪ General Services and Engineering Branch
Support Agencies	
<ul style="list-style-type: none"> ▪ General Services Administration ▪ Human Services ▪ Municipal Public Works, EMS, Fire, and Law Enforcement 	

Purpose

The Energy and Infrastructure Branch coordinates restoration of energy and infrastructure following an emergency situation. Responsibilities of this Branch include consolidating damage assessments from energy providers, fuel supplies, municipal utility departments, and municipal public works departments; assessing energy supply and demand; identifying restoration priorities; and coordinating all restoration activities with other EOC sections as needed.

Scope

The Energy and Infrastructure Branch is responsible for maintaining situational awareness of critical energy and infrastructure needs as well as all restoration activities for electricity, natural gas, propane, fuel oil, sewer, and water services within Wake County following an emergency. This Branch is also responsible for gathering and consolidating information about damaged roads, bridges, dams, and other transportation infrastructure.

Energy services within the county are provided by private companies who are responsible for repairing any damage sustained during a disaster and will be restored by their own personnel or teams contracted by the responsible company. Utility services are provided and maintained by municipal departments and, as such, restoration actions will be the responsible of the appropriate municipality.

Situation Overview

- Wake County is vulnerable to numerous hazard and threat events that are likely to result in damage to energy and utility infrastructure.
- Power outages and disruption of utility services can challenge emergency operations, disrupt businesses, place stress on vulnerable populations, impact the transportation network, and cause hardship for county residents.
- Restoration of normal operations at energy facilities is the responsibility of the facility owners.
- Public utilities within Wake County will be required to maintain a list of critical energy-related assets and infrastructures and continuously monitor those resources to identify and correct vulnerabilities to energy facilities.
- Operators of utilities providing natural gas or electric service are required by Federal and State agencies to establish and maintain emergency operations plans to adequately respond to and recovery from emergencies.

Planning Assumptions

- There may be widespread and prolonged electric power outages due to emergency situations that, in turn, could cause cascading effects throughout the county.
- Communications systems may be affected. Traffic signals may fail and cause gridlock. Such outages will impact other emergency public health and safety services, including movement of petroleum products for transportation and emergency power generation.
- There could be hoarding of fuel in areas of critical shortages or if the public perceives a prolonged fuel shortage.
- Water pressure may be low or non-existent, hampering firefighting and causing sewer systems to fail.
- Asphyxiation due to carbon monoxide buildup from natural gas leaks may become a threat.
- Access to impacted areas may be restricted due to damaged roads or debris and will not be readily accessible except by air.

Concept of Operations

- Private companies—electrical, natural gas, propane, and fuel oil—provide for the production and distribution of energy within the county. The responsibility for restoring service rests with the operator of the respective system. Because of the specialized technical training required for the restoration of services, memorandums of understanding with other similar companies have been established to provide the trained manpower and equipment needed for timely restoration of services.
- Energy companies within Wake County coordinate emergency operations within their own control or support centers. They may provide a liaison to the Wake County EOC during an emergency situation. Such representatives will provide updates and

- expertise to the Energy and Infrastructure Branch Director in support of county emergency operations.
- The North Carolina Electric Membership Corporation that represents the Electric Membership Cooperatives (EMCs) and ElectriCities of North Carolina, Inc., will deal directly with municipal utility directors for the communities they represent. The major sources of power for their service areas are the Catawba Nuclear Power Plant, the Harris Nuclear Power Plant, and large-scale wholesale marketers.
 - The Energy and Infrastructure Branch, with assistance from other Emergency Operations Center (EOC) sections, will pre-identify critical facilities that should hold priority for restoration of power. Whenever possible, a permanent generator will be assigned to high priority critical facilities to ensure an ongoing power source.
 - The Energy and Infrastructure Branch will identify the wattage and locations of portable generators within their jurisdiction. During an emergency, the Energy and Infrastructure Branch works closely with the Logistics Section to make arrangements for transporting generators and fuel to the locations they're needed.
 - The Energy and Infrastructure Branch will coordinate restoration activities with the General Services and Engineering Branch so that utility crews can access impacted areas where debris management operations have not started or access may be restricted.

Organization and Assignment of Responsibilities

The Energy and Infrastructure Branch coordinates the restoration of energy and infrastructure following a disaster or emergency situation. Providing energy resources such as electricity, natural gas, propane, and fuel oil may be disrupted during an emergency situation. Damaged infrastructure may include transportation and utility features such as roads, bridges, dams, wastewater facilities, wastewater components, water lines, and stormwater structures.

Primary Agency

The primary agency responsible for staffing and managing the Energy and Infrastructure Branch is the Facilities Design and Construction Department. Overarching responsibilities include:

- Providing personnel to staff and coordinate the Energy and Infrastructure Branch;
- Prioritizing the restoration of power to critical facilities throughout the county;
- Monitoring the restoration of privately-owned energy systems;
- Monitoring the restoration of municipal utility services;
- Monitoring the maintenance; and
- Coordinating any direct requests or needs from energy providers or municipalities to facilitate restoration efforts (e.g., debris clearance).

Support Agencies

Agency/Department	Functions
General Services Administration	<ul style="list-style-type: none"> ▪ Facilitate restoration of County-owned facilities, County-owned fleet, and County-maintained utility systems
Human Services	<ul style="list-style-type: none"> ▪ Assess health effects of power outages on vulnerable populations ▪ Recommend courses of action to alleviate effects on vulnerable populations
Municipal Public Works, EMS, Fire, and Law Enforcement	<ul style="list-style-type: none"> ▪ Assess and report energy outages ▪ Assess and report damage to transportation infrastructure ▪ Assess and report damage to utility systems ▪ Repair damaged utility structures to restore services ▪ Repair damaged transportation structures or coordinate with the North Carolina Department of Transportation as appropriate ▪ Facilitate and/or provide emergency medical care to residents who rely on power for maintaining health integrity

Continuity of Operations

Upon activation of the EOC, the Energy and Infrastructure Branch Director will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Energy and Infrastructure Branch Director coordinates all restoration efforts at the county level in unison with the other Section Chiefs under the direction and control of the EOC Manager. County personnel from the various departments assigned to the Energy and Infrastructure Branch will function under the technical supervision of the Branch Director and under the overarching control of the Planning Section Chief.

During emergency situations characterized by widespread power outages that originated outside of Wake County, the Energy and Infrastructure Branch will coordinate with the Department of Administration’s State Energy Office to ensure that county priorities are addressed during restoration activities.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the

Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Planning Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

During impending emergencies such as hurricanes, snow storms, and severe weather the Energy and Infrastructure Branch should review their list of critical facilities to ensure that prioritization has not changed due to specific circumstances presented by the nature and timing of the emergency situation.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Authorities

Refer to the Wake County EOP Basic Plan.

References

- Refer to the Wake County EOP Basic Plan for other general references.

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APPENDIX B-2: SITUATION UNIT

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Community Services Department 	<ul style="list-style-type: none"> ▪ EMS Branch ▪ Fire Services Branch ▪ Law Enforcement Branch ▪ Mass Care Branch ▪ Public Health Branch ▪ Search Branch ▪ Communications Branch ▪ General Services and Engineering Branch ▪ Ground Support Branch ▪ Liaison Officer
Support Agencies	
<ul style="list-style-type: none"> ▪ Department of Environmental Services ▪ County EMS, Fire, and Law Enforcement ▪ Municipal Public Works, EMS, Fire, and Law Enforcement 	

Purpose

The Situation planning function collects, processes, and disseminates information about the emergency situation to facilitate response and planning processes. Functional areas include damage assessment, weather information, re-entry inspections and permits, geographic information systems (GIS), and demobilization activities.

Scope

This Situation Unit establishes an action plan to maintain situational awareness throughout the entire disaster covering all responding entities and Emergency Operations Center (EOC) staff. There are two groups under the direct supervision of the Situation Unit—the Damage Assessment Group and the GIS Group.

Situation Overview

- Most disasters that may affect Wake County have the potential to cause damage to public and private property. A well-organized damage assessment process is essential for effective response and recovery.
- An initial damage assessment will provide a descriptive measure of the severity and magnitude of the disaster. Recovery capabilities and requirements for supplemental assistance can be determined from initial damage assessments.
- If a disaster occurs of such magnitude that it could result in a declaration of emergency, a damage assessment of public and private property is required for the county and affected political subdivisions. This information will provide a basis for the determination and justification of actions, the establishment of priorities, the allocation of local government resources in the disaster area, and what, if any, outside assistance will be required to restore the affected area to pre-disaster conditions.

Planning Assumptions

- The county will continue to be exposed to various hazards resulting in damage to property, both public and private.
- Damage to private and public property will be assessed by trained teams of county and/or local building inspectors.
- Implementing damage assessment procedures will expedite relief and assistance for those adversely affected by a disaster.

Concept of Operations

General

- During emergency operations, trained teams of county and/or municipal building inspectors and assessors will document damages within their jurisdiction or assigned area. Initially, a generalized assessment will identify the geographical boundaries of the event, type, and magnitude of the damages, and the impact to critical facilities. As the incident progresses, information will become more specific.
- For information to be useful, it must be organized into major groups and subgroups. This information must accurately describe the impacted area. At a minimum, the following information is required to describe the emergency situation:
 - Deaths
 - Injuries
 - Boundaries of the disaster area
 - Political boundaries
 - Status of transportation infrastructure
 - Status of communications infrastructure
 - Status of electrical infrastructure
 - Status of medical infrastructure
 - Hazard specific information
 - Weather data affecting the impacted area
 - Activated emergency management facilities
 - Shelter information
 - Mass feeding information
 - Immediate or life threatening needs
 - Fires reported in the impacted area
 - Lost persons
- As conditions require, the Situation Unit Leader may request additional staff to support the Damage Assessment Group and the GIS Group.

Informational Displays

Informational displays will be developed based on the intensity and impact of the disaster and will reflect the overall emergency operation of the event. Specific information will be displayed on an as-needed basis.

Situation Reports

Situation reports will be developed using statistical, narrative, and graphical information from response and recovery operations that describe periodically the progress of the emergency workers and future operational strategies. The reports shall provide information needed for each operational period and for information requested by the State.

Recovery

Recovery operations may continue for an extended time frame. Strategies will be developed for short-term and long-term recovery. Short-term recovery phase activities will be simultaneous with the post-impact response phase.

Mitigation

The county is responsible for identifying potential improvements that would reduce or remove the hazard vulnerability. All incident documentation including damage assessments, situation reports, and action plans will be reviewed to identify potential mitigation strategies that could be included in a future revision of the Wake County Hazard Mitigation Plan.

Organization and Assignment of Responsibilities

The Situation Unit is responsible for gathering, analyzing, evaluating, and disseminating technical information and forwarding recommendation(s) to the EOC Manager. In addition to the general responsibilities outlined in this Appendix, this unit will also be tasked to support damage assessments and provide GIS support to other EOC sections and the incident commander or unified command.

Primary Agency

The primary agency responsible for staffing and managing the Situation Unit is the Community Services Department. Overarching responsibilities include:

- Providing personnel to staff and coordinate the Situation Unit;
- Tasking department personnel to staff the Damage Assessment Group and the GIS Group;
- Coordinating all aspects of the damage assessment process; and
- Coordinating all aspects of GIS support.

Support Agencies

Agency/Department	Functions
Department of Environmental Services	<ul style="list-style-type: none"> ▪ Support damage assessment efforts • Provide any necessary technical assistance regarding damage to integrity of environmental surety • Assist with consolidating damage assessment reports. <ul style="list-style-type: none"> ▪ Provide initial situation reports from impacted areas
County EMS, Fire, and Law Enforcement	<ul style="list-style-type: none"> ▪ Provide initial situation reports from impacted areas. ▪ Provide updated situation reports when the status of an incident changes. ▪ Inform the EOC of any media coverage in the area. ▪ Provide reports regarding the need for future resources.
Municipal Public Works, EMS, Fire, and Law Enforcement	<ul style="list-style-type: none"> ▪ Provide initial situation reports from impacted areas. ▪ Provide updated situation reports when the status of an incident changes. ▪ Inform the EOC of any media coverage in the area. ▪ Provide reports regarding the need for future resources.

Continuity of Operations

Upon activation of the EOC, the Situation Unit Leader will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Situation Unit Leader coordinates all situation reports and briefings at the county level in unison with the other Section Chiefs under the direction and control of the EOC Manager. County personnel from the various departments assigned to the Situation Unit will function under the technical supervision of the Situation Unit Leader and under the overarching control of the Planning Section Chief.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information with all involved agencies. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Planning Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Federal Forms and Guidance

Federal disaster reporting forms and guidance will be maintained at the Wake County Emergency Management (WCEM) office and made available for distribution when necessary. Copies of documentation are retained for legal purposes.

Damage Assessment Teams

Damage assessment teams will consist primarily of county and municipal government employees. When necessary, nonprofit organizations or contracted personnel may supplement these teams.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX B-3: DOCUMENTATION UNIT

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Department of Environmental Services 	<ul style="list-style-type: none"> ▪ Situation Unit ▪ Resources Unit ▪ Energy and Infrastructure Branch ▪ Demobilization Unit ▪ Operations Section ▪ Logistics Section ▪ Finance and Administration Section ▪ Information Management System Coordinator
<div data-bbox="175 531 722 632" style="background-color: #1a2b3c; color: white; padding: 5px; text-align: center;">Support Agencies</div> <ul style="list-style-type: none"> ▪ Budget and Finance Department ▪ Department of Revenue ▪ Community Services Department ▪ General Services Administration 	

Purpose

The Documentation planning function is responsible for producing and maintaining accurate and comprehensive incident documents and files, including a complete record of the disaster situation, incident actions, and demobilization activities.

Scope

The Documentation Unit establishes all aspects of document and file management for the disaster incident. Management may consist of implementing protocols to track and store electronic documents and/or images of paper documents; developing standard forms and templates to use throughout the EOC; and implementing procedures for filing, storing, and maintaining hard copy documents.

Situation Overview

Most disasters will result in the development of incident forms, situation reports, and other documents that are required by the National Incident Management System (NIMS) and the Incident Command System (ICS). The information contained in incident documents must be standardized to facilitate situational awareness, track and justify resource use, request reimbursements, conduct after action reviews, develop improvement plans, and implement planning revisions.

Planning Assumptions

Reporting and documentation procedures will be standardized to ensure that situational awareness is maintained and that emergency management and response personnel have access to critical information.

Concept of Operations

- The Documentation Unit will work closely with all Emergency Operations Center (EOC) sections to ensure standard data collection, reporting, and file management.
- The Documentation Unit will leverage Wake County’s Information Management System for all incidents, unless unavailable, in which case, the Unit will advise all other EOC sections and functions on documentation procedures and requirements.
- Compilation of damage assessment reports will be managed by the Documentation Unit with assistance from the Damage Assessment Group.
- The Documentation Unit will advise the GIS Group on the standardization of geospatial data, file management, and archiving.
- Compilation of incident rosters of disaster personnel and equipment will be managed by the Documentation Unit in coordination with the Demobilization Unit.

Organization and Assignment of Responsibilities

The Documentation Unit is responsible for organizing, filing, maintaining, and managing disaster incident documents and files for legal, financial, analytical, and historical purposes.

Primary Agency

The primary agency responsible for staffing and managing the Documentation Unit is the Department of Environmental Services. Overarching responsibilities include:

- Developing standard incident forms, templates, and documentation procedures, including the IAP;
- Ensure functionality of the Information Management System;
- Educating and advising all EOC sections on documentation procedures;
- Filing, storing, maintaining, and securing hard copy incident documents; and
- Standardizing, organizing, tracking, and storing electronic incident files.

Support Agencies

Agency/Department	Functions
Finance Department	<ul style="list-style-type: none"> ▪ Assists with organizing and filing financial, procurement, compensation, claim, and other administrative documentation
Department of Revenue	<ul style="list-style-type: none"> ▪ Assists with documenting all financial activities related to licensing, permits, real estate, personal property, and taxes
Community Services Department	<ul style="list-style-type: none"> ▪ Assists with managing and archiving GIS files and products
General Services Administration	<ul style="list-style-type: none"> ▪ Assists with organizing and filing documentation for central services, field services, fleet services, and security services provided to support

Continuity of Operations

Upon activation of the EOC, the Documentation Unit Leader will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Documentation Unit Leader coordinates all aspects of incident planning at the county level in unison with other Section Chiefs under the direction of the Planning Section Chief. County personnel from the various departments assigned to the Documentation Unit will function under the technical supervision of the Documentation Unit Leader and under the overarching control of the Planning Section Chief.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Planning Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

In the event that Wake County's Information Management System fails or is otherwise unavailable, the Documentation Unit may seek assistance from any designated EOC support staff, and/or the Logistics Section to produce and distribute paper ICS forms and instructions for use in the EOC.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX B-4: RESOURCES UNIT

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Department of Environmental Services 	<ul style="list-style-type: none"> ▪ Situation Unit ▪ Documentation Unit ▪ Demobilization Unit ▪ Operations Section ▪ Logistics Section
<p style="text-align: center;">Support Agencies</p>	
<ul style="list-style-type: none"> ▪ Finance Department ▪ Wake County Public School System 	

Purpose

The Resources Unit is responsible for tracking the location and status of all resources committed to disaster operations with Wake County.

Scope

The Resources Unit tracks and accounts for the status of disaster resources, whether they are county-owned or belong to a local municipality or an entity outside of the county. Resources consist of personnel, teams, crews, vehicles, and equipment that are committed to incident operations within the county.

Situation Overview

Response to natural, technological, and human-caused disasters that can potentially occur in Wake County will require coordinated management of human and material resources.

Planning Assumptions

- Prior to a disaster incident, during the preparedness phase, resources will be categorized by kind and type (capability and capacity) in alignment with National Incident Management System (NIMS) resource typing guidelines.
- Resource status will be tracked continuously to maintain situational awareness and effective incident management.

Concept of Operations

- Wake County Emergency Management (WCEM) is responsible for categorizing available county resources, by capability and capacity, prior to an emergency situation or disaster. WCEM will follow NIMS resource typing guidelines to accomplish this task.

- The Resources Unit is responsible for developing or maintaining a master list of all resources committed to incident operations. The master list will track resource requests, resource arrival and check-in, validation of credentials, status of licenses, incident status, and demobilization status.
- Resource status will be assigned to tactical response resources in alignment with NIMS. A description of each status condition is shown below.
 - **Assigned:** resources that have checked in with the Emergency Operations Center (EOC) and have been cleared to work
 - **Available:** resources that have been assigned to specific locations and are ready for a specific work detail or function
 - **Out of Service:** assigned resources that are unable to function due to mechanical, personal, or health reasons
- When the status of a resource is changed, the responsible field supervisor or appropriate EOC unit will notify the Resources Unit to make the appropriate status reclassification. The Resources Unit will work closely with other Planning Section units, the Finance and Administration Section, the Operations Section, and the Logistics Section.

Organization and Assignment of Responsibilities

The Resources Unit is responsible for tracking the request, assignment, status, and demobilization of all incident resources including personnel, teams, crews, equipment, and vehicles.

Primary Agency

The primary agency responsible for staffing and managing the Resources Unit is the Department of Environmental Services. Overarching responsibilities include:

- Providing personnel to staff the Resources Unit;
- Coordinating all resource tracking systems and processes;
- Maintaining a master resource list or database;
- Providing resource tracking files and reports to the Documentation Unit; and
- Providing resource tracking information to the Situation Unit for action planning.

Support Agencies

Agency/Department	Functions
Budget and Finance Department	<ul style="list-style-type: none"> ▪ Capture all financial and administrative details about resources requests, resource usage, procurements, compensation costs, and other financial expenditures related to the disaster incident
Wake County Public School System	<ul style="list-style-type: none"> ▪ Receive and fulfill resource requests ▪ Provide appropriate information to the

Agency/Department	Functions
	Resources Unit regarding tracking, status, and demobilization

Continuity of Operations

Upon activation of the EOC, the Resources Unit Leader will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Resources Unit Leader coordinates all aspects of resource tracking at the county level in unison with the other sections under the direction and control of the EOC Manager. County personnel from the various departments assigned to the Resources Unit will function under the technical supervision of the Resources Unit Leader and under the overarching control of the Planning Section Chief.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Planning Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to Wake County EOP Basic Plan.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX B-5: DEMOBILIZATION UNIT

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Department of Environmental Services 	<ul style="list-style-type: none"> ▪ Time Unit ▪ Compensation and Claims Unit ▪ Operations Section
<p style="text-align: center;">Support Agencies</p>	
<ul style="list-style-type: none"> ▪ Budget and Finance Department ▪ Department of Revenue ▪ County EMS, Fire, and Law Enforcement ▪ Municipal Public Works, EMS, Fire, and Law Enforcement 	

Purpose

The purpose of the Demobilization Unit is to provide specific guidance and instructions for all personnel and resources that require demobilization.

Scope

Depending on the nature and magnitude of the disaster incident, the Demobilization Unit is responsible for creating an Incident Demobilization Plan and providing specific instructions all response and recovery resources.

Situation Overview

- Natural, technological, and human-caused disasters that have occurred in the history of Wake County have created complex, large-scale emergency situations that required Wake County Emergency Management (WCEM) to request outside assistance.
- Resources that are not owned by Wake County or its municipalities may be requested following a disaster and will require proper demobilization to capture all necessary incident, financial, and legal information.

Planning Assumptions

- County and municipal personnel or their designated supervisor will be trained on proper demobilization processes.
- All requested and assigned resources from outside the county will be guided through a formal demobilization process.
- Essential financial and legal documentation will be maintained by the Demobilization Unit.

Concept of Operations

- At the onset of a disaster, the Demobilization Unit will coordinate with the Resources Unit to ensure that all local personnel and resources and those from outside of the County are checked in and tracked.
- For complex or large-scale disasters, the Demobilization Unit will develop an Incident Demobilization Plan to cover the processing of all local resources and resources requested from outside the county.

Organization and Assignment of Responsibilities

The Demobilization Unit is responsible for ensuring the proper and formal demobilization of all personnel and resources responding to a disaster incident within Wake County.

Primary Agency

The primary agency responsible for staffing and managing the Demobilization Unit is the Department of Environmental Services. Overarching responsibilities include:

- Providing personnel to staff the Demobilization Unit;
- Creating and managing all demobilization documentation;
- Providing demobilization files to the Documentation Unit; and
- Providing demobilization information to the Situation Unit.

Support Agencies

Agency/Department	Functions
Finance Department	<ul style="list-style-type: none"> ▪ Capture all financial and administrative details about resources requests, resource usage, and resource demobilization
Department of Revenue	<ul style="list-style-type: none"> ▪ Assists with archiving all records related to licensing, permits, real estate, personal property, and taxes
County EMS, Fire, and Law Enforcement	<ul style="list-style-type: none"> ▪ Ensure that county resources are properly demobilized
Municipal Public Works, EMS, Fire, and Law Enforcement	<ul style="list-style-type: none"> ▪ Ensure that municipal resources are properly demobilized ▪ File and maintain legal and financial documentation for municipal resources that respond to a disaster incident

Continuity of Operations

Upon activation of the Emergency Operations Center (EOC), the Demobilization Unit Leader will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Demobilization Unit Leader coordinates all aspects of resource tracking at the county level in unison with the other sections under the direction and control of the EOC Manager. County personnel from the various departments assigned to the Demobilization Unit will function under the technical supervision of the Demobilization Unit Leader and under the overarching control of the Planning Section Chief.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Planning Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to Wake County EOP Basic Plan.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this appendix rests with the Director of the Wake County Department of Emergency Management. This appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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ANNEX C: LOGISTICS

Purpose

The Logistics Annex describes missions, organization, and concept of operation for the Logistics Section of the Wake County Emergency Operations Center (EOC). This Annex establishes a mechanism to approach and successfully overcome logistical challenges posed by hazards faced by Wake County, specifically regarding coordinating and providing services, personnel, equipment, and supplies.

Scope

The Logistics Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Logistics Section, as outlined in the Incident Command System (ICS). These responsibilities include support and facilitation of efficient incident management, including coordination of resource requests and allocation via existing intra-county agreements or public-private memorandums of agreement, or to the State of North Carolina.

Situation Overview

Responding to and recovering from emergencies requires an organized approach that maximizes County resources, properly tracks assets, and provides the equipment and personnel needed to face an emergency, control it, and return the community to a stable status.

Planning Assumptions

- Assumptions outlined in the general Emergency Operations Plan (EOP) Basic Plan also apply to this Annex.
- The EOC Manager and Logistics Section Chief decide the number of support branches requiring activation based on the hazard the county is facing.
- All support section, branch, and unit lead agencies will develop and maintain plans specific to their respective support branches.
- The Logistics Section Chief will coordinate directly with other Section Chiefs to ensure that the activities of the Operations, Planning, and Finance Sections are coordinated with Logistical activities.
- The Logistics Section is a coordinating body at the County level. It does not replace existing legal authorities within an organization. On-scene incident commanders are first subject to the laws, limitations, and responsibilities of their own agencies.
- Procedures for the management of resources will be implemented in a manner compatible with the ICS.
- Wake County will procure and acquire essential resources (personnel, services, and material) to support County emergency operations.

Concept of Operations

General

- The Logistics Section is responsible for establishing distribution and receiving point(s), supporting staging areas, providing facilities, and moving resources to aid in emergency response and disaster recovery.
- The nature of logistical support requires close coordination with the other sections, most notably the Operations and Planning sections, to ensure that resources are placed where they are most needed and where they will not interfere with field operations and that information is provided to the public and volunteer organizations in a timely manner.
- The Logistics Section Chief works closely with the Planning Section to support disaster relief and assistance to individuals and area businesses, including providing facilities and staging areas.
- The Ground Support Branch supports the transportation of County resources, personnel, and donated goods during emergency situations.
- The General Services and Engineering Branch is responsible for repair of facilities and utilities, support services, fleet management, debris management and long-term shelter needs.
- The Volunteer and Donations Management Branch is responsible for advising benefactors as well as receiving and tracking donations offered in support of emergency response and recovery. This function is also responsible for establishing a location for volunteers to be assigned to provide assistance, as needed.
- It may not be necessary to activate all support functions for a given response effort. The EOC Manager, in conjunction with the appointed Logistics Section Chief, determines which support branches to activate to best respond to an emergency.

Organization and Assignment of Responsibilities

The Logistics Section Chief reports directly to the EOC Manager and coordinates with the other three EOC sections (Operations, Planning, and Finance) to track all response resources as well as managing the request, orientation, and assignment of mutual aid resources. The Logistics Section is comprised of four branches as outlined in the Figure 2 EOC Logistics Section Organization Chart.

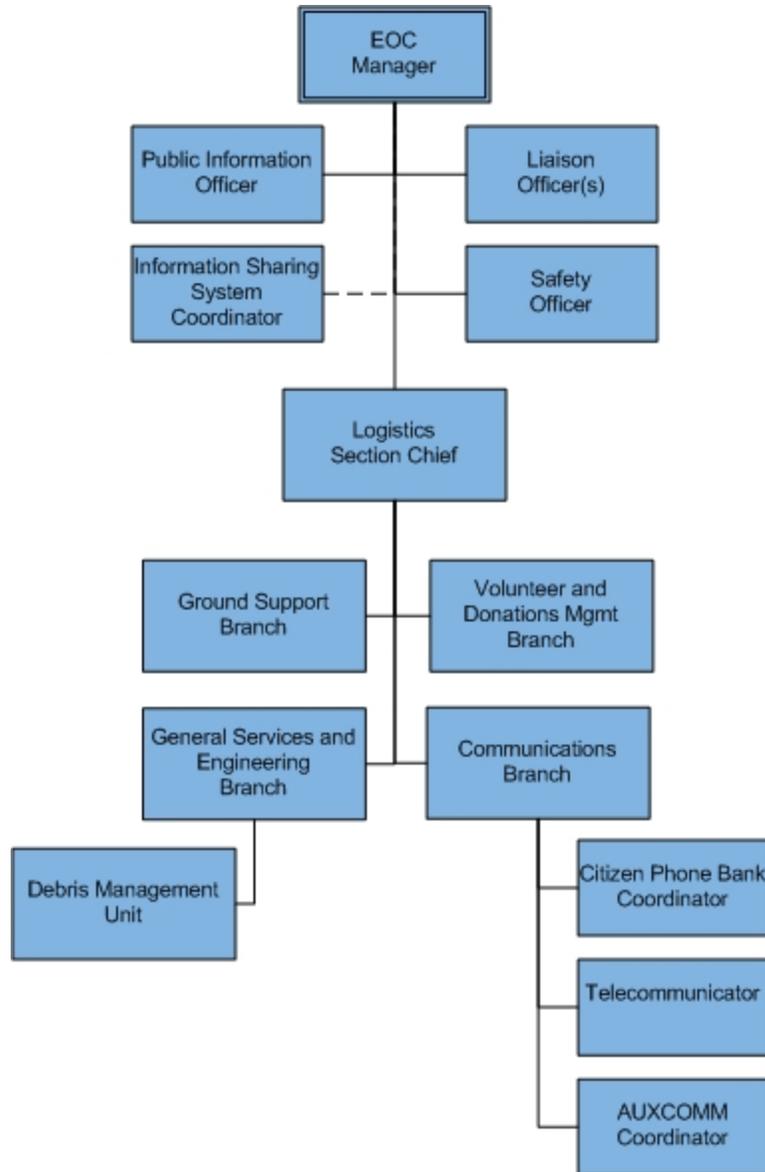


Figure 3: EOC Logistics Section Organization Chart

The Logistics Section Chief is responsible for providing the Operations Section with the equipment and resources it needs to complete its objectives and for coordinating with the Planning Section to provide resources for forecasted response needs. This position will be designated by the EOC Manager based on the type of hazard and the organization that is best suited to guide the efforts of section personnel. The Wake County General Services Administration (GSA) and the Wake County Public School System share joint responsibility for coordinating all entities under the Logistics Section and providing trained personnel to staff and manage the Logistics Section.

Communications Branch

The Communications Branch Director develops procedures to activate additional EOC communications support personnel and to expand EOC communications capability as

required. These procedures address EOC message-handling including record keeping, documentation, and coordination of incoming and outgoing information.

Communications may also oversee three specialist positions as the need arises within the EOC:

Telecommunicator

This position serves as a liaison between the EOC, Public Service Answering Points (PSAPs), and field responders. This position may be staffed in the event of a complex multi-scene or multi-jurisdiction incident.

Auxiliary Communications (AUXCOMM) Coordinator

This position coordinates the use of AUXCOMM voice and data communications systems to augment or replace traditional public safety communications systems. This position also manages designated AUXCOMM communications systems in the EOC (Amateur Radio Emergency Service radios, Military Auxiliary Radio System station, etc.) to share incident information.

Citizen Phone Bank Coordinator

This position acts to coordinate the efforts of and serve as a liaison to the Citizen Phone Bank. Efforts surround analysis of information collected as well as public inquiry control. This position may also coordinate with call takers staffing PSAPs.

General Services and Engineering Branch

The General Services and Engineering Branch's general responsibilities include:

- Supporting physical plant, fleet operations, central services, and field services;
- Providing security support of judicial, court, and detention centers; and
- Carrying out necessary debris clearance activities.

Ground Support Branch

The general responsibilities of the Ground Support Branch include:

- Providing transportation assets to support evacuations;
- Transporting County personnel, equipment, and supplies;
- Facilitating resource support requests to EOC and filling unmet needs via procured resources; and
- Coordinating with the Finance and Administration Section regarding the acquisition or replacement of a resource.

Volunteer and Donations Management Branch

The Volunteer and Donations Management Branch's general responsibilities include:

- Accountability for volunteered or donated resources, including donated goods and services;

- Coordinating the services of volunteers and arranging for collection and distribution of donated relief supplies; and
- Interfacing with the Operations Section to forward specific requests to meet local needs.

Continuity of Operations

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations. Upon activation of the EOC, the Logistics Section Chief will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations capabilities.

Direction, Control, and Coordination

When activated during a county emergency, the Logistics Section supports field operations at the County level in coordination with the other Section Chiefs under the direction and control of the EOC Manager.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Logistics Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County

resources prove to be inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or emergency negotiated agreements (e.g., mutual-aid agreements).

Annex Development and Maintenance

It is the responsibility of each functional branch's lead agency to designate a person responsible for plan review and maintenance. The most current plan should be maintained on file at Wake County Department of Emergency Management (WCEM). Annual or semiannual revisions should verify that the plans accurately reflect the current operational protocols.

Authorities and References

Authorities

Refer to the Wake County EOP Basic Plan.

References

- Wake County Public School System Agreement

APPENDIX C-1: COMMUNICATIONS BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Sheriff's Office 	<ul style="list-style-type: none"> ▪ Energy and Infrastructure Branch ▪ General Services and Engineering Branch ▪ HazMat Branch ▪ Law Enforcement Branch ▪ Mass Care Branch ▪ Public Health Branch ▪ Public Information Officer ▪ Search Branch ▪ Situation Unit ▪ Documentation Unit
Support Agencies	
<ul style="list-style-type: none"> ▪ Communication Coordinators of Raleigh/Wake Communications Center, Sheriff's Communications, Cary, Apex, Holly Springs, Wendell, Wake Forest, and Fuquay-Varina Communications Centers ▪ Telecommunicator ▪ Public Service Answering Points (PSAPs)/ ▪ Auxiliary Communications (AUXCOMM) 	

Purpose

The Communications Branch assures for providing required telecommunications and emergency radio support to operations and provides technical assistance in the assessment and reconstruction of the communications infrastructure.

Scope

The Communications Branch serves as the primary coordination and response entity for planning and development of emergency communications systems. The Communications Branch identifies all available resources for alert, activation, and subsequent deployment for effective emergency or disaster event-related communication actions. This Branch may also coordinate and implement incident-specific efforts of call takers at the PSAPs supporting Wake County.

Situation Overview

- Communications plays a critical role in emergency operations. Communications networks and facilities exist and operate throughout the County. Properly coordinated, these facilities provide for reasonably effective and efficient response activities. The location of communications centers is as follows:
 - The Raleigh-Wake County Emergency Communications Center is located in the Raleigh Municipal Building.

- The County Sheriff's Communications is located at the Public Safety Center.
- The Cary Communications Center is located in the Cary Municipal Building in Cary.
- The Apex Communications Center is located in the Police Department of Apex.
- The Fuquay-Varina Communications Center is located in the Police Department of Fuquay-Varina.
- The Holly Springs Communications Center is located in the Public Safety Center of Holly Springs.
- The Wake Forest Communications Center is located in the Police Department of Wake Forest.
- The Wendell Communications Center is located in the Police Department of Wendell.
- The Wake County EOC maintains communications capabilities with the principal emergency response agencies.

Planning Assumptions

- The coordination of communications assets during an emergency will facilitate timely response activities.
- The Communications Branch supports and provides all required telecommunications and emergency radio support to emergency operations.

Concept of Operations

General

- The principal emergency communications systems and services used by the County are located at the Raleigh-Wake County Communications Center, which also serves as the County warning point for most events. The Wake County Sheriff's Office Communications Center serves as the warning point for Harris Nuclear Plant events.
- The Communications Center must develop, maintain, and implement updated emergency communications procedures.
- In addition to staff supporting operations of the Communications Unit, as conditions require, the Communications Unit Leader may request additional staffing to support functions of telecommunications and AUXCOMM.
 - The Telecommunicator facilitates all contact and communications needs between the EOC, PSAPs, and field responders.
 - The AUXCOMM Coordinator will facilitate the increased demands on alternate communications methods in the event of significant communication infrastructure disruption.
 - The Citizen Phone Bank Coordinator supervises and corresponds with call-takers who field questions, requests, and other inquiry from the public. This position

relays received needs from residents and visitors to the Wake County EOC to be addressed.

Communications Infrastructure

Two-Way Radio Systems

- The two-way radio system is designated as a principal system to be used for operational direction and control activities. It provides voice communications between mobile, portable, and fixed stations.
- Wake County departments, agencies, and organizations that operate two-way radio systems include the following:
 - Sheriff's Office
 - County School Administration and Transportation
 - County and Municipal Police Departments
 - County and Municipal Fire and Rescue
 - Municipal Public Works Departments
 - Wake County EMS and Contracted EMS Provides
 - All hospitals
 - Wake County Departments
 - Capital Area Transit (CAT)
 - Wake County transportation contractors
- Other two-way communication systems that may be used to communicate with the State EOC during emergencies include the following:
 - Amateur Radio Emergency Service (ARES)
 - Radio Amateur Civil Emergency Service (RACES)
 - Military Auxiliary Radio System (MARS)
 - Civil Air Patrol (CAP) Radio Systems
 - NAWAS
 - Commercial Telephone
 - VIPER
 - Harris Nuclear Power Plant (HNPP) Decision Line

Systems Accessible to Communications Centers

The following communications systems can be accessed from the Wake County EOC:

- Raleigh/Wake County Communications
- Sheriff's Office

- Raleigh, Cary, and Apex police departments
- Raleigh, Cary, and Wake County fire departments
- Wake County EMS
- Wake County Human Services
- HNPP Selective Signaling and Decision Line
- State Emergency Management
- ARES
- RACES
- MARS
- Raleigh Durham International Airport

Organization and Assignment of Responsibilities

Primary Agency

The primary agency responsible for staffing and managing Communications Branch is the Wake County Sheriff's Office. Overarching responsibilities include:

- Serve as County Warning Point coordinator;
- Request activation of the Emergency Alert System (EAS);
- Monitor the NOAA weather radio or any other emergency notification system;
- Make initial notification to County administration, Emergency Management staff, and the emergency services authorities in accordance with published procedures;
- Request activation of EAS or any other emergency notification system, as appropriate; and
- Act as Message Officer in the County EOC to include the following specific responsibilities:
 - Operate the EOC Message Center
 - Supervise Selective Signaling operations
 - Provide backup communications (mobile), as needed
 - Ensure Telecommunicators are trained in procedures to receive messages from the HNPP.

Support Agencies

Agency/Department	Functions
Communications Coordinators of Raleigh/Wake Communications Center; Sheriff's Communications; Cary, Apex, Holly Springs, Wendell, Wake Forest, and Fuquay-Varina Communications Centers	<ul style="list-style-type: none"> ▪ Coordinate intra-county communication networks with surrounding counties and the State during disasters ▪ Provide for emergency radio repair capabilities and maintenance operations under both short duration and prolonged emergency conditions ▪ Make initial notification to County administration, Emergency Management staff, and emergency services authorities in accordance with published procedures
Telecommunicator PSAPs	<ul style="list-style-type: none"> ▪ Provide radio communications as instructed by their respective Communications Coordinator ▪ Establish and maintain message logs ▪ Route messages in accordance with written guidelines and procedures or as instructed by their communications coordinator ▪ Assist in developing plans and standard operating procedures in support of fire and rescue operations during emergencies and provide for coordination with other emergency services (law enforcement, EMS, hospitals) ▪ Assist in developing and maintaining viable communications systems ▪ Assist in the notification of known dangers associated with technological hazards during emergency operations ▪ Facilitate tracking of resources, deployment, mobilization, and staging requirements
AUXCOMM	<ul style="list-style-type: none"> ▪ Provide local, regional, and national communications support when need arises. ▪ Monitor AUXCOMM communications systems for situational updates, calls of distress, etc.

Continuity of Operations

Upon activation of the EOC, the Communications Branch Director will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

The lines of succession for communications centers are internally maintained in line with established policy, and not within the scope of this Appendix.

Direction, Control, and Coordination

When activated during a county emergency, the Logistics Section Chief coordinates all resource requests and logistical activities for disaster incidents at the county level in

unison with the other Section Chiefs under the direction and control of the EOC Manager.

Information Collection, Analysis, and Dissemination

During an emergency situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Refer to the Wake County EOP Basic Plan for additional details about information collection, analysis, and dissemination.

Communications

In the event of a potential or realized emergency situation, the Communications Branch and its supporting coordinators will continue to exchange information for purposes of managing response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Appendix unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

General

The organizations involved in emergency communications will follow the administrative and logistical procedures established by their individual agencies.

Training and Exercises

Radio operators of communication centers and emergency response organizations are to gain and maintain their technical proficiency through a combination of adequately designed training and exercise programs. These programs will be under the auspices of the respective communications director or senior official.

Security

Communications equipment will be vulnerable during times of emergency, particularly during periods of national emergency; therefore, security measures must be implemented to reduce vulnerability.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this Appendix rests with the Director of the Wake County Department of Emergency Management. This Appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX C-2: GENERAL SERVICES AND ENGINEERING BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County GSA 	<ul style="list-style-type: none"> ▪ Law Enforcement Branch ▪ Energy and Infrastructure Branch ▪ Fire Services Branch ▪ Mass Care Branch ▪ Public Health Branch
Support Agencies	
<ul style="list-style-type: none"> ▪ Wake County Emergency Management ▪ Wake County Community Services Department ▪ Wake County Department of Environmental Services ▪ Wake County Information Services Department ▪ Division of Fire/Rescue Services ▪ Wake County Facilities Design and Construction Department 	

Purpose

The purpose of this Appendix is to provide coordination of essential public works services during and following an emergency. This function has the following primary responsibilities: debris clearance and removal, restoration of public facilities and fleet management.

Scope

The General Services and Engineering Branch serves as the primary coordination and response entity for all facility-specific requirements that evolve from any incident, emergency, or disaster.

Situation Overview

- The General Services and Engineering Branch provides the framework to unify the efforts of County departments and agencies involved in facility restoration and debris management operations.
- Wake County is subject to the effects of many disasters, and recognizes that many hazard events may result in large amounts of debris, as well as damage to Wake County facilities and owned resources.

- County vehicles will be maintained to support regular operations as well emergency needs.

Planning Assumptions

- Hazard events, particularly manmade disasters, such as a terrorist attack, may result in heavy damage to buildings and basic infrastructure.
- Crime scene constraints may hinder the efforts and operational mission of this Branch.
- All debris management activities will adhere to environmental and air quality regulations and guidelines.
- Debris operations during the response phase prioritize taking immediate actions for the clearing of debris to aid in search and rescue efforts, allowing access to critical facilities, and avoiding secondary effects such as flooding.

Concept of Operations

General

- The immediate priorities for this Branch may be to coordinate capabilities of local, private, county, and/or State resources to reduce the impact of the emergency and provide for essential restoration of services.
- The Wake County General Services and Engineering Branch will provide support to other branches and units as requested
- Local municipal public works departments, resources, equipment, and personnel will be used to reduce the impact of the emergency.
- In an emergency, this Branch may provide the following services:
 - Removal of debris and obstructions from major thoroughfares, essential transportation pathways, and critical access points
 - Towing
 - Coordination of long-term shelter needs
- During non-emergency periods, the County and municipal governments support such public work functions as:
 - Staffing collection centers
 - Landfill operations
 - Maintenance of buildings, grounds, roads, water and sewage utility services
 - Fleet operations

Debris Management

- The General Services and Engineering Branch will direct appropriate actions for the following debris management efforts:

- Priority roadway clearance
- Contractor acquisition and responsibilities, including:
 - Procedures for activation and call-up of contracted personnel and equipment
 - Contractor vehicle identification and registration
 - Debris hauling and load ticket administration
- Location of potential Temporary Debris Management Sites
- Haul Routing and Logistics Support

Organization and Assignment of Responsibilities

The General Services and Engineering Branch coordinates the maintenance and provision of essential public works services as well as county fleet operations and debris management an emergency.

Primary Agency

The primary agency responsible for staffing and managing the General Services and Engineering Branch is the Wake County GSA. Overarching responsibilities include:

- Providing personnel to staff and coordinate the General Services and Engineering Branch;
- Monitoring the debris management operations;
- Monitoring and coordinating the operations of municipal public works services;
- Monitoring the maintenance and operations of county fleet; and
- Coordinating any direct requests from other EOC sections to facilitate general services and engineering activities (e.g., debris clearance for response teams).

Support Agencies

Agency/Department	Functions
Wake County Emergency Management	<ul style="list-style-type: none"> ▪ Assume lead role in working with various State agencies and agencies outside Wake County to obtain necessary assistance and resources ▪ Facilitate tracking of resources, deployment, mobilization, and staging requirements
Wake County Sheriff’s Office	<ul style="list-style-type: none"> ▪ Provide transportation for EOC personnel under emergency conditions ▪ Coordinate traffic control, security, and access during evacuation and re-entry operations
Wake County Department of Environmental Services	<ul style="list-style-type: none"> ▪ Facilitate and direct initial assessment of debris ▪ Develop strategy for debris management and disposal
Wake County Community Services	<ul style="list-style-type: none"> ▪ Provide support for emergency inspections and issuance of permits ▪ Provide GIS support

Agency/Department	Functions
Wake County Facilities Design and Construction Department	<ul style="list-style-type: none"> ▪ Provide public works support across the County ▪ Coordinate with municipal public works efforts and resources ▪ Assess damage to and initiate repair efforts to utility services, if able ▪ Coordinate any necessary emergency restoration efforts
Wake County Information Services Department	<ul style="list-style-type: none"> ▪ Provide support to telecommunications requirements ▪ Emergency server management ▪ Ensure continuity of operations for Wake County with regard to information technology infrastructure, data management, and storage and dissemination of vital records and databases

Continuity of Operations

Upon activation of the EOC, the General Services and Engineering Branch Director will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

Measures to maintain documents and accountability of operations, including preservation of records, will be taken by the Wake County GSA.

Direction, Control, and Coordination

When activated during a County emergency, the General Services and Engineering Branch Director coordinates all operational efforts for this Branch, in unison with the other Section Chiefs under the direction and control of the EOC Manager. County personnel from the various departments assigned to the General Services and Engineering Branch will function under the technical supervision of the Branch Director and under the overarching control of the Logistics Section Chief.

During emergency situations characterized by debris management requirements extending into multiple jurisdictions, the Branch will coordinate with any established Area Command and/or with adjacent county EOCs.

Information Collection, Analysis, and Dissemination

During an emergency situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Refer to the Wake County EOP Basic Plan for additional details about information collection, analysis, and dissemination.

Communications

In the event of a potential or realized emergency situation, the General Services and Engineering Branch and its supporting units, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Appendix unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Data and Maps

Updated data and maps pertaining to municipal and Wake County facilities, streets, roads, and utility systems must be accessible to General Services and Engineering and municipal public works staff.

Emergency Response Activity Documentation

Documentation regarding personnel, resources, and expenditures incurred during emergency response activities must be maintained by respective resource managers.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this Appendix rests with the Director of the Wake County Department of Emergency Management. This Appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX C-3: GROUND SUPPORT BRANCH

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Public School System 	<ul style="list-style-type: none"> ▪ General Services and Engineering Branch ▪ Fire Services Branch ▪ Law Enforcement Branch ▪ Communications Unit ▪ Energy and Infrastructure Branch ▪ Public Information Officer ▪
<div data-bbox="175 499 764 590" style="background-color: #1a3d4d; color: white; text-align: center; padding: 5px;">Support Agencies</div> <ul style="list-style-type: none"> ▪ Wake County Fire and Emergency Management, Division of Emergency Management ▪ Wake County GSA ▪ Wake County Sheriff's Office ▪ Wake County Community Services Department ▪ Wake County Budget and Finance Department 	

Purpose

This support function provides a system of identifying and locating resources within the County and a method of activating those resources during an emergency. The preservation, conservation, and replenishment of these resources are also included. This Branch also coordinates transportation assistance to County departments requiring such assistance to perform emergency operations. Transportation support includes coordinating evacuation transportation requirements, equipment and supply transportation, and support of transportation needs of other EOC functions.

Situation Overview

- The County is responsible for identifying and acquiring and deploying resources necessary (subject to their availability) to cope with hazard events threatening Wake County.
- Emergency situations may require the evacuation of a significant segment of the population within Wake County. Small-scale, localized evacuations may be necessary as a result of a hazardous materials incident, major fire, or other incident. Large-scale evacuation may be needed in the event of a nuclear event or other countywide disaster.
- An evacuation may require substantial physical resources for transportation, communications, and traffic control.
- As per North Carolina General Statutes, county school buses may be used for emergency transportation.

- Emergency situations may require the movement and/or relocation of equipment and supplies to the impacted area. This may include heavy machinery, specialized equipment, and supplies needed to sustain operations.

Planning Assumptions

- Equipment and/or supplies needed for emergency operations may be readily available for emergency use but there may be insufficient means to transport the equipment and/or supplies to the impacted area.
- Certain areas of the county or special populations within the county will need additional time and resources to accomplish emergency operations, including evacuation.
- If there is sufficient advanced warning, some residents will evacuate prior to being advised to do so by public officials.
- Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
- Some residents may refuse to evacuate regardless of warnings.
- Some people will lack transportation. Others who are ill or disabled may require vehicles with special transportation capabilities.

Concept of Operations

- County departments and agencies will use their resources and equipment during emergencies and will maintain control over and management of these resources when such resources are needed to respond to the emergency situation.
- County Purchasing will provide routine procurement procedures to acquire and replenish critical resources during emergency operations.
- A resource directory identifying the resource, the control agency, and the procedures needed to activate the resource at any time will be developed and maintained by Wake County Emergency Management (WCEM).
- This Branch will leverage routine work by WCEM to identify resources and capabilities that are available from local businesses, industry, and other contributing organizations to support emergency operations. This Branch maintains responsibility for developing agreements as necessary to acquire those resources to support the County under emergency conditions.
- The Branch Director will coordinate and provide available ground and transportation support upon request.
- In coordination with the Branch Director, the Wake County Public School System will augment available buses and drivers to support emergency transportation needs.

Evacuation Support

Movement Control and Guidance

- The size of the threatened area to be evacuated will be determined by conditions at the time of the emergency.
- Traffic movement during planned evacuations will be controlled by use of pre-designated routes and traffic control points. Whenever practical, 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.
- The progress of the evacuation will be closely monitored. Any impediments to the evacuation will be identified and contingency options will be implemented immediately and effectively.
- Estimated vehicle capacity for the major evacuation routes out of the Emergency Planning Zone is described in the HNPP Evacuation Time Estimate and Emergency Response Plan.
- Traffic movements are to be directed to pre-designated reception areas and shelters, as conditions and time permits.
- 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.
- As necessary, service areas will be identified to assist evacuees with fuel, medical aid, information, etc.

Staging Areas, Pick-Up Points, and Routes

- The designation of staging areas as mobilization points to organize the emergency response personnel and equipment entering from areas outside the county will be effected as needed.
- Pick-up points and routes will be established as needed. Evacuees without vehicles will be instructed to go to the nearest pick-up point or route. The Incident Action Plan will determine the routes and frequency for emergency vehicles to travel during the evacuation to assist evacuees without vehicles.

Evacuation of Special Populations

Institutions and Businesses

- Many of the patients and staff of the county's medical facilities will be evacuated by onsite transportation. Ambulances and vans will be mobilized for the evacuation of non-ambulatory patients.
- Procedures for rapid (no-notice) evacuation or in-place sheltering should be included in emergency planning by special needs facilities. These include hospitals, daycare centers, nursing homes and adult assisted-living communities, and mental health facilities.

County Facilities, Schools, and Parks

- Institutions within the county are to maintain updated procedures for evacuation.
- Schools will maintain updated evacuation procedures.
 - Buses or other means of transit may be used for students without their own transportation.
 - Procedures for rapid (no-notice) evacuation or in-place sheltering must be considered by educational facilities.
 - Where appropriate, parents will be notified of the location of reception centers (shelters) or other schools.
 - Assistance in the development of such procedures is available from Emergency Management.
- Evacuation from county parks and recreation areas will be planned for and coordinated by the county Parks and Recreation Department and the Municipal Parks Department.
 - Evacuation of State parks and recreation areas within the county will be planned for and coordinated by the local field staff of the Parks and Recreation Division of the NC Department of Environment, Health, and Natural Resources.
 - County and State parks representatives will advise Wake County Emergency Management of scheduled special events that may draw crowds to parks or recreation areas.

Special Care Individuals

- To the extent of available assets, the EOC may arrange pick-up of these individuals.
- Efforts may be made to pre-identify and register individuals known to need transportation assistance

Organization and Assignment of Responsibilities

The Ground Support Branch coordinates all aspects of evacuations, transportation support, movement of equipment and supplies, and other general support to the Operations Section.

Primary Agency

The primary agency responsible for staffing and managing the Ground Support Branch is the Wake County Public School System. Overarching responsibilities include:

- Working with the Planning Section to identifying ground support needs;
- Developing evacuation procedures;
- Coordinating with private industry for use of privately owned vehicles, communication, or other resources needed to support emergency operations;
- Coordinating the movement of equipment and supplies into and out of hazard areas;

- Coordinating with the Mass Care Branch to:
 - identify shelter facilities within the county;
 - Identify population groups requiring special assistance (e.g., senior citizens, the very ill and disabled, nursing home residents, etc.);
 - Coordinating with adjoining county EOCs via the proper EOC chain of command, to ensure that reception centers and host shelters will be designated in their counties and activated to receive evacuees;
- Monitoring the status, progress, and mission of all ground support resources; and
- Briefing EOC staff on status of ground support resources.

Support Agencies

Agency/Department	Functions
Wake County Department of Emergency Management	<ul style="list-style-type: none"> ▪ Assume lead role in working with various State agencies and agencies outside Wake County to obtain necessary assistance and resources ▪ Facilitate tracking of resources, deployment, mobilization, and staging requirements ▪ Execute mutual-aid agreements and facilitate requests for inter-county assistance and State assistance
Wake County GSA	<ul style="list-style-type: none"> ▪ Coordinate use of County facilities, vehicles, and other assets
Wake County Finance Department and Budget Department	<ul style="list-style-type: none"> ▪ Facilitate and direct funds necessary to secure necessary resources in emergency situation ▪ Execute contracts to prevent price gauging and develop other procurement procedures and standards
Wake County Sheriff's Office	<ul style="list-style-type: none"> ▪ As able, provide transportation for EOC personnel under emergency conditions ▪ Provide traffic control during evacuation and re-entry operations
Wake County Community Services Department	<ul style="list-style-type: none"> ▪ Provide evacuation support for County parks ▪ Notify WCEM of events that will attract large crowds
Private, nonprofit, local, county, and State organizations and government	<ul style="list-style-type: none"> ▪ Provide resource support, if able, as requested

Continuity of Operations

Upon activation of the EOC, the Ground Support Branch Director will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

Measures to maintain documents and accountability of operations, including the preservation of records, will be taken via cooperation of WCEM and the Wake County Public School System.

Direction, Control, and Coordination

Operational Control

Use of resources under the operational control of municipal governments will be coordinated with the county EOC.

Additional Resources

The commitment of resources from outside the county will be requested through the Wake County EOC but initiated by the incident commander or unified command.

Mutual-aid Agreements

Mutual-aid agreements must specify who will move, operate, maintain, and bear the cost of operation for equipment used under emergency conditions.

Information Collection, Analysis, and Dissemination

During an emergency situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Refer to the Wake County EOP Basic Plan for additional details about information collection, analysis, and dissemination.

Communications

In the event of a potential or realized emergency situation, the Ground Support Branch and its supporting units, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Appendix unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Documentation for Emergency Operations

- Documentation regarding personnel, resources, and expenditures occurring during emergency activities must be maintained by the respective response units.

Record of Equipment and Supply Consumption

- The EOC will maintain a record of equipment usage and supply consumption from status reports provided by the resource units during emergency operations.

Acquisition of Supplies

- The Finance and Administration Section in coordination with the Ground Support Branch will implement procedures to expedite the acquisition of ground support resources, if needed, during emergencies and to account for funds expended during such activities.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this Appendix rests with the Director of the Wake County Department of Emergency Management. This Appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX C-4: VOLUNTEER AND DONATIONS MANAGEMENT BRANCH

<p>Primary Coordinating Agency/Department</p> <ul style="list-style-type: none"> ▪ Wake County Human Services 	<p>Wake County Emergency Operations Center: Coordinating Branches</p> <ul style="list-style-type: none"> ▪ Communications Branch ▪ Public Information Officer ▪ Resources Unit
<p>Support Agencies</p> <ul style="list-style-type: none"> ▪ Wake County Emergency Management ▪ Wake County GSA ▪ Wake County Public School System ▪ Wake County Department of Environmental Services ▪ Private and Nonprofit Agencies 	

Purpose

This function coordinates the services of volunteers and arranges for the collection and distribution of donated relief supplies.

Situation Overview

- Large-scale disasters result in numerous offers of support from civic, charitable, and volunteer organizations.
- This support can include goods, services, clothing, food, water, and volunteers.
- Unsolicited volunteers can pose unique problems for safe and effective response efforts.
- It is possible that unsolicited volunteers can assist in activities such as debris removal, sandbagging, and staffing of reception and distribution centers; however, without direction, it is likely that volunteers can actually hinder emergency operations.

Planning Assumptions

- If the State Donations Management function is activated, offers of donations may be directed to the State, and the County will serve only in a support role to the State. Volunteer and donations management is most effective when managed by a single central organization.
- Once emergency conditions subside, individuals and relief organizations will begin to collect materials and supplies to assist victims.
- An organized volunteer disaster response effort will be required.

- Local volunteer resources may be inadequate to support the disaster. State and Federal assistance may be required.
- Unsolicited donations will be of a magnitude requiring special planning and management.
- Non-useful and unwanted donations will occur, including donations of unsorted or dirty clothing, used mattresses, perishable foodstuffs, and worn-out or cast-off items. Disposal sites and procedures will be required for surplus, unneeded, and junk donations.
- Charitable and religious organizations will offer assistance in managing and operating distribution centers.

Concept of Operations

If a disaster warrants the activation of the Volunteer and Donations Management Branch, the County will apply the following concepts:

- The volunteer and donations management effort will consist of a public information campaign, enacted by the Public Information Officer (PIO); and the creation of a volunteer and donations management system, which will manage solicited and unsolicited donations and coordinate affiliated and unaffiliated volunteers.
- The Logistics Section will provide information concerning the type of donations needed and the locations requiring specific goods and services to the Volunteer and Donations Management Branch.
- The Volunteer and Donations Management Branch Director will coordinate with the Communications Branch to establish a Citizen Phone Bank, which will receive calls from the public to direct volunteers and donations to the appropriate receiving organization. Phone bank personnel will encourage cash donations instead of goods.
- Local VOADs will coordinate with charitable and religious organizations to establish and operate a donations management warehouse for distribution of relief supplies. Establishing a warehouse is critical to the process of receiving donated goods, sorting and storing them, and distributing them to localities where they are needed.
- Warehouse personnel will be prepared to handle and dispose of unneeded and unwanted goods that are donated during an emergency situation.

Organization and Assignment of Responsibilities

The Volunteer and Donations Management Branch coordinates the efficient management and utilization of affiliated volunteers, spontaneous volunteers, requested donations, and unsolicited donations during emergency situations.

Primary Agency

The primary agency responsible for staffing and managing the Volunteer and Donations Management Branch is Wake County Human Services. Overarching responsibilities include:

- Providing personnel to staff and manage the Volunteer and Donations Management Branch;
- Coordinating with the establishment of a Citizen Phone Bank;
- Coordinating with local charitable and religious organizations for the establishment of a donations warehouse and distribution center; and
- Coordinating with the State Volunteer and Donations Coordination Team if it is activated.

Support Agencies

Agency/Department	Functions
Wake County Fire and Emergency Management, Division of Emergency Management	<ul style="list-style-type: none"> ▪ Assume lead role in working with various State agencies and agencies outside of Wake County to obtain necessary assistance and resources ▪ Facilitate tracking of resources, deployment, mobilization, and staging requirements ▪ Execute mutual-aid agreements and facilitate requests for inter-county assistance and State assistance
Wake County GSA	<ul style="list-style-type: none"> ▪ Coordinate use of County facilities, vehicles, and other assets in support of storage, staging, or other requirements regarding donations and/or volunteers
Wake County Public School System	<ul style="list-style-type: none"> ▪ Identify appropriate facility to serve as the County Receiving and Distribution Point
Wake County Department of Environmental Services	<ul style="list-style-type: none"> ▪ Inspect and certify safety and integrity of donated goods, particularly perishable food donations
Private and Nonprofit Agencies	<ul style="list-style-type: none"> ▪ Provide resource support, if able, as requested

Continuity of Operations

Upon activation of the EOC, the Volunteer and Donations Management Branch will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

Measures to maintain documents and accountability of operations, including the preservation of records, will be taken Wake County Human Services.

Direction, Control, and Coordination

Provisions outlined in the Basic Emergency Operations Plan regarding direction and controls apply to this Appendix.

- The EOC maintains responsibility for coordination of resources, to include donated goods and services.

- The Volunteer and Donations Management Branch coordinates volunteers and arranges for the collection and distribution of donated goods.
- The Volunteer and Donations Management Branch interfaces with the Logistics Section to forward specific requests to meet local needs for distribution. The Planning Section will coordinate the information gathering and sharing of such information.

Information Collection, Analysis, and Dissemination

During an emergency situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Refer to the Wake County EOP Basic Plan for additional details about information collection, analysis, and dissemination.

Communications

In the event of a potential or realized emergency situation, the Volunteer and Donations Management Branch and its tasked support agencies will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Appendix unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Documentation for Emergency Operations

Documentation regarding personnel, resources, and expenditures occurring during emergency activities must be maintained by the respective response units. Volunteer labor hours and donation records must be documented in accordance with County, State, and Federal policies.

Appendix Development and Maintenance

Primary responsibility for coordinating the maintenance of this Appendix rests with the Director of the Wake County Department of Emergency Management. This Appendix will be reviewed on a periodic basis.

Authorities and References

Refer to the Wake County EOP Basic Plan.

ANNEX D: FINANCE AND ADMINISTRATION

Purpose

The Finance and Administration Annex provides a mechanism to approach and successfully overcome financial and administrative challenges posed by the execution of emergency operations within Wake County. This Annex specifically addresses response and recovery operations for declared disasters to ensure that county expenses can be recovered.

Scope

The Finance and Administration Annex describes the responsibilities and general concepts for response activities and obligations maintained by the Finance and Administration Section, as outlined in the Incident Command System (ICS). These responsibilities include procurement, tracking of financial resources, and records management to support compensation and claims.

Situation Overview

Situations outlined in the Wake County Emergency Operations Plan (EOP) Basic Plan also apply to this Annex.

- Efficient and effective response must have a well-developed and organized documentation and tracking system that allows expenses and resources to be tracked and, in some cases, recovered following an emergency.
- Disasters have an immediate impact on county resources, resulting in shortages that may require the unplanned expenditure of funds by Wake County.
- Coordination may be required between local, county, State, and Federal entities to administer funding designed to assist in the response and recovery efforts from emergencies and disasters.
- A declaration of emergency in Wake County does not obligate or guarantee State or Federal funding.
- Supplemental Federal assistance for eligible response and recovery expense incurred in Wake County, either by government entities and/or the private sector, may be available after a Presidential Disaster Declaration has been issued.

Planning Assumptions

Assumptions outlined in the Wake County EOP Basic Plan also apply to this Annex. In addition, this Annex makes the following assumptions:

- The Emergency Operations Center (EOC) Manager decides the number of sections, branches, units, and groups requiring activation based on the hazard event the county is facing.
- All lead agencies will develop and maintain plans specific to their respective sections, branches, units, and groups.

- The Finance and Administration Section Chief will coordinate directly with other Section Chiefs to ensure that the financial activities of the Operations, Logistics, and Planning sections are properly documented.
- The county maintains a system to track expenditures and resources as well as the related documentation. Both the system and the documentation will be available at the EOC.
- Wake County may seek emergency supplemental response and recovery funding when funding resources within the county have been exhausted.

Concept of Operations

General

- The Finance and Administration Section Chief is designated and activated by the EOC Manager, as required, in support of EOC operations.
- The Finance and Administration Section Chief provides necessary forms and paperwork to responding agencies with specific instructions on what information must be retained for future records.
- The Finance and Administration Section is responsible for tracking personnel resources, hours expended, overtime, equipment hours, service contracts, and any other direct financial needs.
- The departments, agencies, and personnel supporting operations outlined in this Annex act as a team to address emergency finance issues to ensure accountability of funds during and after disasters.
- The Finance and Administration Section Chief may form and lead a finance team composed of personnel from municipal and State budget, finance, and management departments, as needed to coordinate fiscal activities related to the emergency or disaster situation.
- The Finance and Administration Section Chief may determine relevant fiscal information, budget impacts, procure needed goods or services, and process expenditures based on the magnitude of the emergency.

Organization and Assignment of Responsibilities

The Finance and Administration Section Chief reports directly to the EOC Manager and coordinates all efforts associated with financial management and administrative documentation. The Finance and Administration Section Chief may coordinate directly with the other Command Staff and General Staff as outlined in the Finance and Administration Section Organization Chart (Figure 4). Specific responsibilities and duties of each Unit within the Finance and Administration Section are described in separate appendices attached to this Annex.

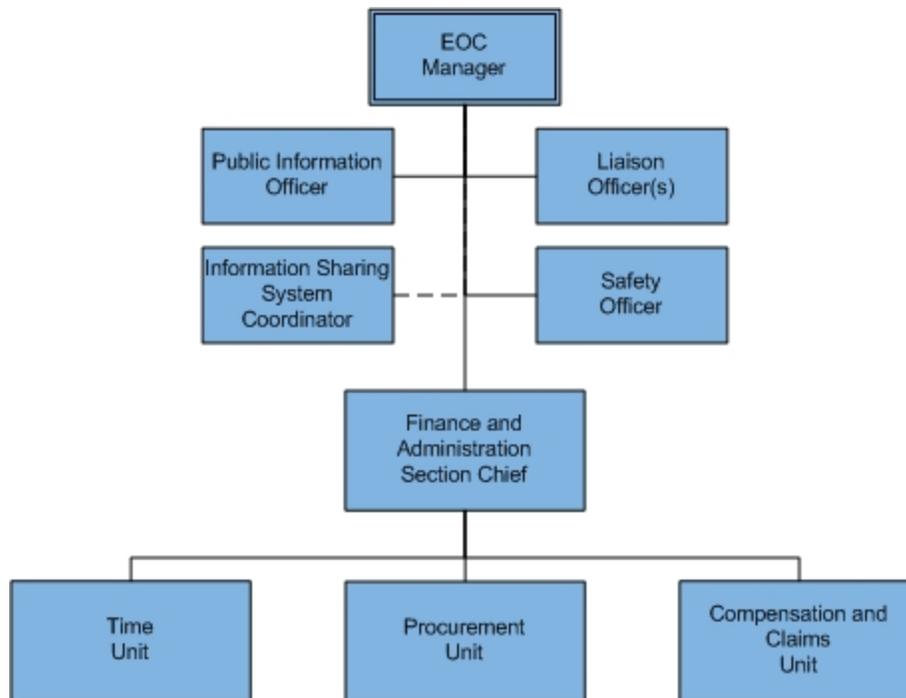


Figure 4: EOC Finance and Administration Section Organization Chart

The Budget and Finance Department maintains the responsibility for filling the role(s) necessary for the Finance and Administration Section in support of emergency operations in Wake County. Overarching responsibilities include:

- Soliciting periodic update finance and administrative briefings from other Section Chiefs;
- Providing periodic updates and briefings to Command;
- Developing cost projections related to the response and recovery of the event
- Developing and maintaining checklists to facilitate financial oversight of all cost and reimbursement needs;
- Tracking costs and personnel time records;
- Serving as an interface with the North Carolina Division of Emergency Management and the Federal Emergency Management Agency (FEMA) regarding recovery operations;
- Advising the EOC Manager regarding the financial implications of the emergency or disaster; and
- Maintaining the ability to execute emergency purchasing and acquisition authorities.

Compensation and Claims Unit

This Unit is responsible for documenting and overseeing injury compensation and claims for staff and responders. All files associated with injuries and illnesses associated with the disaster incident will be maintained by this Unit.

Procurement Unit

The Procurement Unit is responsible for all administration and financial matters concerning vendor contracts. This Unit prepares, verifies, and fulfills all requirements associated with equipment rental and supply contracts.

Time Unit

The Time Unit is responsible for ensuring daily recording of personnel time. This Unit also oversees the recording of equipment usage and time by the Logistics Section.

Continuity of Operations

Upon activation of the EOC, the Finance and Administration Section Chief will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Finance and Administration Section coordinates field operations at the county level in coordination with the other Section Chiefs under the direction and control of the EOC Manager

Information Collection, Analysis, and Dissemination

Disaster information is managed primarily under the Planning Section but may come into the EOC through any Functional Branch—such as Finance and Administration—or via Command Staff or Policy Group representatives. Position checklists within the Wake County EOC Standard Operating Procedures dictate specific handling requirements and accountability for all information received involving an existing emergency or disaster situation.

Communications

In the event of a potential or realized emergency situation, the Finance and Administration Section and its supporting branches, units, and groups, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department/agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to the Wake County EOP Basic Plan.

Annex Development and Maintenance

Wake County Emergency Management (WCEM) facilitates periodic reviews and updates to this Annex in conjunction with Finance and Administration lead agencies. The most current appendix will be maintained on file at the WCEM office. Annual or semi-annual revisions will be conducted to verify that the plans accurately reflect current operational protocols.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX D-1: COMPENSATION AND CLAIMS UNIT

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Budget and Finance Department/Wake County Attorney's Office 	<ul style="list-style-type: none"> ▪ Documentation Unit ▪ Operations Section ▪ Volunteer and Donations Management Branch
<p style="text-align: center;">Support Agencies</p>	
<ul style="list-style-type: none"> ▪ Wake County Fire and Emergency Management, Division of Emergency Management ▪ Wake County Human Resources ▪ Wake County Department of Revenue 	

Purpose

The purpose of the Compensation and Claims Unit Appendix is to outline all documentation requirements—claims, witness statements, and follow-up reports—that are required for injuries, illnesses, and fatalities associated with the disaster incident.

Scope

The Compensation and Claims Unit is responsible for documenting all financial matters related to personnel injuries, illness, or fatalities that result from responding to an emergency situation. Personnel in this Unit are also responsible for investigating civil tort claims involving property associated with or involved in the disaster incident.

Situation Overview

- There are many hazards facing Wake County that can create significant burdens on Wake County communities.
- To be eligible to receive reimbursement for losses during a disaster, precise records must be kept for the State and Federal government.
- Property damage has occurred in the recent past due to hurricanes, tornadoes, and other severe weather events.
- Personnel responding to disasters are often in harm's way and could become injured or ill as a direct result of the emergency situation.
- Responding to certain emergency situations could also result in fatalities.

Planning Assumptions

- Disaster-related injury, illness, or death of response personnel will be reported immediately to the Emergency Operations Center (EOC).
- The Compensation and Claims Unit will capture all relevant details regarding disaster-related injury, illness, or death.

Concept of Operations

- This Unit may be staffed when requested by the Section Chief and/or the EOC Manager.
- This Unit maintains chronological logs of any injuries and illnesses of responders and property damage reported to the EOC during an emergency.
- This Unit investigates all injuries, illnesses, fatalities, and damage to public property directly caused by a disaster or emergency situation.

Organization and Assignment of Responsibilities

The Compensation and Claims Unit investigates all disaster-related injury, illness, or death of any response personnel. The management of all statements and forms regarding property damage or personnel injury/illness/death is the primary responsibility of this Unit.

Primary Agency

The primary agency responsible for staffing and managing the Compensation and Claims Unit is the Wake County Attorney’s Office. Its overarching responsibilities include:

- Providing personnel to staff and lead the Compensation and Claims Unit;
- Ensuring the proper investigation and documentation of all disaster-related injury, illness, or death; and
- Investigating civil tort claims regarding disaster-related property damage.

Support Agencies

Agency/Department	Functions
Wake County Emergency Management	<ul style="list-style-type: none"> ▪ Ensure that the Budget and Finance Department oversees all disaster-related compensation and claims
Wake County Human Resources	<ul style="list-style-type: none"> ▪ Provide guidance on benefits and wellness, compensation, and employee relations.
Wake County Department of Revenue	<ul style="list-style-type: none"> ▪ Provide guidance on the appraisal and assessment all real estate, personal property, and registered motor vehicles within the county

Continuity of Operations

Upon activation of the EOC, the Compensation and Claims Unit Leader will be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Compensation and Claims Unit Leader coordinates all investigation and documentation of disaster-related property damage and personnel injury/illness/death.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential/critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Finance and Administration Section and its supporting units, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each tasked support department/agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to the Wake County EOP Basic Plan.

Appendix Development and Maintenance

Wake County Emergency Management (WCEM) facilitates periodic reviews and updates to this Appendix in conjunction with Finance and Administration lead agencies. The most current appendix will be maintained on file at the WCEM office. Annual or semi-annual revisions will be conducted to verify that the plans accurately reflect current operational protocols.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX D-2: PROCUREMENT UNIT

Primary Coordinating Agency/Department

Wake County Emergency Operations Center:
Coordinating Branches

- Wake County Finance Department
- Documentation Unit
- Logistics Section

Support Agencies

- Wake County Fire and Emergency Management, Division of Emergency Management
- Wake County Department of Revenue

Purpose

The purpose of the Procurement Unit is to carry out the required administration of all financial matters pertaining to disaster-related contracts. This Unit is responsible for overseeing disaster-related procurement activities and preparing equipment rental agreements.

Scope

The Procurement Unit is responsible for documenting, reviewing, and approving all procurement actions required during emergency situations where the Emergency Operations Center (EOC) has been activated.

Situation Overview

- There are many hazards facing Wake County. Local response capabilities can be overwhelmed and procurement activities may be necessary to supplement operations.
- The State of North Carolina has established policies and procedures to be used during the procurement of goods and services during disasters and emergency situations.

Planning Assumptions

- A natural, human-caused, or technological disaster will necessitate the procurement of goods or services.
- The Procurement Unit develops, reviews, approves, maintains, and secures all procurement materials during a disaster incident.
- The Procurement Unit complies with the Federal Supply Schedule ordering procedures put forth by the U.S. General Services Administration (GSA).

Concept of Operations

- Appropriately staff the Unit within the EOC.
- Maintain situational awareness of all requirements of emergency funds and procurement needs.
- Maintain vendor list, execute purchase orders and identify cost information related to emergency procurements.
- Develop an incident procurement plan, including a spending limit as dictated by the EOC Policy Group.
- Review, prepare, and execute all necessary contracts, memorandums of understanding, and memorandums of agreement, as necessary.
- Facilitate demobilization activities by maintaining a comprehensive audit trail.

Organization and Assignment of Responsibilities

The Procurement Unit coordinates all administrative and financial activities related to emergency procurements.

Primary Agency

The primary agency responsible for staffing and managing the Procurement Unit is the Finance Department. Its overarching responsibilities include:

- Providing personnel to staff and manage the Procurement Unit;
- Reviewing and approving equipment rental agreements and other agreements as needed;
- Developing contracts for requested personnel, crews, equipment, or supplies; and
- Ensuring the proper documentation of all procurement activities.

Support Agencies

Agency/Department	Functions
Wake County Department of Emergency Management	<ul style="list-style-type: none"> ▪ Ensure that the Budget and Finance Department oversees all disaster-related procurements
Wake County Department of Revenue	<ul style="list-style-type: none"> ▪ Provide expert guidance on the appraisal and assessment land-use agreements and other real estate issues

Continuity of Operations

Upon activation of the EOC, the Procurement Unit Leader may be assigned in accordance with Appendix E of the Wake County Emergency Operations Plan (EOP) Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Procurement Unit Leader coordinates all procurement activities with the Logistics Section.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential/critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Finance and Administration Section and its supporting units, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each tasked support department/agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to the Wake County EOP Basic Plan.

Appendix Development and Maintenance

Wake County Emergency Management (WCEM) may facilitate periodic reviews and updates to this Appendix in conjunction with Finance and Administration lead agencies. The most current appendix will be maintained on file at the WCEM office. Annual or semi-annual revisions will be conducted to verify that the plans accurately reflect current operational protocols.

Authorities and References

Refer to the Wake County EOP Basic Plan.

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APPENDIX D-3: TIME UNIT

Primary Coordinating Agency/Department	Wake County Emergency Operations Center: Coordinating Branches
<ul style="list-style-type: none"> ▪ Wake County Human Resources 	<ul style="list-style-type: none"> ▪ Documentation Unit ▪ Operations Section ▪ Logistics Section
<p style="text-align: center;">Support Agencies</p>	
<ul style="list-style-type: none"> ▪ Wake County Fire and Emergency Management, Division of Emergency Management ▪ Wake County Budget and Finance 	

Purpose

The purpose of the Time Unit Appendix is to guide the daily recording of personnel time during a disaster that requires activation of the Emergency Operations Center (EOC). The Unit is also responsible for guiding the Logistics Section through documentation and verification of equipment usage.

Scope

The Time Unit is primarily responsible for ensuring that personnel labor hours and equipment use is documented on a daily basis or by operational period as determined by the EOC Manager. Excess work hours must be logged separately and maintained for financial and legal purposes.

Situation Overview

- Response to disaster incidents may require personnel to perform duties that are in addition to their normal day-to-day tasks.
- All overtime hours must be logged as required by Federal Emergency Management Agency (FEMA) Public Assistance policies for reimbursement (if applicable).
- For debris removal and emergency protective measures, only overtime hours are eligible for permanent employees, regardless of normal duties. For permanent work, both regular and overtime pay are eligible for all employees. Refer to *FEMA 322: Public Assistance Guide* for additional details.

Planning Assumptions

- Disaster-related work hours are logged in accordance with the minimum requirements of FEMA Public Assistance guidance.

Concept of Operations

- Appropriately staff the Unit within the EOC.
- Maintain situational awareness of incident requirements for:
 - Time recording;
 - Time reporting deadlines; and
 - Time for all personnel and equipment.
- Maintain and secure all records.
- Ensure time keeping activities are maintained within each EOC Section via the Wake County Information Management System.
- Facilitate demobilization and compensation activities.

Organization and Assignment of Responsibilities

The Time Unit coordinates the documentation and verification of disaster-related labor hours, regular and overtime, for all EOC staff and relevant response personnel. This Unit also ensures that time records are maintained for equipment use.

Primary Agency

The primary agency responsible for staffing and managing the Time Unit is the Human Resources Department. Its overarching responsibilities include:

- Providing personnel to staff and lead the Time Unit;
- Requesting, receiving, verifying, and maintaining logs of personnel hours;
- Verifying the proper documentation of equipment use; and
- Providing guidance on employee benefits, wellness, compensation, and other employee relations issues

Support Agencies

Agency/Department	Functions
Wake County Emergency Management	<ul style="list-style-type: none"> ▪ Ensure that the Wake County Budget and Finance Department documents and verifies all labor hours worked by county personnel, mutual-aid resources, and volunteers for each disaster incident.
Wake County Budget and Finance Department	<ul style="list-style-type: none"> ▪ Support the financial needs and requirements of Human Resources during the emergency.

Continuity of Operations

Upon activation of the EOC, the Time Unit Leader will be assigned in accordance with Appendix E of the Wake County EOP Basic Plan or as designated by the EOC Manager.

Direction, Control, and Coordination

When activated during a county emergency, the Time Unit Leader manages all materials related to the documentation of personnel and equipment hours to ensure that disaster-related activities meet county, State, and Federal requirements.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential/critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, the Finance and Administration Section and its supporting units, as well as tasked support agencies, will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each tasked support department/agency described in this Annex unless described further within a related appendix.

Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Refer to the Wake County EOP Basic Plan.

Appendix Development and Maintenance

Wake County Emergency Management (WCEM) may facilitate periodic reviews and updates to this Appendix in conjunction with Finance and Administration lead agencies. The most current appendix will be maintained on file at the WCEM office. Annual or semi-annual revisions will be conducted to verify that the plans accurately reflect current operational protocols.

Authorities and References

Authorities

- Refer to the Wake County EOP Basic Plan.

References

FEMA 322: Public Assistance Guide, June 2007

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HAZARDOUS MATERIALS RELEASE HAZARD-SPECIFIC ANNEX

Purpose

The Hazardous Materials Release (HazMat) Hazard-Specific Annex provides basic information and concepts for coping with a HazMat fixed-site or transportation-related incident in Wake County. It describes the county's specific concerns, capabilities, and resources that will help prepare for, respond to, and recover from the direct and secondary effects of a HazMat incident.

Scope

This Annex establishes a concept of operations and assigns specific functional responsibility to departments, agencies, and organizations within Wake County. Furthermore, this document establishes a plan of action for coordination and support of HazMat response operations as required pursuant to the Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, the Emergency Planning and Community Right-To-Know Act of 1986, Sec. 303(c).

Situation Overview

This section provides a general outline of Wake County and its vulnerability to a fixed-site or transportation-related HazMat incident.

- A fixed-site incident is an uncontrolled release of chemicals or other potentially HazMat from a facility. A transportation-related incident refers to accidental and uncontrolled releases of chemicals or other HazMat during transport (i.e., along highways, rail, pipelines, and airways).
- A HazMat incident (fixed-site or transportation-related) may occur at any time during routine business operations or as a result of a natural disaster.
- The *HazMat Fixed-Site Hazard Profile* and the *HazMat Transportation Hazard Profile* that are included in the Wake County Threat Hazard Identification and Risk Assessment (THIRA) report include detailed background information, historical hazard incidents, vulnerability assessments, consequence analysis information, and a risk assessment.
- There are three major interstates that run through Wake County—interstates 40, 540, and 440. Interstate 440 is a beltway that encircles downtown Raleigh, while Interstate 540 is a 66-mile partially complete loop that will connect Wake Forest, Knightdale, Garner, Apex, Cary, Morrisville, Rolesville, and Fuquay-Varina. Major highways that run through Wake County include U.S. highways 1, 64, 264, 70, and 401. Other highways in Wake County include North Carolina highways 55, 42, 50, 751, 39, 98, and 231.
- Freight carriers that travel through Wake County include CSX, Norfolk Southern Railway, the North Carolina Railroad Company, and Carolina Coastal Railway. Passenger service traveling through Wake County is provided by Amtrak. Two

railways, CSX and Norfolk Southern, haul a wide range of HazMat daily through Wake County.

- The primary sources of HazMat hazards within the county are facility accidents, transportation accidents, illegal intentional releases, and terrorist events.

Fixed-Site Incident

- There have been 75 fixed-site HazMat accidents between March 2005 and October 2011 in Wake County, as reported by the National Toxic Substance Incidents Program (NTSIP) and the North Carolina Department of Health and Human Services (NCDHHS).
- According to the most recent Wake County property data, 32,332 occupied housing units could potentially be impacted by a HazMat release on county roads, which is almost 14 percent of the total occupied units in the county. Almost 9 percent of the county's property could be affected by this type of incident.
- There are 135 identified critical facilities that could be impacted by a HazMat transportation incident: 3 adult care homes, 8 amphitheaters, 1 arena, 71 childcare facilities, 1 university, 1 concert hall, 2 convention centers, 1 fairground, 1 hospice, 2 mental health facilities, 1 museum, 8 non-public schools, 2 nursing homes, 1 prison, 2 police departments, 32 public schools, and 1 stadium. See the *Hazardous Materials Release-Transportation Hazard Profile* in the Wake County THIRA for additional information.
- A radiological release was assessed separately from a fixed-site HazMat incident in the Wake County THIRA; please refer to the THIRA report for more details.

Transportation Incident

- There have been 66 transportation-related HazMat incidents between April 2005 and October 2010 in Wake County, as reported by the NTSIP and the NCDHHS.
- According to the most recent Wake County property data, 1,153 acres could potentially be impacted by a HazMat release at a fixed-site facility, which is 0.23 percent of the total acreage in the county. The estimated building value of properties within the facility buffer zones (the area around each facility that could be impacted by a potential release) is almost \$410 million.
- There are four identified critical facilities that could directly be impacted by a fixed-site incident: one fire station, two emergency medical services (EMS) stations, and one hospital. There are four vulnerable facilities that fall within the isolation buffer zones for HazMat facilities in the county: one childcare facility, one private school, and two public schools. See the *Hazardous Materials Release-Fixed-site Hazard Profile* in the Wake County THIRA for more details.

Planning Assumptions

The following assumptions are those that Wake County assumes to be fact for planning purposes in order to execute the HazMat Hazard-Specific Annex. These assumptions may

indicate areas where adjustments to this Annex have to be made ad hoc as the emergency evolves.

- Emergency response personnel (e.g., Fire, EMS/Rescue, Law Enforcement, and Emergency Management) and qualified technical experts will be available with equipment and resources to detect, analyze, evaluate, and cope with most HazMat incidents.
- Wake County and municipalities within Wake County maintain contracts with the Raleigh Fire Department (RFD) for HazMat support. This plan assumes the availability of the RFD team. If the RFD team is unavailable, then Wake County will request assistance from the State.
- Most municipalities can effectively cope with minor HazMat situations through local fire departments; however, should an incident escalate into a major emergency situation, additional resources will be rapidly deployed through existing mutual-aid agreements.
- It is necessary for the county to plan for and be prepared to carry out HazMat response and short-term recovery operations using only local resources. It is likely that outside assistance would be available in most major disaster situations affecting the county, but most likely only after 72 hours after the accident.
- Hazardous substances involved in an incident can be identified within a reasonable period of time from many sources of information. These sources include the following:
 - U.S. Department of Transportation Emergency Response Guidebook
 - Material Safety Data Sheets (MSDSs)
 - SARA Tier II Emergency and Hazardous Chemical Inventories
 - SARA-designated Facility Emergency Coordinators
 - Shipping papers
 - Placards and product labels
 - Product containers
 - Emergency Support Information Services (e.g., Chemical Transportation Emergency Center)
 - National Institute for Occupational Safety and Health Pocket Guide
- Emergency planning efforts will assume that most of the population(s) potentially affected (including designated evacuees) will cooperate with local officials and follow recommended protective actions. Such measures could include evacuation instructions for relocation to designated reception or shelter areas.
- Private automobiles 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 and individuals with disabilities and others with access or functional needs.

- 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 Wake County public officials.
- Evacuees could be isolated from their homes for extended periods of time and may need to undergo decontamination prior to sheltering.

Concept of Operations

General

The basic types of HazMat (fixed-site and transportation) emergency conditions are detailed below.

- **Potential Emergency Condition:** In this condition, a HazMat incident can be controlled by first response agencies and does not require evacuation of anything other than the involved structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to human health, the environment, or property.
- **Limited Emergency Condition:** This condition is defined as a HazMat incident involving a greater hazard or larger area that poses a potential threat to human health, the environment, or property and that may require protective action, including limited evacuation or in-place sheltering.
- **Full Emergency Condition:** This condition is defined as an incident involving a severe hazard or a large area that poses an extreme threat to human health, the environment, and property (most likely requiring a large-scale evacuation or sheltering in place) or an incident requiring the involvement of multiple levels of jurisdictional agencies and organizations, such as county, State, Federal, and private-sector entities.

Preparedness

- Hospitals, schools, daycare centers, and other mass-gathering facilities are required to develop an action plan for a HazMat emergency situation.
- Wake County will coordinate with the North Carolina Department of Transportation and local municipal public works departments to ensure coordinated plans are in place to adequately respond to a HazMat incident.
- Public education through handouts, ad campaigns, relevant maps, and family preparedness kits will be made available to the public.

Response

Pre-Impact Response Phase: Hazard Control and Assessment

- Wake County Emergency Management (WCEM) will direct all emergency response departments and agencies to alert and locate appropriate personnel and equipment when HazMat response is necessary.

- WCEM will facilitate release of emergency information to the public through the Public Information Officer (PIO).

Impact Response Phase: Protective Action Implementation

Wake County will implement and carry out appropriate actions required to preserve life and property, including the following:

- Activate and staff the Wake County EOC, if not already activated.
- Provide situational updates to all emergency management and public safety agencies across the county.
- If necessary, execute other portions of the Wake County Emergency Operations Plan (EOP) and activate required EOC sections, branches, groups, and units.
- Ensure that an early check is made on critical access areas and areas containing hazardous substances to determine that the integrity of storage is maintained.
- Ensure traffic control on roadways and preserve law and order.
- Coordinate with Wake County Human Services and volunteer agencies to ensure that shelters and provisions are established for displaced residents.
- Provide geographic information system (GIS) support to help track utility outages, service interruptions, transportation disruption, emergency service requests, and damage assessments.

Assessment and Allocation of Short-Term Needs

Following an initial situation assessment, Wake County will identify short-term needs and required resources. Immediate emergency management priorities may include some or all of the following functions:

- Notification:
 - Notification of a HazMat spill or release will be made through the 911 system or directly to the Raleigh-Wake Emergency Communications Center through a Facility Emergency Coordinator. The Facility Emergency Coordinator is required to notify WCEM of a spill or release in a timely manner.
- Incident Command:
 - The Incident Command System (ICS) shall be implemented as a joint, coordinated endeavor, serving to ensure intra-agency cooperation between all authorities having responsibilities for public safety and environmental protection during HazMat response operations. The local fire chief, or designee, shall be considered as the on-scene Incident Commander (IC) responsible for managing emergency responses to a HazMat incident.
 - The initial action of the IC will be to assess the extent of the HazMat incident and identify appropriate emergency protective actions.

- Situational Awareness:
 - Following notification of an incident, the IC will secure the scene and coordinate with the Facility Emergency Coordinator to obtain the facility's emergency plan. The IC will immediately conduct an assessment of the situation to include information about chemicals involved in the release, material safety data sheet information, and facility layout details. A situational assessment will be communicated to the Wake County EOC as soon as possible.
 - Activation of the EOC will be based on the emergency conditions outlined above—potential, limited, or full emergency conditions.
 - The EOC will assign a HazMat Branch staff member to serve as liaison with the IC to maintain a continuous flow of information.
 - The EOC will support the IC with selecting appropriate protective actions and ensure that law enforcement personnel are available to order and execute mandatory evacuations.
 - The EOC is responsible for issuing emergency advisories through the PIO once given approval by elected officials. A PIO will be situated at the EOC and/or at the incident command post (depending on the situation) to control media interaction and ensure an accurate portrayal of the situation.
 - Mutual-aid resources may be requested by the IC through the EOC. Requested assets must check in at the incident command post to receive credentials, an incident briefing, a safety briefing, their assigned responsibilities, and a designated supervisor. The IC will maintain control of the incident and control all mutual-aid resources.

Recovery

- Facilitate transition to recovery operations and help develop restoration priorities for public facilities and infrastructure.
- Ensure volunteer agencies are capable of providing relief supplies to HazMat victims.
- Allocate mental health services for responders, if necessary.
- Provide a designated facility or area to set-up recovery center(s) and publicize their locations to the HazMat victims that wish to submit individual assistance applications.
- Arrange for a public and environmental health survey and promotion of disease prevention measures, if necessary.
- Distribute pertinent information related to clean-up and restoration of damaged private property.
- Document all equipment and supplies used, personnel labor hours, and other expenses related to HazMat operations.

Organization and Assignment of Responsibilities

Most departments of the Wake County government have emergency functions in addition to their normal, day-to-day duties. Emergency functions usually parallel or complement normal functions. Each department is responsible for developing and maintaining its own procedures related to HazMat response.

- In accordance with SARA Title III, Sec. 301(c), the Board of Wake County Commissioners submitted nominations to North Carolina State Emergency Response Commission (NCSERC) for appointment to the Wake County Local Emergency Planning Committee (LEPC). These nominations were confirmed by the NCSERC in 1987 and, with minor modifications to the original committee, continue in operation.
- County agencies involved in HazMat emergency response are responsible for the safety of their personnel, including training in the dangers of hazardous substances, emergency response techniques and procedures, protective measures, the provision of protective clothing and equipment, and medical monitoring of personnel as required by 29 Code of Federal Regulations 1910,120, effective March 6, 1990.
- The EOC will coordinate Radiation Protection (RADPRO) operations and will coordinate with other departments to ensure RADPRO operational readiness.
- Upon request of the county RADPRO Officer, selected county agencies and other support organizations will ensure the availability of personnel and equipment for training support and operations, such as radiological monitors, during radiological emergencies.
- The county RADPRO Officer will contact the North Carolina Radiation Protection Section for technical assistance in support of control and disposition of radioactive materials.

The following departments will have specific responsibilities and provide overall support in the event of a HazMat incident.

Organization

- Wake County Emergency Management
- Wake County Board of County Commissioners
- Wake County Budget and Finance Department
- Wake County Fire Services
- Wake County Department of Environmental Services
- Wake County Human Services
- Wake County Public Affairs Office
- Wake County Local Emergency Planning Committee (LEPC)
- Facility Emergency Coordinator(s)

Assignment of Responsibilities

Wake County Fire and Emergency Management

- Serve as community emergency coordinator and the primary county point of contact for HazMat planning and response coordination.
- Ensure active coordination with the LEPC.
- Make every reasonable effort to ensure that county and municipal facilities with HazMat are identified and appropriately catalogued and seek the appointment of facility emergency coordinators.
- Develop capabilities for the timely notification and, as necessary, the activation of the county emergency response system.
- Establish a comprehensive RADPRO program.
- Identify and catalogue available resources and equipment that may be assembled to support HazMat emergency response operations.
- Ensure documentation and coordination of necessary records and reports.
- Conduct periodic inventories of radiological equipment and coordinate maintenance, servicing, and exchange with the North Carolina Division of Emergency Management.
- Ensure continuity of LEPC activities with government, industry, and local emergency services, pursuant to SARA, Title III, and the county's emergency management objectives.
- Ensure exercises and tests of the emergency response system for HazMat incidents are conducted on a regular basis.
- Ensure that critiques are conducted following exercises, tests, or actual emergency responses; identify deficiencies; and implement necessary corrective actions.
- Ensure that operational procedures and other tasks for radiological defense are accomplished as stated under the Normal Readiness Phase of these areas.
- Develop a method to exchange radiological data and provide support radiological capability with neighboring jurisdictions.
- Maintain a current notification roster.
- Ensure that appropriate training is provided for RADPRO response personnel.
- Establish a distribution system for RADPRO equipment.
- Develop and maintain a radiological decontamination capability for personnel, vehicles, equipment, and facilities.
- Coordinate with EOC communications personnel to establish and maintain necessary communications capabilities for reception of radiological data, including radiation levels and population exposure.

- Provide for the maintenance of exposure records for emergency workers and ensure that dosimeters are read at appropriate intervals.
- Coordinate special monitoring functions with the State EOC (e.g., ground and aerial surveys during recovery actions).
- Coordinate with the county PIO to prepare pre-scripted announcements for radiological emergencies.
- In concert with the PIO, prepare and distribute public educational programs relating to radiation safety.
- Conduct damage assessment following radiological emergencies.
- Support specialized radiological teams (e.g., Radiological Emergency Response Teams) as needed.

Wake County Board of County Commissioners

- Declare when a HazMat incident is of such severity that it would be unsafe for non-essential county employees to travel to work.
- Declare a state of emergency, if required.

Wake County Finance Department

- Assist in identifying and procuring equipment and supplies to support HazMat response.
- Provide necessary forms and paperwork to responding agencies with specific instructions on what information must be retained for future records.
- Track personnel resources, regular labor hour, overtime hours, equipment hours, and service contracts related to HazMat response.

Wake County Department of Environmental Services

- Serve as the lead agency for water quality, wastewater disposal, food protection, solid waste disposal, drinking water, animal control, and environmental hazards.
- Develop and implement coordination with State and Federal environmental health resources on an as-needed basis.
- Request technical assistance from the North Carolina Radiation Protection Section, when necessary.

Wake County Human Services

- Coordinate the operation of shelters and providing mass care services following a HazMat incident.
- Provide oversight during the evacuation and relocation of any long-term care facility in Wake County as a result of a HazMat incident.
- Assess short- and long-term public health effects of HazMat incidents.

- In coordination with the Wake County Community Services, arrange for transitional and temporary disaster housing for victims unable to return to their homes.

Wake County Public Affairs Office

- Dispense public safety information to ensure safe evacuation or sheltering of residents in hazardous areas.
- Oversee media monitoring and press releases.
- Prepare county officials for press conferences and coordinate with PIOs from other agencies and organizations involved.

Wake County Local Emergency Planning Committee (LEPC)

- Fulfill responsibilities regarding local emergency planning for extremely hazardous substances (EHSs) pursuant to Title III of SARA, Sec 303, under the guidance of both the NCSERC and the Wake County Board of Commissioners.
- Ensure an active chemical hazard identification program, a vulnerability assessment, and a risk analysis are in place within the jurisdiction.
- Make recommendations to county officials regarding emergency response matters related to HazMat incidents.

Facility Emergency Coordinator(s)

- Ensure that facility information required under provisions of Title III of SARA is submitted to the LEPC-designated fire or rescue agency and maintained in a current status.
- Ensure that facility emergency response capabilities are effective, including provisions for the immediate and follow-up notification of the jurisdiction and State authorities in the event of a HazMat incident, under provisions of Sec. 304, Title III of SARA.
- Make every reasonable effort to ensure that facility personnel are knowledgeable of and adequately trained in onsite emergency response actions, including recognition of release and notification procedures.
- Ensure that the facility maintains a current inventory of available equipment and resources for response to a HazMat emergency.
- When requested, provide a qualified technical representative to the IC and the Wake County EOC.

Emergency Operations Center Coordinating Branches

- Animal Protection Branch
- EMS Branch
- Fire Services Branch
- HazMat Branch

- Law Enforcement Branch
- Mass Care Branch
- Public Health Branch
- Search Branch

Continuity of Operations

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations. Refer to Appendix E of the Wake County EOP Basic Plan for additional continuity details.

Direction, Control, and Coordination

When activated during a county emergency, the EOC acts as the base of direction and control of emergency management operations for the county. Please refer to the Wake County EOP Basic Plan for direction, control, and coordination details.

Response Agency Categories for Hazardous Materials

Within the county, there are 4 primary categories of response agencies that generally respond to HazMat incidents 24 hours per day:

- Sheriff's Office, Municipal Law Enforcement, and North Carolina State Highway Patrol
- Municipal and Volunteer Fire and Rescue
- County Fire Services
- County EMS
- Wake County Emergency Management

Initial response efforts, combined with on-scene incident management, will be provided by appropriate emergency responders. The first dispatched agency arriving on scene will establish direction and control based on the size and complexity of the incident and will call in additional resources as required.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, primary and support agencies will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices and standard operating procedures. These practices will continue until deterioration of effective inter-

and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County resources prove to be inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or emergency negotiated agreements (i.e., mutual-aid agreements).

Response Agencies' Emergency Procedures during Hazardous Materials Incidents

The agencies that may become involved in a HazMat incident will develop and maintain emergency procedures and response capabilities as appropriate to address such incidents. Such capabilities will include appropriate HazMat training, coordination of the Wake County Incident Command System, maintenance of mutual-aid agreements, and compliance with Occupational Health and Safety standards.

Specific Fixed-Facility Information

Information about each facility identified under SARA, Title III as having EHSs exceeding maximum threshold quantities will be collected, catalogued, and maintained by WCEM and made available to emergency responders and the public as required.

Radiological Preparedness

- The county radiological response program will develop a roster of radiological response agencies and organizations to include names, addresses, telephone numbers, training status, and assignments.
- WCEM is responsible for maintenance and calibration of RADPRO instruments.
- Each agency and organization assigned fixed nuclear facility responsibilities will be trained in the employment of assigned radiological emergency equipment.

Training and Logistics

- Radiological emergency equipment that is not issued to emergency response organizations will be stockpiled and maintained in reserve at the WCEM storage facility and/or strategically selected sites throughout the county.
- The computation of radiological data from a nuclear attack or peacetime incident is vital for emergency workers. These records will be kept current as to exposure levels and will be supplied by the Emergency Management Department.

- Transportation, as required by shelter and/or relocation operations or as required for securing supplies and equipment, will be coordinated by the Wake County EOC.

Records and Reports

Expenditures and obligations of public funds during emergency operations must be recorded by the responsible agencies in accordance with Wake County policies and procedures. Refer to the Wake County EOP Basic Plan for additional details.

Annex Development and Maintenance

Primary responsibility for coordinating the Annex development and maintenance process rests with the WCEM Director. WCEM will review and revise this Annex on a periodic basis. Reasons Wake County will update this Annex (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas;
- Changes to the Wake County concept of operations;
- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to a HazMat incident;
- A training exercise or an actual emergency reveals significant deficiencies in this Annex or its components; and
- Changes to Wake County ordinances, State requirements, or Federal planning standards are revised.

Plans for County Agencies and Municipalities

- County agencies and municipalities involved in HazMat emergency response should develop procedures to implement this Annex in coordination with WCEM.

Training and Exercises

- WCEM, in cooperation with designated EOC personnel, will schedule and conduct required training activities to ensure emergency response capabilities and certification. HazMat training and exercises will include private-sector partners as applicable.

Authorities and References

This plan applies to emergency management operations during HazMat response. Strategic planning guidance and authorities governing its enactment and implementation are shown below.

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended

- SARA; Title III—“The Emergency Planning and Community Right-To-Know Act of 1986”

State

- N.C. General Statutes, Chapter 166A
- N.C. Executive Order 72.
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- N.C. Executive Order #43; North Carolina Emergency Response Commission, dated April 7, 1987
- N.C. Hazardous Chemicals Right-To-Know Act; General Statutes 95-173/95-218
- N.C. General Statutes, Chapter 166-A

County

Wake County Emergency Management Ordinance

Volunteer and Nongovernmental

Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985

References

Federal

- National Response Team Guidance; NRT-1, dated March 1987, “Hazardous Materials Emergency Planning Guide”
- FEMA Guidance On Off-Site Emergency Radiation Measurement Systems
- Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants (NUREG-0654) (FEMA REP-1), United States Nuclear Regulatory Commission and the Federal Emergency Management Agency, November 1980

State

State of North Carolina Emergency Operations Plan

County

- Wake County, North Carolina, Emergency Operations Plan
- Wake County, North Carolina, Hazard Mitigation Plan
- Wake County, North Carolina, Emergency Operations Center Standard Operating Procedure 100

HURRICANE HAZARD-SPECIFIC ANNEX

Purpose

The Hurricane Hazard-Specific Annex provides basic information and concepts for coping with a hurricane or tropical storm event in Wake County. It describes specific concerns, capabilities, and resources that will help to mitigate against, prepare for, respond to, and recover from the direct and secondary effects of a hurricane.

Scope

The Hurricane Hazard-Specific Annex establishes a concept of operations and assigns specific functional responsibility to appropriate departments, agencies, and organizations within Wake County. Furthermore, this Annex is part of the Wake County Emergency Operations Plan (EOP) and incorporates concepts and regulations contained in State and Federal laws.

Situation Overview

This section provides a general overview of Wake County and its vulnerability to a tropical storm or hurricane.

- Although the North Carolina coast is the most vulnerable to direct hurricane impacts, inland jurisdictions such as Wake County are susceptible to secondary effects of all levels of tropical cyclones, from tropical depressions to severe Category 5 hurricanes. Secondary effects include high winds, severe thunderstorms, heavy rains, and tornadoes.
- The peak period for hurricane season extends from June 1 through November 30. August, September, and October are the months when the greatest number of hurricanes generally affects North Carolina.
- Hurricanes and tropical storms have historically caused significant damage to crops, property, critical infrastructure, and built structures in Wake County due to associated strong winds and flooding conditions.¹ As of 2011, there have been 21 tropical storms and hurricane events reported for Wake County since 1950.
- The potential for storm-related injuries and death, structural damage, loss of power and water, and debris-laden streets will affect response time for government resources. These factors dictate the importance of effective pre-storm planning and efficient post-storm response.

Planning Assumptions

The following assumptions are those that Wake County assumes to be fact for planning purposes in order to execute the Hurricane Hazard-Specific Annex. These assumptions

¹ ReadyNC.org. *Hurricanes*. Retrieved July 26, 2012, from <http://readync.org/index.cfm?espanol=0&topic=27&on=hurricane>

may indicate areas where adjustments to this Annex have to be made ad hoc as the emergency evolves.

- Using local resources, the county must plan for and be prepared to carry out disaster response and short-term recovery operations related to tropical storms and hurricanes. Outside assistance would be available in most major disaster situations affecting the county, but most likely only after 72 hours of disaster onset.
- Most municipal emergency services can effectively cope with minor situations. However, should an incident escalate into a major disaster, additional emergency resources may be rapidly deployed through existing mutual-aid agreements and further augmented, if necessary, by other municipalities and Wake County, State, and Federal entities.
- Initial emergency response efforts will focus on protecting public health and safety, the environment, and property. Such measures could involve parallel efforts including evacuation, fire suppression, rescue, damage assessment, and sheltering. Effective communications may be a concern due to the disruption of telephone service and the loss and/or damage of radio antenna towers and related equipment.
- Mass evacuation for a hurricane threat is more likely for the coastal counties. However, temporary shelters within Wake County may be necessary to accommodate locally displaced households.
- Wake County may “host” evacuees from other counties following a major hurricane as detailed in the *North Carolina State Highway Patrol Coastal Evacuation Plan*. Hosting evacuees from neighboring counties may require substantial human and material resources for communication, reception, transportation, traffic control, security, and medical support.

Concept of Operations

General

- Initial response to the majority of incidents resulting from a hurricane or tropical storm event will be handled by the 911 Centers within Wake County.
- Wake County may consider a limited activation of the Emergency Operations Center (EOC) in light of the National Weather Service (NWS) issuing a hurricane or tropical storm watch for Wake County. A hurricane or tropical storm watch indicates that severe weather is possible.
- The EOC will activate when a hurricane or tropical storm event has or may present conditions of such a magnitude that a large commitment of resources from numerous sources may be required over an extended period of time.

Preparedness

- Wake County Emergency Management (WCEM) will conduct a hurricane hazard analysis.

- Wake County will coordinate with the North Carolina Department of Transportation (NCDOT) and local municipal public works departments to ensure coordinated plans are in place to adequately respond to a hurricane or tropical storm event.
- Hospitals, schools, daycare centers, and other mass-gathering facilities are required to develop an action plan for a hurricane or tropical storm event.
- Public education through handouts, ad campaigns, relevant maps, and family preparedness kits will be available prior to each hurricane season.

Response

Pre-Impact Response Phase: Hazard Control and Assessment

- WCEM may disseminate updates from the NWS regarding the potential for or active threat of a hurricane or tropical storm event.
- WCEM may direct all public safety agencies to alert and locate appropriate personnel and equipment should emergency hurricane operations be needed.
- WCEM may facilitate release of information to the public through the County Public Information Officer (PIO).
- Sheltering and mass care staff will be altered of sheltering requirements as soon as practicable.

Impact Response Phase: Protective Action Implementation

Wake County will implement and carry out appropriate actions required to preserve life and property, including the following:

- Activate and staff the Wake County EOC, if not already activated.
- Survey existing communications.
- Provide situational updates to all emergency management and public safety agencies across the county.
- If necessary, execute other portions of the Wake County EOP and activate required EOC sections, branches, groups, and units.
- Ensure that an early check is made on critical access areas, as well as areas containing hazardous materials to determine that the integrity of storage is maintained.
- Ensure traffic control on roadways and preserve law and order.
- Coordinate with the NCDOT and local municipalities to clear roadways and remove hurricane-related debris.
- Coordinate with volunteer agencies to ensure that shelters and provisions are established for displaced residents.
- Provide geographic information system (GIS) support to help track utility outages, service interruptions, transportation disruption, emergency service requests, and damage assessments.

Assessment and Allocation of Short-Term Needs

Following an initial damage assessment, Wake County will identify short-term needs and required resources. Immediate emergency management priorities may include some or all of the following functions:

- Damage Assessment:
 - Conduct detailed on-scene assessments of public and private property damage following a hurricane or tropical storm event to estimate the amount of losses.
 - Assess structural damage to roads, bridges, public buildings, and other key infrastructure through the use of county and municipal inspection personnel.
 - Consolidate initial damage assessment reports.
 - Use damage assessments as a gauge for recovery needs.
 - See the Situation Unit Appendix of the Planning Annex of the Wake County EOP for additional details.
- Debris Management:
 - Coordinate with local electric companies to assess downed power lines and other immediate threats to first responders and debris clearance crews.
 - Coordinate with NCDOT to clear roads for unincorporated areas of the county.
 - Request status reports and updates from local municipalities regarding road clearance efforts.
 - Develop a public information plan for roadway clearance that incorporates all response stakeholders in order to communicate a consistent message to the public regarding roadway clearance policies, priorities, and timelines.
 - See the General Services and Engineering Branch Appendix of the Logistics Annex of the Wake County EOP for additional details.
- Sheltering and Mass Care:
 - Open General Shelter Centers for evacuees that are displaced by a hurricane.
 - Short-term reception centers will be opened if the need for sheltering is expected to last less than 24 hours.
 - Long-term shelters will be opened if sheltering is expected to last 24 hours or longer. Meals and a limited supply of cots, blankets, and pillows will be provided.
 - Individuals with disabilities and others with access and functional needs will be accommodated at general shelter centers to the fullest extent possible.
 - Open Special Needs Shelters to provide services for evacuees who need assistance with daily living activities.
 - Arrange for the sheltering of household pets in conjunction with general shelter centers. Primary and support agencies will provide personnel, equipment, and supplies to support such an effort.

- See the Mass Care Branch Appendix in the Operations Annex of the Wake County EOP for additional details.
- Volunteer and Donations Management:
 - Identify the types and quantities of needed donations.
 - Establish a Citizen Phone Bank to receive calls from the public regarding donations and volunteering.
 - Set up and operate a donations management warehouse.
 - See the Volunteer and Donations Management Branch Appendix in the Logistics Annex of the Wake County EOP for additional details.

Recovery

- Facilitate transition to recovery operations and help develop restoration priorities for public facilities and infrastructure.
- Ensure that volunteer agencies are capable of providing relief supplies for hurricane survivors.
- Provide a designated facility or area to set up recovery center(s) and publicize their locations to disaster survivors that wish to submit individual assistance applications.
- Distribute pertinent information related to clean-up and restoration of damaged private property.
- Document all equipment and supplies used, personnel labor hours, and other expenses related to hurricane disaster operations.

Mitigation

- Refer to the Wake County Hazard Mitigation Plan for actions to address damage due to flooding and high winds.

Organization and Assignment of Responsibilities

In addition to routine, day-to-day responsibilities, all departments and divisions of the Wake County government maintain obligations to emergency functions. Each department is responsible for understanding these obligations as well as maintaining workforce development practices, training, and procedures to maintain its own emergency preparedness and ensure continuity of government operations. In addition, each department and division must appoint representatives to lead and coordinate required and requested emergency functions in the Wake County EOC. It is critical that these representatives have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delaying decisions such as allocation of resources or providing additional services to the public can lead to serious consequences during a hurricane event. The following departments will have specific responsibilities and provide overall support in the event of a hurricane disaster.

Organization

- Wake County Emergency Management
- Wake County Board of Commissioners
- Wake County Budget and Finance Department
- Wake County Department of Emergency Medical Services
- Wake County Community Services Department
- Wake County Department Environmental Services
- Wake County Fire Services
- Wake County General Services Administration
- Wake County Human Services
- Wake County Public Affairs Office
- Wake County Public School System
- Wake County Sheriff's Office

Assignment of Responsibilities

Wake County Emergency Management

- Monitor weather forecasts and prepare to coordinate county assistance, as needed.
- Activate and provide staff for the EOC, as needed.
- Maintain communications with other county departments to advise them of the storm's status and report all activities being taken by the county.
- Monitor and disseminate updates to promote situational awareness.
- Coordinate response to requests for assistance.
- Assist in the maintenance of appropriate mutual-aid agreements.
- Provide information about the National Flood Insurance Program since homeowner policies do not cover damage from the flooding that accompanies a hurricane.
- Act as liaison to the State and other local response partners regarding the status of the storm and available resources.
- Ensure documentation and coordination of necessary records and reports.

Wake County Board of Commissioners

- Declare when a hurricane or tropical storm is of such severity that it would be unsafe for non-essential county employees to travel to work.
- Declare a state of emergency, if required.

Wake County Finance Department

- Assist in identifying and procuring equipment and supplies to support hurricane response.
- Provide necessary forms and paperwork to responding agencies with specific instructions on what information must be retained for future records.
- Track personnel resources, regular labor hours, overtime hours, equipment hours, and service contracts related to hurricane response.

Wake County Department of Emergency Medical Services

- Maintain ability to respond to routine calls for service not related to the hurricane.
- Direct additional staffing and equipment to handle surge of calls and prolonged response times caused by the severe weather.
- Provide medical assistance to shelters.

Wake County Community Services Department

- Provide inspection personnel for damage assessment teams.
- Provide GIS personnel to support hurricane response activities.
- Coordinate with the Mass Care Branch to identify appropriate shelter facilities.

Wake County Department of Environmental Services

- Serve as the lead agency for water quality, wastewater disposal, food protection, solid waste disposal, drinking water, animal control, and environmental hazards.
- Ensure that debris is disposed of safely and in accordance with regulations and laws.
- Ensure regulatory compliance in efforts to restore electricity, water, sewer, and other essential services by local municipalities and private companies.

4. Wake County Fire Services

- Assess each jurisdiction's ability to respond to routine calls for fire response that is not related to a hurricane.
- Oversee the activation of additional staff to handle a surge of calls and prolonged response times caused by the severe weather.
- Assist Wake County Department of Emergency Medical Services (EMS) with access to and egress of patients requiring emergency medical assistance.
- Coordinate efforts to clear access to fire hydrants and other fire suppression infrastructure for unincorporated areas of the county.

Wake County General Services Administration

- Assist the Wake County Sheriff's Office and municipal police departments with road closure requirements.
- Support removal of debris and obstructions by NCDOT and local municipalities.

- Assist with fleet management and towing.
- Assist with shelter operations, as requested.

Wake County Human Services

- Coordinate the operation of shelters and the provision of mass care services.
- Coordinate the relocation of individuals requiring daily living assistance to special needs shelters.
- Provide oversight during the evacuation and relocation of any long-term care facility in Wake County as a result of severe weather.
- Assess public health effects of power outages caused by a hurricane or tropical storm.
- In coordination with the Wake County Community Services Department, arrange for transitional and temporary disaster housing for victims unable to return to their homes.

Wake County Public Affairs Office

- Dispense public safety information to ensure safe evacuation or sheltering of residents in hazardous areas.
- Oversee media monitoring and press releases.
- Prepare county officials for press conferences and coordinate with PIOs from other response agencies involved.

Wake County Public School System

- Serve as the lead agency for logistical needs related to a hurricane event.
- Coordinate with charitable and religious organizations to establish and operate a donations management warehouse.

Wake County Sheriff's Office

- Maintain the ability to respond to routine calls not related to a hurricane.
- Communicate with local police departments regarding similar efforts.
- Oversee the activation of additional staff to handle a surge of calls and/or prolonged response times caused by a hurricane.
- Coordinate search operations.
- Assist with the evacuation of stranded motorists.

EOC Coordinating Branches

- Animal Protection Branch
- EMS Branch
- Fire Services Branch

- Hazardous Materials Branch
- Law Enforcement Branch
- Mass Care Branch
- Public Health Branch
- Search Branch

Continuity of Operations

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations. Refer to Appendix E of the Wake County EOP Basic Plan for additional continuity details.

Direction, Control, and Coordination

When activated during a county emergency, the EOC acts as the base of direction and control of emergency management operations for the county. Please refer to the Wake County EOP Basic Plan for direction, control, and coordination details.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, primary and support agencies will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County resources prove to be inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or emergency negotiated agreements (i.e., mutual-aid agreements).

Annex Development and Maintenance

Primary responsibility for coordinating the Annex development and maintenance process rests with the Director of Wake County Emergency Management (WCEM). WCEM will review and revise this Annex on a periodic basis. Reasons Wake County will update this plan (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas;
- Changes to the Wake County concept of operations for emergency or disaster response;
- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to a hurricane;
- A training exercise or an actual emergency reveals significant deficiencies in this Annex or its components; and
- Changes to Wake County ordinances, State requirements, or Federal planning standards are revised.

Authorities and References

This plan applies to emergency management operations during hurricane response. Strategic planning guidance and authorities governing its enactment and implementation are shown below.

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended

State

- N.C. General Statutes, Chapter 166A
- N.C. Executive Order 72
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- State of North Carolina Executive Order 43, North Carolina Emergency Response Commission (NCERC), April 7, 1987

County

Wake County Emergency Management Ordinance

Volunteer and Nongovernmental

Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985

References

State

- State of North Carolina Emergency Operations Plan
- North Carolina State Highway Patrol Coastal Evacuation Plan

County

- Wake County, North Carolina, Emergency Operations Plan
- Wake County, North Carolina, Hazard Mitigation Plan
- Wake County, North Carolina, Emergency Operations Center Standard Operating Procedure

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PUBLIC HEALTH HAZARD SPECIFIC ANNEX

Purpose

The Public Health Hazard Specific Annex provides basic information and concepts for coping with secondary public health concerns following a natural, technological, or human-caused disaster in Wake County. It also describes specific concerns, capabilities and resources that will be necessary to prepare for and respond to a disease outbreak or pandemic within the county.

Scope

The Public Health Hazard Specific Annex establishes a concept of operations and assigns specific functional responsibility to appropriate departments, agencies, and organizations to coordinate public health and associated environmental health response during an emergency situation. Furthermore, this Annex is part of the Wake County Emergency Operations Plan (EOP) and incorporates concepts and regulations contained in State and Federal laws.

Situation Overview

This section provides a general overview of Wake County and its vulnerability to a public health emergency.

- Most emergencies have the potential to disrupt the integrity of public health and environmental surety.
- Depending on the nature of the incident, complications may include general health problems, communicable disease, contamination of food and water, and mental health ailments.
- Communication and coordination among various agencies and organizations is crucial to control outbreaks of disease and biological contamination, to protect vulnerable populations, and to provide mental health services.
- Public health resources and services during an incident will address not only the general population, but also individuals with disabilities and others with access and functional needs.

Planning Assumptions

The following assumptions are those that Wake County assumes to be fact for planning purposes in order to execute the Public Health Hazard Specific Annex. These assumptions may indicate areas where adjustments to this annex have to be made as the emergency evolves.

- A large-scale emergency may result in increased demands on public health and medical personnel services, including any of the following:
 - Multiple physical casualties with a variety and range of urgency and disability.
 - Poor access to and over-utilization of public health resources.

- Disruption of essential public services such as water supply, wastewater treatment, natural gas, and electrical power.
- Emergency operations for public health and mental health services will be an extension of normal agency and facility responsibilities.
- Existing mutual aid agreements will provide additional health and fatality management services.
- An emergency situation may generate victims/casualties beyond the normal capabilities of Wake County public health and medical providers.

Concept of Operations

General

- During an emergency, the Public Health Branch of the Wake County Emergency Operations Center (EOC) focuses on preventing or reducing the seriousness of illness and injury in a community or among a specific population.
- The outcomes benefit individuals, but the focus is on communities and populations. The Public Health Branch will direct implementation of effective environmental health, epidemiology, nursing, and health education practices to minimize the incidence of disease and illness and assure healthy and safe environmental conditions.
- Mental health involves planned programs to address mental illness, developmental disabilities and mental retardation, and substance abuse.
- During an emergency, services will be extended as necessary for crisis counseling and support of mental health services.

Response

Assess, Monitor, and Augment Community Medical Capabilities

- Assess the health and medical needs of displaced populations, at-risk populations, individuals with disabilities, and others with access and functional needs during an emergency situation.
- Continuously monitor the status of local hospitals and other medical facilities during a disaster.
- Identify, provide, or request resources to augment local public health and medical response capabilities.

Health Surveillance

- Enhance existing surveillance systems to monitor the health of Wake County's general population as well as the medical needs population.
- Conduct field studies and investigations to monitor public health.
- Monitor injury and disease patterns.
- Provide technical assistance regarding injury prevention and disease precautions.

- Provide continuous health inspections and immunizations when appropriate and evaluate, detect, prevent, and control communicable disease.

Mental Health

- Provide crisis intervention training for personnel assigned to mental health service teams.
- Provide crisis counseling for first responders, emergency management personnel, and shelter staff working with displaced populations.
- Assist with the assessment and identification of evacuees in reception centers and shelters who have evidence of mental stress and provide them with appropriate mental health services.

Vector Control

- Develop and maintain a list of communicable disease reporting rules.
- Assess the threat of vector-borne illness or disease through field investigations and laboratory analysis.
- Determine to what extent the community or individuals may be a risk factor and take steps to stop the spread of a disease through treatment, quarantine, and/or isolation.
- Conduct surveys of susceptible populations in quarantine areas and surrounding territory to determine the incidence of diseases in those populations.
- Implement measures to prevent the movement of susceptible and carrier individuals from quarantine areas.
- Provide technical assistance regarding vector control equipment, supplies, and medical treatment actions for potential diseases.

Food Safety and Security

- Monitor and evaluate environmental health hazards and arrange for corrective measures.
- Ensure the safety and security of federally-regulated foods.
- Supervise health-related laboratory activities.
- Coordinate transport of samples to designated lab for testing.

Potable Water/Wastewater and Solid Waste Disposal

- Assess potable water, wastewater systems, solid waste disposal, sanitation, and other environmental health issues in coordination with other County departments.
- Respond to contaminated water supply situations through field investigations and laboratory analysis.
- Provide technical assistance regarding food/water safety.

Fatality Management

- Coordinate with the North Carolina Office of the Chief Medical Examiner to ensure the proper recovery of human remains and coordination of disaster mortuary operations.
- National Disaster Medical System (NDMS) support for mass fatality situations will be integrated with the existing command structure.

Recovery

- Facilitate a smooth transition between response activities and recovery support functions.
- Develop priorities for public health and associated environmental health services during the recovery phase of a disaster.
- Document all equipment and supplies used, personnel labor hours, and other expenses related to public health emergency response activities.

Organization and Assignment of Responsibilities

In addition to routine, day-to-day responsibilities, all departments and divisions of the Wake County government maintain obligations to emergency functions. Each department is responsible for understanding these obligations, as well as maintaining workforce development practices, training, and procedures to maintain their own emergency preparedness and ensure continuity of government operations. Additionally, each department and division must appoint representatives to lead and coordinate required and requested emergency functions in the Wake County EOC. It is critical that these representatives have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delaying decisions such as allocation of resources or providing additional services to the public can lead to serious consequences during a hurricane event. The following departments will have specific responsibilities and provide overall support in the event of a hurricane disaster.

Organization

- Wake Emergency Management
- Wake County Board of Commissioners
- Wake County Department of Emergency Medical Services
- Wake County Department Environmental Services
- Wake County Human Services
- Wake County Public Affairs Office
- Wake County Public School System
- Wake County Sheriff's Office

Assignment of Responsibilities

Wake County Emergency Management

- Maintain communications with other County departments to advise them of the public health emergency.
- Monitor and disseminate updates to promote situational awareness.
- Coordinate response to requests for assistance.
- Assist in the maintenance of appropriate mutual aid agreements.
- Act as liaison to the State and other local response partners regarding the status of the public health emergency.
- Ensure documentation and coordination of necessary records and reports.

Wake County Board of Commissioners

- Declare when a public health emergency is of such severity that it would be unsafe for non-essential County employees to travel to work.
- Declare a state of emergency, if required.

Wake County Department of Emergency Medical Services

- Direct additional staffing and equipment to handle surge of calls caused by the public health emergency.
- Coordinate with Wake County Human Services to establish emergency medical services (EMS) protocols appropriate to the situation.

Wake County Department of Environmental Services

- Serve as the lead agency for water quality, wastewater disposal, food protection, solid waste disposal, and other environmental hazards.
- Monitor potable water, wastewater, and solid waste services.
- Control and monitor vectors that could lead to widespread illness or a disease outbreak.
- Ensure the safety of food and food supplies.

Wake County Human Services

- Assess and augment community medical capabilities.
- Continuously survey the health of the public.
- Coordinate the provision of mental health services.
- Ensure the safety of the food/drug devices.
- Coordinate with the Department of Environmental Services to control vectors that could spread disease or illness.

- Provide public health messages and information to the Public Affairs Office.

Wake County Public Affairs Office

- Dispense messages and information about the public health emergency.
- Oversee media monitoring and press releases.
- Prepare county officials for press conferences, and coordinate with PIOs from other response agencies involved.

Wake County Public School System

- Serve as the lead agency for logistical needs related to a public health emergency.
- Coordinate with charitable and religious organizations to establish and operate a point of distribution (POD), if necessary.

Wake County Sheriff's Office

- Disseminate relevant information of any credible threat or other situation that could potentially threaten public health.
- Provide security for PODs, if applicable.
- Assist with quarantine enforcement, if required.

EOC Coordinating Branches

- EMS
- Law Enforcement

Continuity of Operations

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations. Refer to Appendix E of the Wake County EOP Basic Plan for pre-identified lines of succession.

Direction, Control, and Coordination

When activated during a County emergency, the EOC acts as the base of direction and control of emergency management operations for the county. Please refer to the Wake County EOP Basic Plan for direction, control, and coordination details.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential/critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, primary and support agencies will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices, and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department/agency described in this Annex. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, will be formalized in writing prior to performance. Should Wake County resources prove to be inadequate during public health response operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or negotiated agreements.

Annex Development and Maintenance

Primary responsibility for coordinating the development and maintenance process for this Annex rests with the Director of Wake County Emergency Management (WCEM). WCEM will review and revise this annex on a periodic basis. Reasons Wake County will update this plan (in its entirety or individual components) may include:

- Changes to hazard consequences or risk areas
- Changes to the Wake County concept of operations for public health emergency response
- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to a public health emergency
- A training exercise or an actual emergency reveals significant deficiencies in this Annex or its components
- Changes to Wake County ordinances, State requirements, or Federal planning standards are revised

Authorities and References

This Annex applies to public health response activities taken during disease outbreaks/pandemics and public health issues triggered by natural, technological, or human-caused disasters. Strategic planning guidance and authorities governing its enactment and implementation are shown below.

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended

State

- N.C. General Statutes, Chapter 166A
- N.C. Executive Order 72.
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- State of North Carolina Executive Order 43, North Carolina Emergency Response Commission (NCERC), April 7, 1987

County

- Wake County Emergency Management Ordinance

Volunteer and Non-Governmental

- Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985

References

State

- State of North Carolina Emergency Operations Plan

County

- Wake County North Carolina, Emergency Operations Plan
- Wake County North Carolina, Emergency Operations Center Standard Operating Procedure

WINTER STORM HAZARD-SPECIFIC ANNEX

Purpose

The Winter Storm Hazard-Specific Annex provides basic information and concepts for coping with a winter storm event in Wake County. It describes the county's specific concerns, capabilities, and resources that will help to mitigate against, respond to, prepare for, and recover from the direct and secondary effects of a winter storm event.

Scope

The Winter Storm Hazard-Specific Annex establishes a concept of operations and assigns specific functional responsibility to departments, agencies, and organizations within Wake County. Furthermore, this Annex is part of the Wake County Emergency Operations Plan (EOP) and incorporates concepts and regulations contained in State and Federal laws.

Situation Overview

This section provides a general overview of Wake County and its characteristics exposed to and/or threatened by a winter storm hazard event.

- As of January 2012, Wake County has been impacted by 124 winter storms in the form of freezing rain, sleet, snow, and a mix of precipitation types since 1959.
- Citizens and authorities are advised of severe winter weather conditions through a variety of means, including the National Oceanic and Atmospheric Administration (NOAA), the National Weather Service (NWS), and radio and TV bulletins.
- Winter storms fluctuate in size and intensity and may affect certain areas of Wake County differently than others.
- Wake County maintains limited capability to respond to winter storm events.
- The potential for storm-related injuries and death, structural damage, loss of power, and debris-laden streets will affect government resources and private residences. These factors dictate the importance of effective pre-storm planning and efficient post-storm response.

Planning Assumptions

The following assumptions are those that Wake County assumes to be fact for planning purposes in order to execute this Annex. These assumptions may indicate areas where adjustments to this Annex have to be made as an emergency situation evolves.

- Large-scale loss of life or property does not typically occur as a result of winter storms; however:
 - Response to basic emergency calls may be hindered or disrupted;
 - Extended power outages coupled with below freezing temperatures will likely force citizens with no back-up heating source to seek shelter;

- Loss of utilities may create a critical situation in a short period of time for a large portion of the population of Wake County; and
 - The most prevalent consequences of a severe winter storm may include transportation disruption; structural damage, including roof collapse; and loss of critical facilities and utilities.
- In extreme conditions—significant snow or ice accumulation—Wake County may require State or Federal assistance.

Concept of Operations

General

- Initial response to the majority of incidents resulting from a winter storm event will be handled by the 911 Centers within Wake County.
- Wake County may consider a limited activation of the Emergency Operations Center (EOC) based on NWS issuing a winter storm watch or warning for Wake County. A winter storm watch indicates that severe winter weather is possible. A winter storm warning indicates that severe winter weather is expected, including heavy snow, sleet, or freezing rain.
- The EOC will activate when conditions of such a magnitude are present that obligate a large commitment of resources from numerous sources over an extended period of time.

Preparedness

- Wake County Emergency Management (WCEM) will conduct a winter storm hazard analysis for key resources and critical facilities within the county.
- Wake County will coordinate with the North Carolina Department of Transportation (NCDOT) and local municipalities to ensure coordinated plans are in place to adequately respond to severe winter storm events.

Response

Pre-Impact Response Phase: Hazard Assessment and Control

- WCEM may disseminate updates from NWS regarding the potential for or active threat of severe winter weather.
- WCEM may direct all public safety agencies to alert and locate appropriate personnel and equipment should emergency winter storm operations be needed.
- WCEM may facilitate release of emergency information to the public through the Public Information Officer (PIO).

Impact Response Phase: Protective Action Implementation

Wake County will implement and carry out appropriate actions required to preserve life and property as detailed below.

- Activate and staff the Wake County EOC, if not already activated.
- Survey existing communications.
- Provide situational updates to all emergency management and public safety agencies across the county.
- If necessary, execute other portions of the Wake County EOP and activate required EOC sections, branches, groups, and units.
- Ensure that an early check is made on critical access areas and areas containing hazardous materials to determine that the integrity of storage is maintained.
- Ensure traffic control on roadways and preserve law and order.
- Coordinate with NCDOT and local municipalities to clear roadways and remove storm-related debris.
- Coordinate with volunteer agencies to ensure that shelters and provisions are established for displaced residents.
- Provide geographic information system (GIS) support to help track utility outages, service interruptions, transportation disruption, emergency service requests, and damage assessments.

Assessment and Allocation of Short-Term Needs

Following an initial situation assessment, Wake County will identify short-term needs and required resources. Immediate emergency management priorities may include some or all of the following functions:

- Damage Assessment:
 - Conduct detailed on-scene assessments of public and private property damage following a winter storm event to estimate the amount of losses.
 - Assess structural damage to roads, bridges, public buildings, and other key infrastructure through the use of county and municipal inspection personnel.
 - Consolidate initial damage assessment reports.
 - Use damage assessments as a gauge for recovery needs.
 - See the Situation Unit Appendix of the Planning Annex of the Wake County EOP for additional details.
- Debris Management:
 - Coordinate with local electric companies to assess downed power lines and other immediate threats to first responders and debris clearance crews.
 - Coordinate with NCDOT to clear roads for unincorporated areas of the county.
 - Request status reports and updates from local municipalities regarding road clearance efforts.

- Develop a public information plan for roadway clearance that incorporates all response stakeholders in order to communicate a consistent message to the public regarding roadway clearance policies, priorities, and timelines.
- See the General Services and Engineering Branch Appendix of the Logistics Annex of the Wake County EOP for additional details.
- Mass Care Shelters:
 - Open General Shelter Centers for evacuees that are displaced by a winter storm.
 - Short-term reception centers will be opened if the need for sheltering is expected to last less than 24 hours.
 - Long-term shelters will be opened if the need for sheltering is expected to last 24 hours or longer. Meals and a limited supply of cots, blankets, and pillows will be provided.
 - Individuals with disabilities and others with access and functional needs will be accommodated at General Shelter Centers to the fullest extent possible.
 - Open Special Needs Shelters to provide services for evacuees who need assistance with daily living activities.
 - Arrange for the sheltering of household pets in conjunction with general shelter centers. Primary and support agencies will provide personnel, equipment, and supplies to support such an effort.
 - See the Mass Care Branch Appendix in the Operations Annex of the Wake County EOP for additional details.

Recovery

- Facilitate transition to recovery operations and help develop restoration priorities for public facilities and infrastructure.
- Ensure volunteer agencies are capable of providing relief supplies to storm victims.
- Provide a designated facility or area to set up recovery center(s) and publicize their locations to the storm victims that wish to submit individual assistance applications.
- Distribute pertinent information related to clean-up and restoration of damaged private property.
- Document all equipment and supplies used, personnel labor hours, and other expenses related to winter storm disaster operations.

Mitigation

- Refer to the Wake County Hazard Mitigation Plan for actions to address property damage due to high winds, snow and ice accumulation, or power outages.

Organization and Assignment of Responsibilities

In addition to routine, day-to-day responsibilities, all departments and divisions of the Wake County government maintain obligations to emergency functions. Each department

is responsible for understanding these obligations as well as maintaining workforce development practices, training, and procedures to maintain its own emergency preparedness and ensure continuity of government operations. In addition, each department and division must appoint representatives to lead and coordinate required and requested emergency functions in the Wake County EOC. It is critical that these representatives have the ability and authority to make decisions that affect emergency operations on behalf of their respective organizations. Delaying decisions such as allocation of resources or providing additional services to the public can lead to serious consequences during a winter storm event. The following departments will have specific responsibilities and provide overall support in the event of a winter storm disaster.

Organizations

- Wake County Emergency Management
- Wake County Board of Commissioners
- Wake County Budget and Finance Department
- Wake County Department of Emergency Medical Services
- Wake County Community Services Department
- Wake County Department of Environmental Services
- Wake County Fire Services
- Wake County General Services Administration
- Wake County Human Services
- Wake County Public Affairs Office
- Wake County Public School System
- Wake County Sheriff's Office

Assignment of Responsibilities

Wake County Emergency Management

- Monitor weather forecasts and prepare to coordinate county assistance, as needed.
- Activate and provide staff for the EOC, as needed.
- Maintain communications with other county departments to advise them of the storm's status and report all activities being taken by the county.
- Monitor and disseminate updates to promote situational awareness.
- Coordinate response to requests for assistance.
- Assist in the maintenance of appropriate mutual-aid agreements.
- Act as liaison to the State and other local response partners regarding the status of the storm and available resources.

- Ensure documentation and coordination of necessary records and reports.

Wake County Board of Commissioners

- Declare when a winter storm is of such severity that it would be unsafe for non-essential county employees to travel to work.
- Declare a state of emergency, if required.

Wake County Finance Department

- Assist in identifying and procuring equipment and supplies to support winter storm response.
- Provide necessary forms and paperwork to responding agencies with specific instructions on what information must be retained for future records.
- Track personnel resources, regular labor hour, overtime hours, equipment hours, and service contracts related to winter storm response.

Wake County Department of Emergency Medical Services

- Maintain ability to respond to routine calls for service not related to the winter storm event.
- Direct additional staffing and equipment to handle surge of calls and prolonged response times caused by the severe winter weather.
- Provide medical assistance to shelters.

Wake County Community Services Department

- Provide inspection personnel for damage assessment teams.
- Provide GIS personnel to support winter storm response activities.
- Coordinate with the Mass Care Branch to identify appropriate shelter facilities.

Wake County Department of Environmental Services

- Serve as the lead agency for water quality, wastewater disposal, food protection, solid waste disposal, drinking water, animal control, and environmental hazards.
- Ensure that debris is disposed of safely and in accordance with regulations and laws.
- Ensure regulatory compliance in efforts to restore electricity, water, sewer, and other essential services by local municipalities and private companies.

Wake County Fire Services

- Assess each jurisdiction's ability to respond to routine calls for fire response that is not related to the storm.
- Oversee the activation of additional staff to handle a surge of calls and prolonged response times caused by a winter storm.
- Coordinate efforts to rescue motorists stranded by the storm.

- Assist Wake County Department of Emergency Medical Services (EMS) with access to and egress of patients requiring emergency medical assistance.
- Coordinate efforts to clear access to fire hydrants and other fire suppression infrastructure for unincorporated areas of the county.

Wake County General Services Administration

- Assist the Wake County Sheriff's Office and municipal police departments with road closure requirements.
- Support removal of debris and obstructions by NCDOT and local municipalities.
- Assist with fleet management and towing.
- Assist with shelter operations, as requested.

Wake County Human Services

- Coordinate the operation of shelters and the provision of mass care services.
- Coordinate the relocation of vulnerable populations to special needs shelters.
- Provide oversight during the evacuation and relocation of any long-term care facility in Wake County as a result of severe winter weather.
- Assess public health effects of power outages caused by a severe winter storm.
- In coordination with the Wake County Community Services Department, arrange for transitional and temporary disaster housing for victims unable to return to their homes.

Wake County Public Affairs Office

- Dispense public safety information to ensure safe evacuation or sheltering of residents in hazardous areas.
- Oversee media monitoring and press releases.
- Prepare county officials for press conferences and coordinate with PIOs from other response agencies involved.

Wake County Public School System

- Serve as the lead agency for logistical needs related to a winter storm event.
- Coordinate with charitable and religious organizations to establish and operate a donations management warehouse.

Wake County Sheriff's Office

- Maintain the ability to respond to routine calls not related to a winter storm.
- Communicate with local police departments regarding similar efforts.
- Oversee the activation of additional staff to handle a surge of calls and/or prolonged response times caused by a winter storm.

- Coordinate search operations.
- Assist with the evacuation of stranded motorists.

EOC Coordinating Branches

- Animal Protection Branch
- EMS Branch
- Fire Services Branch
- Law Enforcement Branch
- Mass Care Branch
- Public Health Branch
- Search Branch

Continuity of Operations

The possibility that emergency and disaster occurrences could disrupt government functions necessitates that all Wake County departments develop and maintain procedures to ensure continuity of operations. Refer to Appendix E of the Wake County EOP Basic Plan for additional continuity details.

Direction, Control, and Coordination

When activated during a county emergency, the EOC acts as the base of direction and control of emergency management operations for the county. Please refer to the Wake County EOP Basic Plan for direction, control, and coordination details.

Information Collection, Analysis, and Dissemination

During an emergency or disaster situation requiring activation of the Wake County EOC, the EOC will coordinate all forms of essential and critical information. Please refer to the Wake County EOP Basic Plan for information collection, analysis, and dissemination details.

Communications

In the event of a potential or realized emergency situation, primary and support agencies will continue to exchange information for purposes of coordinating response and recovery efforts using established, routine communications practices and standard operating procedures. These practices will continue until deterioration of effective inter- and intra-function communications occurs and/or internal resources are exhausted. This applies to each support function and tasked support department and agency described in this Annex. Refer to the Wake County EOP Basic Plan and/or direction from the EOC Manager for additional communications guidance.

Administration, Finance, and Logistics

Agreements and Understandings

Any agreements and/or contracts must be entered into by duly authorized officials and, where practicable, formalized in writing prior to performance. Should Wake County resources prove to be inadequate during emergency operations, requests for assistance may be made to other governmental jurisdictions, volunteer agencies, and the private sector in accordance with existing contracts or emergency negotiated agreements.

Annex Development and Maintenance

Primary responsibility for coordinating the Annex development and maintenance process rests with the WCEM Director. WCEM may review and revise this Annex on a periodic basis. Reasons Wake County will update this Annex (in its entirety or to individual components) may include:

- Changes to hazard consequences or risk areas;
- Changes to the Wake County concept of operations;
- Reorganization of supporting departments, agencies, and other stakeholders that results in a change in Wake County's capability to respond to a winter storm event;
- A training exercise or an actual emergency reveals significant deficiencies in this Annex or its components; and
- Changes to Wake County ordinances, State requirements, or Federal planning standards are revised.

Authorities and References

This plan applies to emergency management operations during winter storm response. Strategic planning guidance and authorities governing its enactment and implementation are shown below.

Authorities

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), as amended

State

- N.C. General Statutes, Chapter 166A
- N.C. Executive Order 72
- N.C. General Statutes 115C-242 (6)
- N.C. General Statutes Article 36A of Chapter 14
- State of North Carolina Executive Order 43, North Carolina Emergency Response Commission (NCERC), April 7, 1987

County

Wake County Emergency Management Ordinance

Volunteer and Nongovernmental

Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985

References

- Wake County, North Carolina, Emergency Operations Plan
- Wake County, North Carolina, Hazard Mitigation Plan
- Wake County, North Carolina, Emergency Operations Center Standard Operating Procedure

APPENDIX 1: ACRONYMS

AAR	After-Action Report
ALS	Advanced Life Support
AUXCOMM	Auxiliary Communications
CAP	Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive
CHEMTREC	Chemical Transportation Emergency Center
CP	Command Post
CEM	Comprehensive Emergency Management
CERCLA	Comprehensive Environmental Response, Compensation, and Liability
CCF	Congregate Care Facilities
CIKR	Critical Infrastructure and Key Resources
COG	Continuity of Government
CONOPS	Concept of Operations
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
DAC	Disaster Application Center
DAP	Disaster Assistance Policy
DHS	U.S. Department of Homeland Security
EAS	Emergency Alert System
EMD	Emergency Management Director
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
ESF	Emergency Support Function
EHS	Extremely Hazardous Substance
FEMA	Federal Emergency Management Agency
FNF	Fixed Nuclear Facility
G.S.	General Statute
GIS	Geographic Information Systems
GSA	General Services Administration
HazMat	Hazardous Material
HIPAA	Health Insurance Privacy and Portability Act
THIRA	Threat Hazard Identification and Risk Assessment
HNPP	Harris Nuclear Power Plant
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IEMS	Integrated Emergency Management System

JFO	Joint Field Office
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MSDS	Material Safety Data Sheet
MAA	Mutual-aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCDPS	North Carolina Department of Public Safety
NCSERC	North Carolina State Emergency Response Commission
NCDHHS	North Carolina Department of Health and Human Services
NCSU	North Carolina State University
NDMS	National Disaster Medical System
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NFA	National Fire Academy
NRC	National Response Center
NRF	National Response Framework
NTSIP	National Toxic Substance Incidents Program
OSHA	Occupational Safety and Health Administration
PIO	Public Information Officer
PPP	Population Protection Plan
PSAP	Public Service Answering Point
RADPRO	Radiation Protection
RFD	Raleigh Fire Department
RRT	Regional Response Team
RCRA	Resource Conservation and Recovery Act
RDU	Raleigh-Durham International Airport
RM&D	Radiological Monitoring and Decontamination
SOP	Standard Operating Procedure
SERT	State Emergency Response Team
SARA	Superfund Amendments and Reauthorization Act of 1986
SNS	Strategic National Stockpile
SPCA	Society for the Prevention of Cruelty to Animals
WCEM	Wake County Emergency Management
WCPSS	Wake County Public School System

APPENDIX 2: GLOSSARY

Alert: An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented and additional assistance requested from Wake County Emergency Management.

Applicant: A State agency, local government, or private nonprofit facility submitting a project application or request for direct Federal assistance under the Disaster Act or on whose behalf the Governor's Authorized Representative takes such action.

Community-Based Planning is the concept that planning must not only be representative of the actual population within the community but also must involve the whole community in the planning process.

DHS: The U.S. Department of Homeland Security

Direction and Control (D&C): The Emergency Operations Center Policy Group is comprised of representatives from the Wake County Board of Commissioners, municipal leadership, and legal advisors as deemed necessary.

Disaster: An event, the effects of which cause loss of life; human suffering; property damage, both public and private; and severe economic and social disruption. Disasters can be natural or human-caused, major accidents, or enemy attack. Disasters are differentiated from day-today emergencies and accidents that are routinely responded to by local emergency organizations and may be of such magnitude or unusual circumstance as to require response by all levels of government—Federal, State, and local.

Emergency: A disaster occurrence or a situation that seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private-sector organizations to protect lives and limit damage to property. Examples of emergency situations that could result in a disaster include an accident involving hazardous material that threatens to explode or rupture endangering the surrounding population; a period of time prior to the onset of a severe storm, such as a hurricane; and a period of intense international crisis that could lead to nuclear warfare. In addition, an emergency is any of the various types of catastrophe included in the definition of a "major disaster" that requires Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health, and safety or to avert or lessen the threat of a disaster.

Emergency Alerting System (EAS): A network of broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other natural emergency as provided by the Emergency Alerting System Plan.

Emergency Operations Center (EOC): The site from which civil government officials (municipal, State, and Federal) exercise direction and control in an emergency.

Emergency Operations Plan (EOP): A document that describes actions to be executed, provides instruction to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state what action is to be taken, when and where it is to take place, and who is responsible, based on predetermined assumptions, objectives, and capabilities.

Emergency Public Information (EPI): Information that is disseminated before, during, and/or after an emergency designed to instruct and transmit direct orders to the public via news media.

ESF: Emergency support function

Evacuation Control Procedures: The plans made by the various services to outline their duties and to ensure the orderly movement of people during the evacuation period.

Policy Group: The governing body of a local jurisdiction; it may include members of mutual-aid associations and the mayors of the towns, cities, and communities in the jurisdiction.

Fallout: The process of radioactive particles of debris (dust) that have been made radioactive by nuclear detonation falling back to earth.

FEMA: Federal Emergency Management Agency

Federal Coordinating Officer (FCO): Responsible for the coordination of all Federal disaster assistance efforts in an affected area. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

Federal-State Agreement (FEMA-State Agreement): The document executed by the Governor, acting for the State and the Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provisions of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

Floodplain: Any normally dry land area that is susceptible to being inundated by water from any natural source. This area is usually low land adjacent to a river, stream, watercourse, ocean, or lake.

Floodway: The channel of the river or stream and those parts of the flood plains adjoining the channel that are reasonably required to carry and discharge the floodwater or flood flow of any river or stream.

Governor’s Authorized Representative (GAR): The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

Hazard Area: Area designated by the Federal government or locally through a hazard vulnerability analysis that is relatively more likely to experience the direct effect of certain natural or human-caused disasters.

Hazard Mitigation: Any cost-effective measure that will reduce the potential for damage to a facility or structure from a disaster event.

Hazardous Materials (HazMat): Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. These are four traditional classes: chemical, biological, radiological, and explosive; however, the U.S. Department of Transportation lists 15 different classes.

Individual Assistance Officer (IAO): A principal staff officer on the FCO’s Staff and directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location, and operation of D&Cs and mobile teams. The IAO is located with the FCO.

Integrated Emergency Management System (IEMS): A concept that applies mitigation, preparedness, response, and recovery activities to all hazards in a local-State-Federal partnership.

Local Government: Any city, town, or other political subdivision within the State of North Carolina.

National Security Emergency: Event includes nuclear, conventional, chemical, biological warfare, civil disorder, terrorism, and/or energy shortages.

POD: A site established and operated by a jurisdiction where the general public can obtain basic life-sustaining emergency relief commodities (e.g., food, water, ice, tarps). These sites are typically not established to dispense medicines, vaccines, or other health care supplies.

Reception Area: A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack and designated for the reception, care, and logistical support of hazard evacuees.

Recovery Center: A facility established within or adjacent to an affected area for the purpose of providing disaster victims with “one-stop” service in meeting their disaster or emergency needs. It is usually staffed by representatives of Federal, State, and local

government agencies; volunteer organizations; and certain representatives of the private sector.

Resources: Manpower; raw or basic materials; finished goods; and products, services, and facilities.

Resources List: A list that contains all resources (equipment, personnel, supplies) in the county that can be used by emergency services in response to local disasters and emergencies.

Shelter Manager: A pre-trained individual who provides for internal organization, administration, and operation of a shelter facility.

SLOSH (Model): The Sea, Lake and Overland Surges from Hurricanes (SLOSH) model is a computerized numerical model developed by the National Weather Service (NWS) to estimate storm surge heights resulting from historical, hypothetical, or predicted hurricanes by taking into account the atmospheric pressure, size, forward speed, and track data.

Staging Area (SA): A pre-selected location having larger parking areas and cover for equipment, vehicle operators, and other personnel (i.e., a major shopping area or school). SAs provide a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees.

Standard Operating Procedure (SOP): A set of instructions having the force of a directive covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

State: State of North Carolina

State Coordinating Officer (SCO): The State official designated by the Governor to act as his or her principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating State and local assistance efforts with those of the Federal Government.

State Emergency Operations Center (SEOC): Facility designated as the area of mobilization of all resources of the State during times of emergencies.

State Emergency Plan: State plan designed specifically for State-level response to emergencies or major disaster and that sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

Traffic Control Points: Places along evacuation routes that are designated by law enforcement officials to direct and control movement to and from the area being evacuated.

Vulnerability: The degree to which people, property, the environment, or social and economic activity—in short, all elements at-risk—are susceptible to injury, damage, disruption, or loss of life.

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APPENDIX 3: ADOPTION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM

*Wake County Board of Commissioners Meeting
January 17, 2006*

APPROVAL OF AMENDED WAKE COUNTY EMERGENCY OPERATIONS PLAN AND ADOPTION OF RESOLUTION ADOPTING NATIONAL INCIDENT MANAGEMENT SYSTEM FOR USE IN WAKE COUNTY

The federal government has introduced and incorporated two standards for emergency operations—the National Incident Management System (NIMS) and the National Response Plan. In order to provide for a smooth and effective transition in event of a major disaster, Wake County Public Safety/Emergency Management staff have amended Wake County’s Emergency Operations Plan so that it is consistent with the new federal standards. The amendments are technical and organizational in nature, and affect the Emergency Operations Plan as follows:

- Wake County’s Emergency Operations Center (EOC) chain of command and general structure is modified.
- The Plan’s focus on assignment of EOC tasks and responsibilities by department has been shifted to a focus on assignment by function.

Wake County’s emergency management ordinances require approval by the Board of Commissioners of amendments to the County’s Emergency Operations Plan.

In order to retain eligibility for a wide range of federal grant programs—including disaster recovery grants—Homeland Security Presidential Directive 5 requires that all state and local governments adopt NIMS as the common national incident command system, to monitor its use and to provide for primary and continuing education in NIMS operations. Public Safety/Emergency Management staff recommends that this adoption be undertaken by the Board of Commissioners by resolution.

Upon motion of Commissioner Gardner, seconded by Commissioner Ward, the Board unanimously approved an amendment to the Wake County Emergency Operations Plan and the approval of a resolution to adopt the National Incident Management System (NIMS) for Use in Wake County.

RESOLUTION-2006-02
ENDORING NATIONAL INCIDENT MANAGEMENT SYSTEM
AND ESTABLISHING COMMITMENT TO USE OF
THE NATIONAL INCIDENT MANAGEMENT SYSTEM IN WAKE COUNTY
FOR MANAGEMENT OF TECHNOLOGICAL, NATURAL AND
TERRORISM EMERGENCIES BY WAKE COUNTY AGENCIES

WHEREAS, in Homeland Security Presidential Directive (HSPD)-5, the President of the United States directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide framework for federal, state, local and tribal governments to work together more effectively and efficiently to respond to domestic emergency incidents, regardless of cause, size or complexity, the use of which would form one basis for federal emergency- and disaster-related grant eligibility; and

WHEREAS, the National Commission of Terrorist Attacks (the “9-11 Commission”) strongly and continuously recommended adoption of a standardized Incident Command System; and

WHEREAS, it is necessary that all federal, state, local, and tribal emergency management agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, training in, and use of, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve first-responder ability to safely and effectively manage emergency incidents, particularly in major emergencies that involve response of local, county, state and federal agencies; and

WHEREAS, many of the Incident Command System components of NIMS are already in general use by most first-responder agencies in Wake County.

NOW, THEREFORE, BE IT RESOLVED BY THE WAKE COUNTY BOARD OF COMMISSIONERS THAT the National Incident Management System (NIMS) generally, and the incident command system standards contained in NIMS in particular, be adopted as the emergency management standard for all Wake County agencies that might be called upon to respond to a technological, natural or terrorism emergency, regardless of extent or severity, that all Wake County agencies adopt and apply incident-management training and education programs that are consistent with NIMS incident command standards, and that all Wake County agencies maintain incident-management skills and practice incident-management techniques at a frequency that will support a continuing level of readiness to apply NIMS incident command standards as an integral element of response to technological, natural and terrorism emergencies, and that all municipalities, authorities and agencies in Wake County similarly commit to adoption, education in, maintenance of and use of NIMS generally and NIMS incident command standards in particular.

APPENDIX 4: WAKE COUNTY CRITICAL ASSETS AND INFRASTRUCTURE

Commercial Facilities

- Crabtree Valley Mall
- North Carolina State Fairgrounds
- PNC Arena

Communications

- MCI Verizon

Dams

- Falls of the Neuse Dam

Emergency Services

- North Carolina Information Sharing and Analysis Center

Energy

- Cardinal Pipeline
- Colonial Pipeline
- Dixie Pipeline
- Progress Energy Control Center
- Progress Energy Headquarters

Government Facilities

- Archdale Building
- Centennial Campus
- Environmental Protection Agency National Risk Management Research Laboratory
- North Carolina Court of Appeals
- North Carolina Executive Mansion
- North Carolina State Government Complex
- North Carolina State Legislative Building
- PULSTAR Reactor
- Rollins Veterinary Diagnostic Laboratory
- Terry Sanford Federal Building and Courthouse

- U.S. Bankruptcy Court, Raleigh
- U.S. Army Reserve

Healthcare and Public Health

- Mallinckrodt Pharmaceutical
- Novartis, Holly Springs
- Wake Medical Center, Raleigh Campus

Information Technology

- CC Intelligent Solutions
- CISCO
- EMC
- IBM
- North Carolina Office of Information Technology Services (ITS)
- Eastern North Carolina Data Center ITS
- Raleigh ITS Center

National Monuments and Icons

- North Carolina State Capitol

Nuclear Reactors, Materials, and Waste

- Harris Nuclear Power Plant (HNPP)

Postal and Shipping

- DHL
- UPS Distribution Center, Raleigh
- U.S. Postal Service (USPS) Raleigh Processing and Distribution Center
- USPS Raleigh Processing and Distribution Center #2
- USPS Raleigh Vehicle Maintenance Facility

Transportation Systems

- Interstate 40 Bridge
- Raleigh-Durham International Airport

Water

- Johnson Water Treatment Plant, Raleigh
- Neuse River Wastewater Treatment Plant

APPENDIX 5: SUMMARY OF SUPPORT FUNCTIONS, RESPONSIBILITIES, AND LINES OF SUCCESSION

Sections and Support Functions	Lead Agency	Line of Succession	Support Agencies/Personnel	
EOC Policy Group	Wake County Board of Commissioners	<ol style="list-style-type: none"> 1. Chairman of Board of Commissioners 2. Vice Chair, Board of Commissioners 3. Board majority 	<ul style="list-style-type: none"> ▪ Attorney's Office ▪ Sheriff 	<ul style="list-style-type: none"> ▪ County Manager ▪ Others as needed
EOC Manager	Wake County Department of Emergency Management	<ol style="list-style-type: none"> 1. Emergency Management Director 2. Wake County Fire Services Director 3. Emergency Management Assistant Director 4. Sheriff's Office Major-Patrol 	<ul style="list-style-type: none"> ▪ Deputy EOC Manager ▪ Safety Officer ▪ Information Management System Coordinator 	<ul style="list-style-type: none"> ▪ Public Information Officer ▪ Liaison Officer(s)
Public Information Officer	Wake County Public Affairs Office	<ol style="list-style-type: none"> 1. Public Affairs Director 2. Public Affairs Manager 3. Public Affairs Specialist 	<ul style="list-style-type: none"> ▪ Municipal Public Information Officers 	<ul style="list-style-type: none"> ▪ Private Industry Public Information Officers
Liaison Officer	Incident-Specific Designation	<ol style="list-style-type: none"> 1. Deputy Director Community Services 2. Assistant to the County Manager 3. Emergency Services Manager 	<ul style="list-style-type: none"> ▪ WCEM ▪ EOC General Staff 	<ul style="list-style-type: none"> ▪ Intelligence Officer ▪ EOC Policy Group
Safety Officer	Incident-Specific Designation	<ol style="list-style-type: none"> 1. Safety and Security Director 2. Safety Officer 	<ul style="list-style-type: none"> ▪ WCEM ▪ EOC General Staff 	<ul style="list-style-type: none"> ▪ Intelligence Officer ▪ EOC Policy Group

Sections and Support Functions	Lead Agency	Line of Succession	Support Agencies/Personnel	
		3. Assigned according to the incident		
Information Management System Coordinator	Incident-Specific Designation	<ol style="list-style-type: none"> 1. Fire Svcs Ops Chief 2. Fire Svcs Logs Chief 3. EM Specialist 	<ul style="list-style-type: none"> ▪ WCEM 	<ul style="list-style-type: none"> ▪ Information Technology Services
Intelligence Officer	Incident-Specific Designation	Will be determined according to the incident.	<ul style="list-style-type: none"> ▪ Liaison Officer(s) ▪ EOC Policy Group ▪ WCEM 	<ul style="list-style-type: none"> ▪ Incident-appropriate North Carolina departments and agencies (e.g. State Bureau of Investigation)
Operations Section Chief	Wake County Department of Emergency Management	<ol style="list-style-type: none"> 1. Sheriff's Office Representative 2. Chief Deputy Fire Marshal 3. EMS Chief of Operations 	<ul style="list-style-type: none"> ▪ Fire/Rescue Branch ▪ Search Branch ▪ HazMat Branch ▪ Law Enforcement Branch 	<ul style="list-style-type: none"> ▪ Emergency Medical Services Branch ▪ Mass Care Branch ▪ Public Health Branch ▪ Animal Protection Branch
Mass Care Branch	Wake County Human Services	<ol style="list-style-type: none"> 1. Human Services Deputy Director 2. Division Director, Administration and Office of Community Affairs 3. Immunization Administrative Supervisor 	<ul style="list-style-type: none"> ▪ WCEM ▪ Wake County Public School System ▪ Auxiliary Communications ▪ Environmental Services 	<ul style="list-style-type: none"> ▪ Community Services ▪ Sheriff's Office ▪ Local Police Departments
Public Health Branch	Wake County Human Services	<ol style="list-style-type: none"> 1. Division Director, Public Health 2. Division Director, Clinical Services 3. Division Director, Medical Director 	<ul style="list-style-type: none"> ▪ WCEM ▪ Wake County Public School System ▪ Auxiliary Communications ▪ Environmental Services 	<ul style="list-style-type: none"> ▪ Community Services ▪ Sheriff's Office ▪ Local Police Departments ▪ County Fire/Rescue

Sections and Support Functions	Lead Agency	Line of Succession	Support Agencies/Personnel
Fire Services Branch	Wake County Division of Fire Services	<ol style="list-style-type: none"> 1. Chief Deputy Fire Marshal 2. Deputy Fire Marshal 3. Deputy Fire Marshal 	<ul style="list-style-type: none"> ▪ WCEM ▪ EMS Branch ▪ Law Enforcement Branch ▪ Local Fire Departments
Search Branch	Wake County Sheriff's Office	<ol style="list-style-type: none"> 1. Sheriff's Office Patrol Lieutenant 2. Sheriff's Office Patrol Sergeant 3. Sheriff's Office Patrol Sergeant 	<ul style="list-style-type: none"> ▪ WCEM ▪ Local public safety agencies ▪ Volunteer Organizations ▪ Community Services ▪ General Services ▪ EMS Branch
HazMat Branch	Wake County Division of Fire Services	<ol style="list-style-type: none"> 1. Deputy Fire Marshal 2. Deputy Fire Marshal of Emergency Response 3. Technical Specialist (depending on incident) 	<ul style="list-style-type: none"> ▪ WCEM ▪ Environmental Services ▪ Facility Emergency Coordinator(s) ▪ Local Emergency Planning Committee ▪ Human Services ▪ Sheriff's Office ▪ Local Police Departments
Law Enforcement Branch	Wake County Sheriff's Office	<ol style="list-style-type: none"> 1. Sheriff's Office Patrol Lieutenant 2. Sheriff's Office Patrol Sergeant 3. Sheriff's Office Patrol Sergeant 	<ul style="list-style-type: none"> ▪ WCEM ▪ Community Services ▪ Local Police Departments
Emergency Medical Services Branch	Wake County Department of Emergency Medical Services (EMS)	<ol style="list-style-type: none"> 1. County EMS Assistant Chief for Planning and Administration 2. County EMS Assistant Chief of Professional Development 3. EMS Division Chief of 	<ul style="list-style-type: none"> ▪ Area hospitals ▪ RDU Airport ▪ Fire Services Branch

Sections and Support Functions	Lead Agency	Line of Succession	Support Agencies/Personnel	
Management Services				
Animal Protection Branch	Wake County Animal Control and Adoption Center	<ol style="list-style-type: none"> 1. Animal Control Director 2. Deputy Director Environmental Services 3. Community Relations Manager 	<ul style="list-style-type: none"> ▪ Community Services 	<ul style="list-style-type: none"> ▪ North Carolina Cooperative Extension
Planning Section Chief	Wake County Department of Environmental Services	<ol style="list-style-type: none"> 1. Director, Environmental Health and Safety 2. Environmental Health Specialist 3. Community Services Planner III 	<ul style="list-style-type: none"> ▪ Resources Unit ▪ Situation Unit ▪ Documentation Unit 	<ul style="list-style-type: none"> ▪ Energy and Infrastructure Branch ▪ Demobilization Unit
Resources Unit	Wake County Department of Environmental Services	<ol style="list-style-type: none"> 1. Watershed Manager 2. Engineering Consultant (I) 3. Engineering Consultant (II) 	<ul style="list-style-type: none"> ▪ Budget and Finance ▪ WCEM 	<ul style="list-style-type: none"> ▪ Wake County Public School System
Documentation Unit	Wake County Department of Environmental Services	<ol style="list-style-type: none"> 1. Library Director 2. Senior Library Manager 3. Senior Library Manager 	<ul style="list-style-type: none"> ▪ Budget and Finance ▪ General Services 	<ul style="list-style-type: none"> ▪ Community Services
Situation Unit	Wake County Community Services	<ol style="list-style-type: none"> 1. GIS Director 2. IS Project Manager 3. Community Services Business Analyst 	<ul style="list-style-type: none"> ▪ Environmental Services ▪ County Fire, EMS, and Law Enforcement 	<ul style="list-style-type: none"> ▪ Municipal Public Works, EMS, Fire, and Law Enforcement
Damage Assessment Group	Wake County Community Services	<ol style="list-style-type: none"> 1. Inspections Supervisor 2. Inspections Supervisor 3. IDPP Director 	<ul style="list-style-type: none"> ▪ Environmental Services ▪ County Fire, EMS, and Law 	<ul style="list-style-type: none"> ▪ Municipal Public Works, EMS, Fire, and Law Enforcement

Sections and Support Functions	Lead Agency	Line of Succession	Support Agencies/Personnel	
			Enforcement	
GIS Group	Wake County Community Services	<ol style="list-style-type: none"> 1. GIS Analyst 2. Information/Technology Engineer 3. Mapping Supervisor 	<ul style="list-style-type: none"> ▪ Environmental Services ▪ County Fire, EMS, and Law Enforcement 	<ul style="list-style-type: none"> ▪ Municipal Public Works, EMS, Fire, and Law Enforcement
Demobilization Unit	Wake County Department of Environmental Services	<ol style="list-style-type: none"> 1. Watershed Manager 2. Engineering Consultant I 3. Engineering Consultant II 	<ul style="list-style-type: none"> ▪ Budget and Finance ▪ WCEM 	<ul style="list-style-type: none"> ▪ County Fire, EMS, and Law Enforcement ▪ Municipal Public Works, EMS, Fire, and Police
Energy and Infrastructure Branch	Wake County Facilities Design and Construction Department	<ol style="list-style-type: none"> 1. Real Estate Director 2. Senior Project Manager 3. Senior Project Manager 4. Director, Facilities Design and Construction 	<ul style="list-style-type: none"> ▪ General Services ▪ Sheriff's Office 	<ul style="list-style-type: none"> ▪ Human Services ▪ Private energy and utility companies
Logistics Section Chief	Wake County Public School System (WCPSS) and Wake County General Services Administration	<ol style="list-style-type: none"> 1. WCPSS Associate Superintendent of Facilities 2. GSA Administrator 3. Deputy GSA Administrator 	<ul style="list-style-type: none"> ▪ Ground Support Branch ▪ General Services and Engineering Branch ▪ Volunteer and Donations Management Branch 	<ul style="list-style-type: none"> ▪ Debris Management Unit ▪ Communications Branch ▪ Telecommunicator ▪ AUXCOMM Coordinator ▪ Citizen Phone Bank Coordinator
Communications Branch	Wake County Sheriff's Office	<ol style="list-style-type: none"> 1. Sheriff's Communications Director 2. Sheriff's Communications Assistant Director 3. Telecommunicator 	<ul style="list-style-type: none"> ▪ WCEM ▪ Telecommunicator 	<ul style="list-style-type: none"> ▪ AUXCOMM Coordinator ▪ Citizen Phone Bank Coordinator

WAKE COUNTY EMERGENCY OPERATIONS PLAN

Sections and Support Functions	Lead Agency	Line of Succession	Support Agencies/Personnel	
Telecommunicator	Wake County Sheriff's Office	<ol style="list-style-type: none"> 1. Telecommunicator I 2. Telecommunicator II 3. Telecommunicator III 	<ul style="list-style-type: none"> ▪ WCEM ▪ Citizen Phone Bank Coordinator 	<ul style="list-style-type: none"> ▪ AUXCOMM Coordinator
AUXCOMM Coordinator	Wake County Amateur Radio Emergency Service (ARES)	<ol style="list-style-type: none"> 1. Wake County ARES EC 2. Radio Operator 3. Radio Operator 	<ul style="list-style-type: none"> ▪ WCEM ▪ Citizen Phone Bank Coordinator 	<ul style="list-style-type: none"> ▪ Telecommunicator
Citizen Phone Bank Coordinator	Wake County Department of Emergency Management	<ol style="list-style-type: none"> 1. Sr. Accounting Technician 2. Executive Assistant 3. Executive Assistant 	<ul style="list-style-type: none"> ▪ WCEM ▪ Telecommunicator 	<ul style="list-style-type: none"> ▪ AUXCOMM Coordinator
General Services and Engineering Branch	Wake County General Services Administration (GSA)	<ol style="list-style-type: none"> 1. Physical Plant Director 2. Fleet Director 3. Field Services Director 	<ul style="list-style-type: none"> ▪ Wake County Community Services Department ▪ County Environmental Services 	<ul style="list-style-type: none"> ▪ Parks and Recreation ▪ Municipal Public Works ▪ Fire/Rescue ▪ Sheriff's Office ▪ Information Technology Services
Debris Management Unit	Wake County Department of Environmental Services	<ol style="list-style-type: none"> 1. Solid Waste Director 2. Solid Waste Facility Manager 3. Solid Waste Facility Manager 	<ul style="list-style-type: none"> ▪ Community Services ▪ Parks and Recreation ▪ Environmental Services 	<ul style="list-style-type: none"> ▪ Municipal Public Works ▪ Fire/Rescue ▪ Sheriff's Office ▪ Information Technology Services
Ground Support Branch	Wake County Public School System	<ol style="list-style-type: none"> 1. WCPSS Director of Purchasing 2. WCPSS Warehouse Operations Manager 3. Receiving Manager 	<ul style="list-style-type: none"> ▪ General Services ▪ Budget and Finance 	<ul style="list-style-type: none"> ▪ Private Industry
Volunteer and Donations	Wake County	<ol style="list-style-type: none"> 1. Community Affairs 	<ul style="list-style-type: none"> ▪ Public Information Officer 	<ul style="list-style-type: none"> ▪ Private Industry

Sections and Support Functions	Lead Agency	Line of Succession	Support Agencies/Personnel	
Management Branch	Human Services	Program Specialist 2. Program Assistant 3. HS Program Consultant	<ul style="list-style-type: none"> ▪ WCEM ▪ General Services 	<ul style="list-style-type: none"> ▪ Faith-based organizations ▪ Private, non-profit organizations
Finance and Administration Section Chief	Wake County Finance Department	1. Finance Director 2. Purchasing Director 3. County Auditor 4. Accountant	<ul style="list-style-type: none"> ▪ Procurement Unit ▪ Time Unit ▪ Compensation and Claims Unit 	<ul style="list-style-type: none"> ▪ WCEM ▪ Human Resources ▪ Revenue
Compensation and Claims Unit	Wake County Attorney's Office	1. County Attorney 2. Deputy County Attorney 3. Risk Management Specialist	<ul style="list-style-type: none"> ▪ WCEM ▪ Human Resources 	<ul style="list-style-type: none"> ▪ Revenue
Procurement Unit	Wake County Budget and Finance Department	1. Senior Accountant 2. Financial Services Manager 3. Senior Accountant	<ul style="list-style-type: none"> ▪ WCEM ▪ Human Resources 	<ul style="list-style-type: none"> ▪ Revenue
Time Unit	Wake County Human Resources	1. Human Resources Director 2. Human Resources Deputy Director 3. Human Resources Representative	<ul style="list-style-type: none"> ▪ WCEM ▪ Budget and Finance 	

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APPENDIX 6: WAKE COUNTY POLITICAL BOUNDARY MAPS

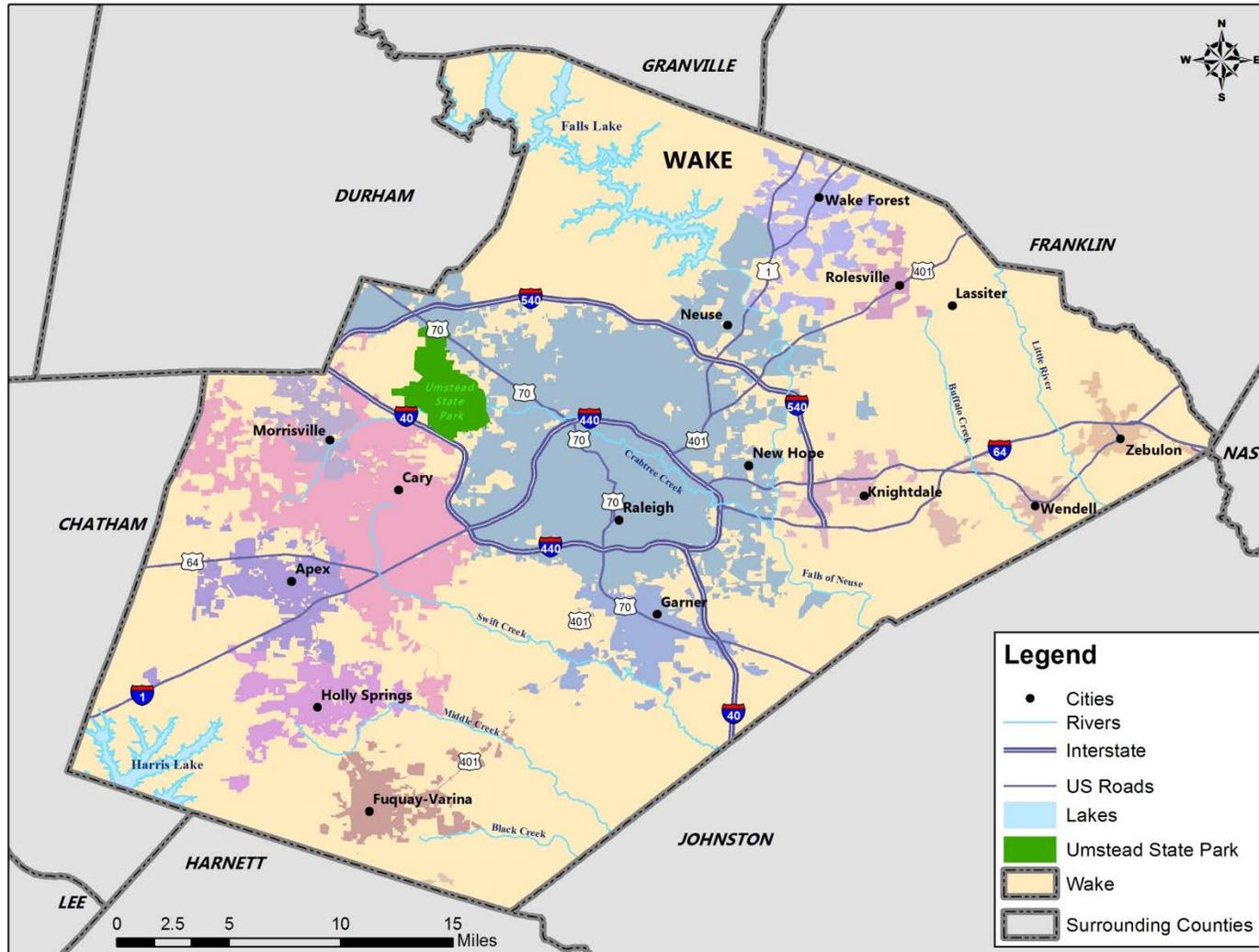


Figure 5: Wake County

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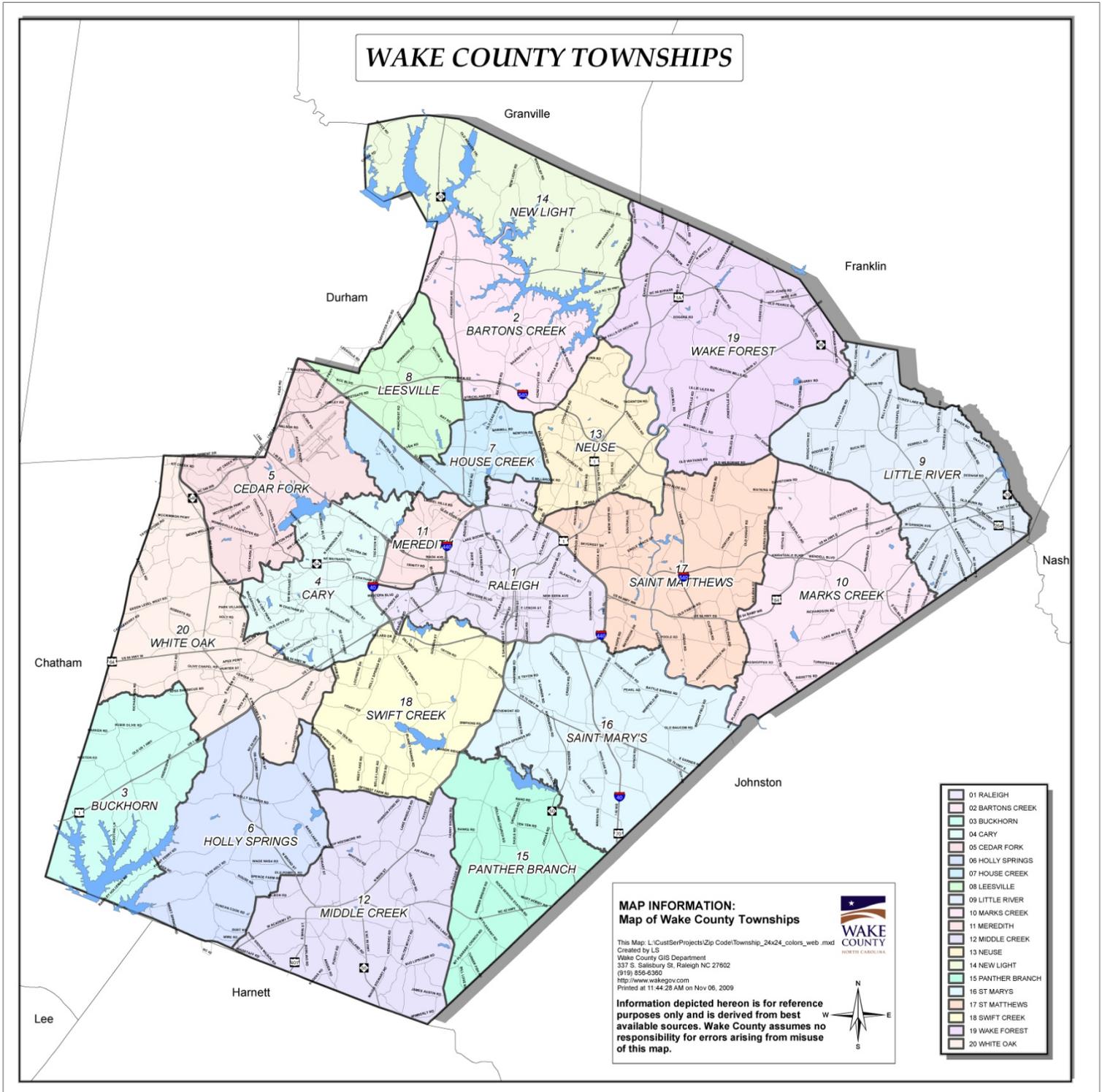


Figure 6: Wake County Townships

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APPENDIX 7: WAKE COUNTY STATE OF EMERGENCY DECLARATION PROCEDURE

Countywide	Department: Fire/Emergency Management	Division: Emergency Management
Supersedes: N/A		Effective Date: 01-15-2011
Authority: N.C.G.S. 166A, Article 1; N.C.G.S. Chapter 14, Article 36A; Wake County Code of Ordinances Chapter 70, Article 7		
Originating Department: Emergency Management		

Emergency Management Document # 100.04.02

Purpose

This procedure outlines the process by which the Chairperson of the Board of County Commissioners should declare a State of Emergency (SOE) in Wake County.

I. Procedure Statement

1. A disaster or emergency situation has taken place OR is anticipated to take place in the near future.
2. The Emergency Management Director, or his/her designee, shall consult with the County Manager or his/her designee, discussing the need for a declaration.
3. The Emergency Management Director, or his/her designee, should contact county municipalities to seek decision to join in county SOE declaration.
4. The Emergency Management Director, or his/her designee, drafts SOE declaration document based on the template located in Appendix A, and provides draft to county municipalities.
5. Municipalities respond with decision to join or not to join county in SOE declaration.
6. The Emergency Management Director, or his/her designee, submits declaration to County Manager, or his/her designee, for approval.
7. The County Manager, or his/her designee, reviews declaration and submits document to County Clerk.
8. The County Clerk acquires the signature of the Chairperson of the Board of County Commissioners, authorizing the SOE declaration.*

9. The County Clerk returns copy of signed proclamation to Emergency Management Director, or his/her designee.
10. The County Clerk publishes proclamation.
11. Proclamation takes immediate effect.
12. The Emergency Management Director distributes copies of signed proclamation to participating municipalities for record-keeping purposes.
13. Proclamation automatically expires five calendar days from enactment, unless rescinded by proclamation by the Chairperson of the Board of County Commissioners.

*If the Chairperson of the Board of County Commissioners is incapacitated or unavailable, obtain authorization through line of succession established by county.

Definitions

County Municipalities – Incorporated cities, towns, and villages within Wake County.

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. An actual or imminent threat where action or assistance, outside the routine practices, is or may be needed to protect the population.

Incapacitated – A state of unavailability by virtue of distance, injury, death or other cause which renders the subject unable to fulfill his or her prescribed duties.

Line of Succession – The order in which authority travels from one official to another in the case of incapacitation.

Proclamation – A formal order from an elected representative that establishes executive policy.

Publish – Make proclamation document available for public inspection through both traditional and electronic means.

Rescind – To terminate a previously issued order, as with the removal of temporary restrictions on travel, firearms possession, or alcohol sales.

State of Emergency – The condition that exists whenever, during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, public safety authorities are unable to maintain public order or afford adequate protection for lives or property, or whenever the occurrence of any such condition is imminent.

Applicability

This procedure applies to all Wake County personnel involved in the declaration of a state of emergency; this includes the Emergency Management Director, County Manager,

County Clerk, and the Chairperson of the Board of County Commissioners, and anyone designated to execute this procedure by said officials.

Procedure Responsibility and Management

- The Wake County Emergency Management Director will initiate any SOE declaration in the county.
- WCEM personnel may review this procedure on an annual basis; additionally, personnel will include analysis of the procedure's effectiveness in the After-Action report of a declared SOE.
- This procedure will be disseminated to all pertinent county personnel, and will be made available to all incoming Emergency Management staff.
- Contact Wake County Department of Emergency Management at 919-856-6480 for additional information regarding this procedure.

Related Policies, Procedures, and Publications

N.C. General Statutes Chapter 166A, Article 1
N.C. General Statutes Chapter 14, Article 36A
Wake County Code of Ordinances Chapter 70, Article 7
Wake County Emergency Operations Plan

Attachments

Attachment 1: State of Emergency Declaration Template
Attachment 2: State of Emergency Termination Template
Attachment 3: State of Emergency Declaration Process Flow Chart

Attachment 7-1: State of Emergency Proclamation Template

STATE OF NORTH CAROLINA
COUNTY OF WAKE

PROCLAMATION OF A
STATE OF EMERGENCY

By the Chairperson of the Board of Commissioners of Wake County

WHEREAS... Briefly describe nature of the emergency (e.g. hurricane, tornado, terrorist attack, biological or chemical agent, etc.).

WHEREAS... Briefly describe the local nature of the threat, including the likelihood and severity of its occurrence.

WHEREAS... Outline the negative consequences of such an emergency, and highlight the importance of sound preparation.

WHEREAS... Explain any additional declarations (Stafford Declaration, State Declaration of Emergency, World Health organization warning, etc.) considered when making proclamation.

NOW, THEREFORE, pursuant to the authority contained in Article 1 of N.C.G.S. Chapter 166A, Article 36A of N.C.G.S. Chapter 14, and Chapter 70, Article 7 of the Wake County Ordinance, I _____, Chairman of the Wake County Board of Commissioners, do hereby proclaim that a State of Emergency exists within the County of Wake.

I further proclaim that the ordinances set forth below, which are contained in Chapter 2-5 of the Wake County Ordinance, are necessary in order to maintain an acceptable level of public order, services, and protection of lives, safety and property during this emergency, and that the same shall be in effect within the County of Wake and, by request of the chief elected officials of (names of included municipalities until this Proclamation expires or is rescinded. I hereby order all county employees and all other emergency management personnel subject to my control to cooperate in the enforcement and implementation of the emergency ordinances set forth below.

I further proclaim that the Emergency Management Plan adopted by the County of Wake, and all applicable mutual assistance compacts and agreements are in effect and shall remain in effect until this proclamation expires or is rescinded. All emergency management personnel subject to my control are hereby ordered to cooperate in the implementation of the provisions of the County's Emergency Management plan and all applicable mutual assistance compacts and agreements, and to furnish assistance thereunder.

I hereby delegate to the Wake County Emergency Management Director, and/or his designee, all power and authority granted to me and required of me by Chapter 166A and Article 36A of Chapter 14 of the North Carolina General Statutes, and by Wake County Ordinance Chapter 70 Article 7, for the purpose of implementing the referenced Emergency Operations plan, and to take such further action as is necessary to promote and secure the safety and protection of those dwelling in the County.

(Special Sections – Re-number and use as necessary)

Evacuation

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

Curfew

Unless a member of the County's law enforcement agency or the emergency management program, every person who is located (location of area affected by curfew) is to be inside a house dwelling from the hours of __ (start of curfew) __ (am/pm) to __ (end of curfew) __ (am/pm).

Alcoholic Beverages

There shall be no sale, consumption, transportation, or possession of alcoholic beverages during the State of Emergency in the County of Wake except that possession or consumption is allowed on a person's own premises.

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.

Access to Restricted Areas

The Sheriff or Chief of Police and his or her subordinates may restrict or deny access to any area, location, or street where such a restriction is necessary in order to help overcome this emergency or to prevent the emergency from worsening.

These restrictions on access shall be indicated by means of barricades, posted notices, or orders to anyone in the area. No person shall obtain access or attempt to obtain access to any area, location, or street to which the Sheriff or Chief of Police or his or her subordinates have restricted access according to the above directive.

I direct that copies of this Proclamation be disseminated to the mass communications media for publication and broadcast, and that a copy of this Proclamation be posted at the Wake County Courthouse and other public buildings as appropriate.

This proclamation shall become effective immediately upon endorsement, and shall automatically expire five (5) calendar days unless sooner rescinded pursuant to N.C.G.S. 14-288.16.

Proclaimed this the ____ day of _____ 20__, at _____ (a.m.) (p.m.)

CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

Attachment 7-2: State of Emergency Termination Template

STATE OF NORTH CAROLINA
COUNTY OF WAKE

TERMINATION OF STATE OF EMERGENCY

By the Chairperson of the Board of Commissioners for Wake County

WHEREAS, on _____ (date) _____, at
_____ (time) _____
(a.m./p.m.), I determined and proclaimed a local state of emergency for the County of
Wake; and

WHEREAS, on _____ (date) _____, at
_____ (time) _____ (a.m./p.m.), I ordered the evacuation of all civilians from the
area, imposed a curfew, imposed restrictions on the sale and transfer of alcoholic
beverages, firearms, ammunition and explosives and ordered the implementation of the
Emergency Operations plan and mutual assistance compacts and agreements; and

WHEREAS, I have determined that a state of emergency no longer exists in the
County of Wake;

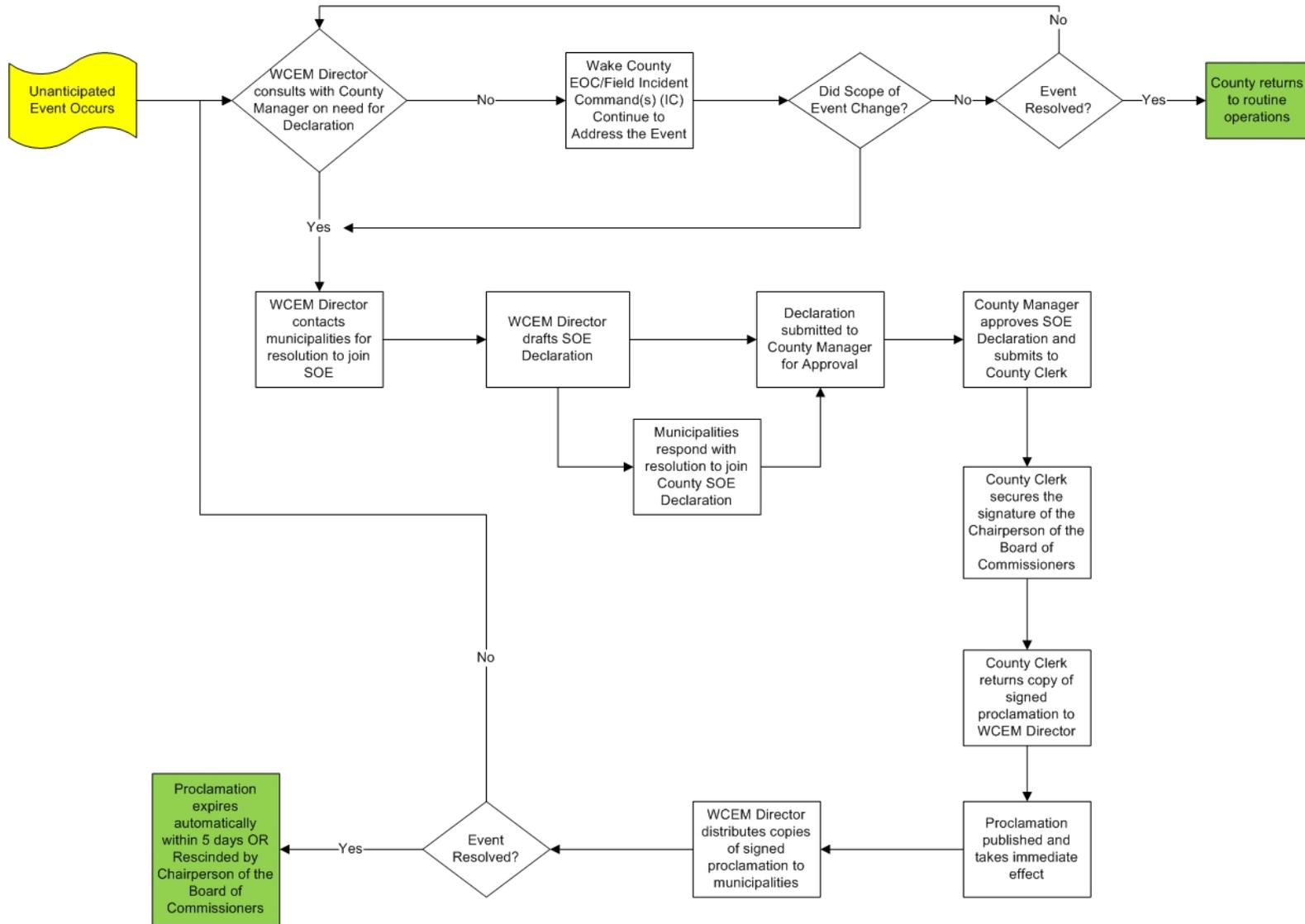
NOW THEREFORE, I thereby terminate the above-referenced proclamation of a
local state of emergency and all of the restrictions and orders therein.

This proclamation is effective immediately.

Proclaimed this the ___ day of _____, at _____ (a.m./p.m.)

CHAIRPERSON, BOARD OF COUNTY COMMISSIONERS

Attachment 7-3: State of Emergency Declaration Process Flow Chart



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