

2018

**Alamance County
Emergency Operations Plan (EOP)**



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Executive Summary

The Alamance County Emergency Operations Plan (EOP) has been developed to address multiple hazards that threaten the jurisdiction. Through the use of a functional format, the plan encourages an Integrated Emergency Management System (IEMS) approach to disasters; and fosters prompt, efficient and coordinated response operations by elements of the emergency organization. IEMS requires a system-wide integration of skills, people, and resources. IEMS recognizes that plans developed for one type of emergency are extremely useful for other emergency situations and a significant amount of emergency operational capability can be established by addressing broadly applicable functions.

This document presents a Basic Plan that serves as a summary document to the emergency support functions and functional annexes. The supporting sections define who will perform what tasks and when they will perform these tasks during an emergency situation. Defining the roles of each response agency reduces the confusion, chaos and conflict during emergencies and significantly decreases vulnerability of the public and their property to hazardous threats.

This plan does not attempt to define how each agency should perform the tasks. The manner in which the tasks should be performed is contained in the agency Standard Operating Procedures which are contained in the implementation document that supports this plan.

Additional companion documents entitled ANNEXES, APPENDICES, & CHECKLIST SHOULD BE CONSULTED WHEN IMPLEMENTING PORTIONS of THIS PLAN. These documents contains agency agreements, Standard Operating Procedures (SOPs), agreements between government and private organizations, memorandums of understandings, organizational charts, agency checklists, standard news releases, etc.

This plan meets the requirements of FEMA planning guidance, CPG 1-8, CPG 1-8A, NRT-1 and the legal responsibilities identified in North Carolina General Statutes, Chapter 166-A. It provides all the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

The 2018 Alamance County Emergency Operations Plan, upon approval, will replace the 2014 Alamance County Emergency Operations Plan.

County web address: www.alamance-nc.com

Ordinances

- 4/18/2005 Adoption of NIMS
- 5/19/2014 Adoption of Emergency Operations Plan

Record of Changes

Change Number	Date	Date of Change Entered	Change Made By (Signature)
1	8/8/17	8/8/17	Changed Org. Chart on page 37
2	8/8/17	8/8/17	Changes made to update plan
3	11/7/17	11/7/17	Changes made to update plan
4	01/18	03/18	Changes made to update plan throughout
5			
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Printed Distribution List

Alamance County

Chairman, Alamance County Board of Commissioners
Alamance County Manager
Alamance County Assistant County Manager
Alamance County Attorney
Alamance County EMS
Alamance County Sheriff
Alamance County Register of Deeds
Alamance County Planning Director
Alamance County Social Services Director
Alamance County Health Director
Alamance County Tax Administrator
Alamance County Human Resources Director
Alamance County Finance Director
Alamance County Cooperative Extension Director
Alamance County Board of Elections Director
Alamance County Library Director
Alamance County Emergency Service’s Association
Alamance – Burlington Schools Superintendent

Villages, Towns & Municipalities

Village of Alamance
City of Burlington
Town of Elon
Town of Gibsonville
City of Graham
Town of Green Level
Town of Haw River
Town of Ossipee
City of Mebane
Town of Swepsonville

Additional Agencies

Alamance County Chapter of the American Red Cross
Alamance County Local Emergency Planning Committee
Alamance Regional Medical Center
Burlington Alamance Airport Authority
NC Department of Public Safety – Division of Emergency Management
North Carolina Forestry Service

Electronic versions are available per request!

Basic Plan

I. Purpose

This plan predetermines actions to be taken by the governmental agencies and private organizations of Alamance County (that are in addition to their day-to-day responsibilities) to reduce the vulnerabilities of people and property to disaster and to establish capabilities to respond effectively to the actual occurrence of a disaster.

II. Situation and Assumptions

A. Situation

- 1.** Alamance County is located in North Carolina Emergency Management Central Branch District and FEMA Region IV. Its geographic location is the piedmont section of the State. It is bound on the East by Orange County, on the south by Chatham County, on the North by Caswell, on the West by Guilford County.
- 2.** The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards identified for Alamance County are:
 - a.** Hazardous Materials Accidents (including pipeline)
 - b.** Transportation Accidents (Roads, Rail and Air)
 - c.** Hurricanes/Tornadoes/Windstorms
 - d.** Flooding/Dam Failure
 - e.** Winter Storms/Ice Storms
 - f.** Drought
 - g.** Major Fires (to include forest fires)
 - h.** Civil Disorder/Terrorist Incidents
 - i.** Fixed Nuclear Facility (within the 50 mile IPZ)

B. Assumptions

- 1.** It is necessary for the Alamance County to plan for and to carry out

disaster response and short-term recovery operations utilizing local resources. It is likely that local resources will become overtaxed and over worked during many of these disasters. It also likely that outside assistance and resources will be available in most major disaster situations affecting the county.

2. Officials of the county are aware of the possible occurrence of an emergency or major disaster; their responsibilities in the execution of this plan and will fill these responsibilities as needed.
3. Implementation of this plan will reduce or prevent the loss of lives and damage to property.
4. The county EOC facility and equipment is adequate for coordinating countywide incidents and disasters.
5. Sufficient policies and procedures have been developed to effectively direct and control disaster response and recovery operations. The county has adopted the Incident Command System (ICS) as described by the National Incident Management System.
6. Emergency response and county leadership personnel have been trained and are efficient in using the Incident Command System.
7. Emergency operations and coordination at all levels of government will be carried out according to the plans, procedures and policies adopted by the county.
8. Communication systems will withstand the effects of most disaster situations.
9. Current forms of warning will provide sufficient warning to the public in many types of incidents or disasters.
10. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster related instructions to the public.
11. The demand for information will be very heavy. Sufficient staff will be trained and provide to meet the demand.
12. Existing fire, law enforcement, EMS and rescue resources will be able to cope with most emergency incidents. Additional resources will be available from out-of-county local, state and federal resources when required.
13. The public works agencies of the towns of Alamance County and

Alamance County government have a limited, but immediate capability to provide debris removal, restitution of essential utilities and shelter maintenance.

14. A large-scale emergency may result in increased demands on hospitals, EMS, health and medical resources.
15. People other than medical personnel.
16. They will transport many of the injured to medical facilities. Out-of-county medical, health and mortuary services resources will be available through area and regional mutual aid agreements.
17. When local resources can no longer meet the demand of the situation, State and mutual aid agencies will provide additional resources.
18. Sufficient warning time will normally be adequate to evacuate the threatened population.
19. Evacuation transportation will be principally by private vehicle.
20. Particular areas of the county or special populations will need additional time to accomplish evacuation. They also may need transportation or special transportation.
21. The public will both receive and understand official information related to evacuation. The public will act in its own interest and will evacuate threatened areas.
22. Most evacuees will seek shelter with relatives or friends rather than accept public shelter.
23. Some residents may refuse to evacuate regardless of warnings.
24. Sufficient in-county sheltering exists to meet the needs of an evacuation during emergencies or disaster.
25. Implementing damage assessment procedures will expedite relief and assistance for those adversely affected.

The occurrence of any one or more of the emergency/disaster events previously listed could impact Alamance County severely, and include several of the following possibilities listed below. The Alamance County Vulnerability Matrix shown in [appendix 1](#) to the Basic Plan further provides a look at the impact of specific hazards.

- Loss of electric service.
- Loss of water distribution and storage system.
- Loss of part or all of waste treatment systems.
- Severance of road/highway network.
- Necessity for mass care and feeding operations.
- Need for debris clearance.
- Multiple injuries.
- Drastic increase in media attention.
- Damage to the communications network.
- Damage to the telephone network.
- Severe economic impact.
- Increased number of vectors (insects).
- Need for official public information and rumor control.
- Need for State or Federal assistance.
- Re-entry of the public into damaged/evacuated areas.
- Damage to vital records.
- Need for damage assessment.
- Need for auxiliary power.
- Solicited/Unsolicited goods.
- Contamination of private wells.
- Exhaustion of local resources.
- Lack of depth of staffing.
- Loss of facilities vital to maintaining essential services.
- Environmental impact/wildlife impact/natural resources destruction.

- Need for management of reconstruction.
- Need for coordination of staged resources.
- Damage to historical sites.
- Isolation of populations.
- A Presidential Disaster Declaration, etc.
 - The occurrence of one or more of the previously listed emergency/disaster events could result in a catastrophic disaster situation that could overwhelm local and state resources.
 - It is necessary for the County and Towns to plan for and carry out coordinated disaster response and short term recovery operations utilizing local resources. However, it is likely that outside assistance would be necessary in most disaster situations affecting the county.
 - Emergency and disaster occurrences could result in disruption of government functions. This necessitates that all levels of local government and departments develop and maintain standard operating procedures to ensure continuity of government. These procedures will address depth of staffing, line of succession, and mode of operation.
 - Most natural disasters will leave at least some part of the county isolated and on its own for a period of time. Families should be encouraged to train and prepare for these events.
 - Officials of the county and municipalities are aware of the threat of a major emergency or disaster and will fulfill identified responsibilities as needed to the extent possible.
 - Actions implemented will be based on the safety and welfare of the overall population, but may be unpopular with specific group.

County Profile

1. Geographic

Alamance County has a population of 159,688 as of the 2016 Census. The following ten municipalities are within the County.

- Burlington
 - A city of around 50,857 people located in the center of Alamance County. It

began life as a stop on the North Carolina Railroad and has developed into a center for textiles, technology, and shopping, as well as Alamance County's largest city.

- **Graham**
 - The county seat of Alamance County, Graham is the home of approximately 14,533 people, as well as the county government, the Graham Courthouse.
- **Mebane**
 - Mebane lies on the border of Alamance and Orange Counties. A growing community of over 10,624 people, Mebane is the home of growing industry and beautiful golf courses.
- **Elon**
 - Home to Elon University, this town is the home of close to 7,060 people.
- **Gibsonville**
 - A town of around 4,738 people, this town lies on the border of Alamance and Guilford County.
- **Green Level**
 - A community north of the town of Haw River, Green Level has a population of 2,149.
- **Haw River**
 - This small town of around 2,012 lies on the banks of the Haw River, and is home to the Haw River Museum.
- **Swepsonville**
 - This small southern Alamance County community is home to around 1,053 people.
- **Ossipee**
 - Alamance County's newest incorporated town is a small community on the banks of the Haw River, home to around 467 people.
- **Alamance**
 - Resting on the banks of Big Alamance Creek, Alamance County's smallest community and only village, Alamance is home to around 357 people and the site where the Battle of Alamance was fought.

Alamance County actually has many other smaller unincorporated communities and villages. Here are just a few of them:

- **Saxapahaw**
 - Sister community to Swepsonville, and home to over 1,400 people
- **Woodlawn**
 - A small, unincorporated community of over 1,000 people
- **Snow Camp**
 - Home to the Snow Camp Outdoor Drama
- **Glencoe**
 - Home to an historic mill on the banks of the Haw River, to the Textile Heritage Museum, and to Alamance County Recreation's own Great Bend Park at Glencoe.
- **Bellemont**

- An historic village on the banks of Big Alamance Creek
- Altamahaw
 - Originally tied to Ossipee, Altamahaw is located north of the City of Burlington and is home to Ace Speedway.

2. Transportation

- a. The major traffic arteries are: I-85/40, US Hwy 70, NC Hwy 49, NC Hwy 62, NC Hwy 54, NC Hwy 87, and NC Highway 119.
- b. Railroads: Norfolk Southern.
- c. The county has one public airport, the Burlington/Alamance Regional Airport, which has a 5,000 foot paved runway. The airport is located on Highway 62 south.

3. Dams

As of August 11, 2010, the Department of Environment and Natural Resources lists 197 structures on the Dam Inventory List for all of Alamance County. Many of these structures are in very rural areas with minimal risk to the public at large. Those identified by the state as being of low hazard have not been included in this analysis. However, within the county there are 197 dams, 52 structures are deemed high hazard with another 7 identified as being of intermediate hazard. The remaining 138 structures are of low hazard.

Dams within Alamance County are depicted on the appropriate Critical Infrastructure / Key Facilities Maps for the designated Geographic Planning Areas. Individual Emergency Action Plans for each dam can be found in the County EOC.

4. Flood Plains

Areas of the County that lie within the 100-year flood plain are identified on NFIP rate maps located at the Alamance County Planning Department.

5. Sewage /Water Treatment Plants

- a. Burlington:
 - i. Wastewater Treatment
 - 1. East Burlington – 225 Stone Quarry Rd., Burlington
 - 2. South Burlington – 2471 Boywood Rd., Graham
 - ii. Water Treatment
 - 1. Ed Thomas – 149 E. Ruffin St., Burlington
 - 2. JD Mackintosh – 3400 Harris Rd., Burlington
- b. Graham:
 - i. Wastewater Treatment
 - 1. Graham Waste Water Treatment: 1204 E. Gilbreath St., Graham
 - ii. Water Treatment

1. Graham-Mebane Water Treatment: 1824 E. Hwy 70, Haw River
- c. Haw River:
 - i. Haw River Waste Treatment: 205 Stone St., Haw River
- d. Mebane:
 - i. Mebane Waste Water Treatment: Corregidor Dr., Mebane

6. Electric Companies that provide service to the County:

- Duke-Progress Energy
 - [Current Outages](#)
- Randolph Electric
 - [Current Outages](#)
- Piedmont Electric

7. Hazards

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

- a. Hurricanes
- b. Droughts/Floods
- c. Severe thunderstorms
- d. Tornadoes
- e. Severe winter storms
- f. Severe cold weather
- g. Extreme heat
- h. Hazardous materials
 - Transportation incidents
 - Fixed facility incidents
 - Unidentified spills or dumping activity
- i. Large structure fires and fire storms
- j. Forest or wild land fires
- k. Landfill fires
- l. Severe bridge damage
- m. Aircraft crashes (civilian/military)
- n. Mass casualty incidents
- o. Civil disorder/Riots/Vandalism
- p. Sabotage/Terrorism
- q. National security emergencies

8. Critical Public Facilities

During the planning process, several categories of vital facilities, also known as Critical

Infrastructure / Key Facilities (CI/KF), were identified within the county. The CI/KF listing is maintained in the Alamance County Emergency Management Office.

9. Resources

- a.** Alamance County maintains a list of public and private sector resources.
- b.** Numerous out-of-county local, state and federal fire, rescue, EMS, and law enforcement resources are available to support response agencies within the county.
- c.** During some emergency incidents there may be a need for manpower and equipment to remove road obstructions and debris to allow access of emergency services and utilities vehicles.

10. Direction and control of normal day-to-day emergencies are performed by senior ranking on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures.

11. The towns within the county may exercise direction and control of resources assigned to their jurisdictions by the County EOC. Requests for state or federal resources will be requested through the County EOC.

12. The county Emergency Operations Center (EOC) provides a centralized countywide direction and control point for emergency response activities. EOC activation is desirable when one or more of the following situations occur:

- a.** There exists an imminent threat to the public safety/health on a large scale.
- b.** An incident involving a multi-agency/multi-jurisdiction response to resolve or recover from the emergency situation.
- c.** Local resources are inadequate or depleted and out-of-county, state or federal resources must be ordered to resolve or recover from the emergency situation.
- d.** The incident affects multiple political jurisdictions within the county, which will need the same emergency resources to resolve or recover from the emergency situation.
- e.** Local emergency ordinances are implemented to assist in the resolve or recovery from the emergency situation.

13. The primary county (EOC) is located at the Alamance County Family Justice Center, [1950 Martin St, Burlington NC 27217](https://www.alamancecounty.org/1950-Martin-St-Burlington-NC-27217):

- a.** In the event the primary EOC is inoperable, an alternate EOC will be established

as per the *Alamance County Continuity of Operations Plan (COOP)*.

- b.** The City of Burlington's EOC is located at 267 W. Front Street Burlington, NC serves as the primary alternate location for the EOC. Additionally, the Alamance County EOC serves as the City of Burlington's alternate location.
- c.** The EOC will normally initiate notification and warning.

14. Public Warning

- a.** Broadcast media will be relied upon to assist in the dissemination of warning to the general public.
- b.** Telephone, fax, Internet, paging and radio communications will be used to notify public officials, EOC staff, emergency personnel and others as required.
- c.** Emergency services vehicles are available for warning the general public.
- d.** Alamance County utilizes Nixle (Everbridge) to alert county employees and citizens who have signed up to receive messages Nixle is a messaging system that allows a mass notification notice.

15. Depending on the nature of the emergency incident or disaster, affects may include general health problems, traumatic injuries, and communicable diseases, contamination of food and water as well as mental health ailments.

16. Evacuation

- a.** Several types of emergency incidents and disasters may require evacuation of part or parts of the county.
- b.** A [hazard and demographic analysis](#) has been completed which identifies the type of threats, areas and the population in the county that are most vulnerable to those threats. Facilities and populations that pose special vulnerabilities have also been identified.
- c.** Large-scale incidents or disasters may require the rapid evacuation of hospitals, nursing homes and non-ambulatory populations.

17. Shelters for the public may be needed during some types of emergency incidents.

18. An initial damage assessment will provide a basis for the determination of actions, resource needs, and establishment of priorities for the recovery effort after the response phase of an incident or disaster.

Concept of Operations

The Four Objectives of Emergency Management are:

Preparedness: Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.

Response: Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties, damage, and to speed recovery. Response activities include direction and control, warning, evacuation, mass care, and other similar operations.

Recovery: Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

Mitigation: Mitigation activities are those designed to either prevent the occurrence of an emergency or minimize the potentially adverse effects of an emergency. Some mitigation activities include development of public health and zoning/building code ordinances and enforcement of those regulations on a day-to-day basis.

I. Preparedness

- A. As required by General Statute 166A, it is the responsibility of county/city government to organize and plan for the protection of life and property from the effects of hazardous events or disasters.
- B. Facilities vital to the operation of county and local government have been identified. These facilities will receive priority for restoration of service.
- C. Planning and training are necessary and integral parts of emergency and disaster preparation and must be pre-requisite to effective emergency operations.
- D. Coordination with adjoining jurisdictions is essential when events occur and impact beyond county or jurisdictional borders.
- E. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes and ordinances.
- F. The National Weather Service will detect and track potentially dangerous storms and issue advisories as long as the threat exists.

- G.** The Alamance County Emergency Management Office will coordinate with the National Weather Service and/or Central Branch Office of NC Emergency Management to maintain and update information on severe weather.
- H.** The primary Emergency Alert System (EAS) stations are listed within ESF 15. The Alamance County Public Information Officer, or his/her representative, will be releasing important information during times of emergency.

II. Response

- A.** In significant emergencies/disasters, direction and control will be managed by the Policy/Administration Group.
- B.** Emergency Operation Center (EOC) will be staffed and operated as the situation dictates. When activated, operations are supported by ranking representatives from a number of local government, private sector and volunteer organizations to provide information, data and recommendations to the Policy/Administration Group.
- C.** When an emergency situation develops, the senior elected official or the designee of the jurisdiction (as defined in GS 14-288.1) may declare a State of Emergency to exist within the jurisdiction (or a part thereof) and begin implementing emergency procedures.
- D.** The senior elected official or the designee of the jurisdiction is responsible for evacuation and shelter activation as necessary.
- E.** The Chairman of the County Commissioners, assisted by the County Manager, will coordinate and control county resources and advise municipalities of needs or progress.
- F.** The Mayor(s) or his designee will coordinate and control the resources of their respective municipalities.
- G.** Alamance County's Public Information Officer will utilize all available media outlets for the dissemination of emergency information to the public.
- H.** Should local government resources prove to be inadequate during emergency operations, request for assistance will be made to other jurisdictions, higher levels of government, and/or other agencies in accordance with existing mutual-aid agreements and understandings. Request for State or Federal resources must be made through the Alamance County Emergency Management Office to the

Central Branch Office of the N.C. Division of Emergency Management and forwarded to the State EOC.

- I. When a disaster overwhelms the capability of state and local governments, resources of the various federal departments and agencies may be needed. The process of requesting these federal resources must be understood by all parties involved in the response.
- J. The National Response Framework (NRF) establishes the basis for fulfilling the federal government's role in providing response and recovery assistance to a state and its affected local governments impacted by a significant disaster, of any kind, that results in a required federal response. For more information, visit <http://www.fema.gov>.
- K. Under this Plan, departments and agencies having authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions (ESF)
- L. Under the provisions of the Robert T. Stafford Disaster Relief and Assistance Act, a Federal Coordinating Officer (FCO) will be appointed as the President's representative to coordinate overall delivery of Federal assistance. Federal departments and agencies have been assigned missions to provide assistance directly to the State, under the overall direction of the FCO.
- M. County government will use their normal channels for requesting assistance and/or resources; i.e. through the Central Branch Office of NC Emergency Management to the State EOC. Alamance County's Emergency Management staff will be integrated into the Unified Command System for response to all natural and/or man-made disasters that occur within Alamance County.

III. Recovery

- A. Termination of a State of Emergency shall be declared by the authority responsible for initially proclaiming the State of Emergency. (Chairman, Alamance County Board of Commissioners)

IV. Mitigation:

- A. Following any major emergency/disaster event, a critique will be held to evaluate the jurisdiction's response to the event.
- B. Mitigation of potential problems through use of Hazard Mitigation Grants.

- C. Plan Revision based on lessons learned.
- D. Unmet needs status
- E. Management of donated goods and volunteer coordination.
- F. Interagency cooperation
- G. Damage Survey Report process and documentation
- H. Training needed

Organization and Assignment of Responsibilities

I. Purpose

This section tasks departments within local government with emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own emergency standard operating procedures. Responsibilities for certain organizations which are not a part of local government are also outlined.

II. Organization

A. Policy/Administration Group

1. The Alamance County Emergency Policy/Administration Group consists of the following:
 - a. Alamance County Board of Commissioners (Chairperson or Vice Chairperson)
 - b. Alamance County Attorney
 - c. Alamance County Manager / Assistant County Manager
 - d. Alamance County Sheriff (or designee)
 - e. Alamance County Emergency Management Coordinator / Asst. Coordinator
 - f. Designees as necessary
2. Each Municipality's Emergency Policy/Administration Group may

consist of the:

- a. Mayor
- b. Board Members
- c. Manager/Clerk
- d. Police Chief
- e. Fire Chief
- f. Rescue Chief
- g. Public Utilities Director
- h. Designee as necessary

III. Support Groups

- A. The Support Groups consist of representatives from predetermined governmental and volunteer agencies.
- B. These groups are tasked with the implementation of Policy/Administration Group decisions.

IV. Assignment of Individual Responsibilities

- A. Chairperson, Alamance County Board of Commissioners or Designee
 - 1. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
 - 2. Declare a State of Emergency for Alamance County.
 - 3. Direct the County Attorney to prepare appropriate declarations, ordinances, and legal documents for approval.
 - 4. Ensure the implementation of the Alamance County Emergency Operations Plan.
 - 5. Implement other measures as necessary to provide for the protection of life and property, including ordering evacuations, restrictions on the sale of alcohol/firearms.
 - 6. Coordinate emergency response actions with the Elected Officials from

adjoining jurisdictions.

7. Compel county employees to report for emergency duty during disasters.

B. County Manager or Designee

1. Implement the county Emergency Operations Plan by the authority of the Alamance County Board of Commissioners Chairperson.
2. Direct county agencies to develop and continually update emergency plans and standard operating procedures (SOPs) to respond to emergencies.
3. Ensure that financial records of expenditures are kept during emergencies.
4. Support the Public Safety Department with the development of periodic exercises and test of the emergency systems.
5. Ensure that representatives from various departments are designated to report to the EOC upon activation to provide assistance
6. Serves as and/or designates the county's Public Information Officer.
7. Authorizes the release of public information statements.
8. Coordinate emergency response actions with county and city managers from adjoining jurisdictions.
9. Implement direction, control, coordination and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.

C. Mayors / Managers

1. Utilize and commit municipal personnel, facilities and equipment resources in support of Alamance County emergency/disaster response operations, in order not to conflict with the respective municipalities' needs.
2. Assess needs of the municipalities and request resources through the county's Emergency Management Office.
3. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.

4. Town chairpersons or their designee will declare a State of Emergency for each eligible municipality and implement appropriate Emergency Response Plans.
5. Execute the Alamance County Emergency Operations Plan within their respective jurisdiction as required.
6. Implement other measures as necessary to provide for the protection of life and property.

D. Emergency Management Coordinator

1. Develop and maintain standard operating procedures for emergency management operations during emergency and disaster situations.
2. Perform assigned duties according to state statutes and local ordinances.
3. Develop plans in accordance with Federal and State guidelines.
4. Coordinate emergency operations within the jurisdiction.
5. Develop and maintain a current notification list of emergency operation personnel.
6. Provide for delivery of programs to properly train the emergency management organization.
7. Maintain a current list of available resources.
8. Coordinate the procurement of resources requested from municipalities within County and direct aid to areas where needed.
9. Coordinate with private industry for use of privately-owned resources.
10. Request additional resources through the NCEM Central Branch Office in those cases where county resources cannot meet resource or recovery requirements.
11. Coordinate exercises and tests of the emergency systems within the jurisdiction.
12. Alert and activate, as necessary, all relevant county emergency service organizations when informed of an emergency within the county.
13. Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.

14. Assume the role of the EOC Director.
15. Maintain contact with the Central Branch Office of the NC Division of Emergency Management during emergency situations.
16. Assigns a Safety Officer to assist in the EOC.
17. Assigns a Liaison Officer to advise activity for the Federal and State agencies and assist with emergency operations during emergency/disaster.
18. Perform hazard analysis to determine potential evacuation routes.
19. Identify and arrange suitable shelter locations in cooperation with the Alamance County Chapter of the American Red Cross.
20. Establish and equip the Alamance County Emergency Operations Center (EOC) to include primary and backup radio communications (fixed and mobile) and provide for operations on a continuous basis as required.
21. Ensure that narrative and operational journals are kept during the emergency.
22. Coordinate the Warning and Notification process for the affected population of any existing or impending emergency/disaster.
23. Will assign a Safety Officer during incident operations, his/her responsibility is to ensure the overall safety of the staff in the EOC. They will monitor and assess hazardous and unsafe situations. They report to the EOC manager.

E. Sheriff

1. Develop and maintain standard operating procedures for law enforcement operations during emergency and disaster situations.
2. Enforce direction and control for law enforcement operations.
3. Anticipate resources needed to support law enforcement activities during emergencies, and plan for timely resource request.
4. Enforce security for the damaged areas, vital facilities, equipment, staging areas and shelter operations.
5. Assist Communications with the Warning and Notification process for the affected population of any existing or impending emergency/disaster.

6. Enforce traffic control throughout the county during operations.
7. Function as or designates the official Public Information Officer for law enforcement operations to work with other PIO's in the Joint Information Center.
8. Assure security for EOC and shelters as needed.

F. E-911 Communications Manager

1. Establish and maintain the communications network for two-way communications between the EOC and the field emergency response resources.
2. Provide for the dissemination of warning information to emergency response personnel.
3. Develop and maintain standard operating procedures for communications center operations during emergency events.
4. Identify radio repair capabilities and maintenance operations for emergency repairs.
5. Coordinate intra-agency communication within the utilities communications centers and the Emergency Operations Center.
6. Maintain radio communication readiness for the Alamance County Emergency Operations Center.
7. Coordinate message flow between the 911 Center and the EOC.

G. Municipal Law Enforcement

1. Develop standard operating procedures for disaster operations in support of the Alamance County Emergency Operations Plan.
2. Be aware of local traffic control points for regional evacuations affecting the respective municipality.
3. Identify local emergency evacuation routes from high-hazard areas.
4. Anticipate resources needed to support local law enforcement activity during emergencies, and plan for timely resource requests.
5. Assist in notification and warning of the general public, primarily in their respective jurisdiction.

6. Enforce security of homes, businesses and property in damaged areas.
7. Assist with initial impact assessment.
8. Assist with reentry of evacuees into damaged areas.

H. Public Information Officer

1. Develop and maintain standard operating procedures for public information operations during emergency and disaster operations.
2. Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.
3. Coordinate all county media releases during an emergency situation via the Joint Information Center (JIC).
4. Provide for rumor control and emergency instructions and direct information for the public at the time of the disaster or emergency.
5. Develop county media advisories for the public.
6. Function as the official spokesperson for the county during emergencies, unless otherwise directed. Serve in the county EOC during time of emergency activation.
7. Clear information with the County Manager and/or the EOC Director before releasing any information to the media.
8. Ensure that all sources of information being received are authenticated and verified for accuracy.
9. Provide copies of the news releases to the Planning Section to be published to WEBEOC.

I. Emergency Medical Services Operations Manager:

1. Plan for coordination of on-scene patient care and ambulance activities throughout the County.
2. Develop mutual aid agreements with regards to EMS activities.
3. Coordinate with the hospital emergency department director and the disaster coordinator on use of medical facilities within the County for mass casualty incidents.

4. Manage all emergency patient transport related resources in conjunction with Fire/Rescue agencies.

J. Fire Marshal

1. Manage fire-fighting resources.
2. Identify fire service requirements and request mutual aid as required.
3. Designate staging areas for mutual-aid units.
4. Serve as advisor on hazardous materials incidents.
5. Assure fire protection in vital facilities, as needed.
6. Prepare inventories of firefighting operations throughout the County.
7. Plan for coordination of fire-fighting activities throughout the county during disasters.
8. Provide radiological and hazardous materials decontamination and monitoring support.

K. Fire Chiefs

1. Provide fire protection to the municipality and/or fire district.
2. Assist with search and/or rescue operations
3. Provide fire protection for emergency shelters.
4. Provide support personnel to assist in traffic control and evacuations.
5. Assist law enforcement with the warning and notifying of the affected population of an existing or impending emergency.
6. Assist with cut and push debris removal in order to clear roadways for emergency vehicles.

L. Rescue Chief

1. Conduct rescue operations and evacuations.
2. Identify equipment and manpower limitations, and develop mutual-aid agreements for the procurement of needed resources during emergency and disaster events.

3. Assist EMS with patient care and transport
4. Provide medical assistance at shelters as needed.

M. Social Services Director

1. Develop and maintain standard operating procedures for Social Service operations during emergency/disaster situations.
2. Coordinate emergency shelter openings with local Red Cross Chapter.
3. Contact medical/health care facilities (e.g. nursing homes, rest homes, etc.) to encourage development of emergency procedures and adequate coordination with appropriate agencies.
4. Coordinate with the Health Director concerning needs for Medical and Functional Needs populations.
5. Provide training for shelter managers to include Medical and Functional Needs shelters.
6. Provide shelter managers.
7. Coordinate with Health, Mental Health and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.
8. Coordinate transition of emergency shelter operations with American Red Cross Management Team.

N. Health Director

1. Develop and maintain a standard operating procedure for emergency public health operations during emergency/disaster situations.
2. Activate Alamance County's Strategic National Stockpile Standard Operating Guide for medical countermeasure distribution and dispensing.
3. Coordinate health care for emergency shelters, including mass-care facilities.
4. Coordinate with water supply authorities to expedite emergency public water supply.
5. Provide continuous health inspections and immunizations when

appropriate to evaluate, detect, prevent and control communicable disease.

6. Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
 7. Coordinate with the Social Services Director and home health care agencies in the identification of Medical and Functional Needs populations.
 8. Provide for inspections of mass care facilities to assure proper sanitation practices are followed.
 9. Coordinate with the proper authorities to establish a temporary morgue if necessary following an emergency/disaster.
 10. Provide a public health nurse at all Disaster Assistance Centers / Shelter sites.
 11. Develop and maintain standard operating procedures for mental health operations during emergency situations.
 12. Coordinate with the Director of Social Services to provide crisis counseling when necessary during emergency situations.
 13. Provide crisis counseling to professionals and support staff working with the emergency response and recovery.
 14. Provide crisis counselors for Disaster Assistance Centers operated following a Presidential Declaration of Disaster.
 15. Provide for a 24-hour crisis line during periods of emergency.
 16. Maintain and provide information pertaining to mental health resources that may be utilized during emergency/disaster situations.
 17. Coordinate critical requests for critical incident stress debriefings.
- O. Finance Director**
1. Develop and maintain standard operating procedures for County emergency financial record keeping during emergency situations.
 2. Assist the Planning Director with documentation of disaster damage to County-owned facilities.

3. Provide County budget information in support of the Governor's request for a Presidential Declaration of Disaster.
4. Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses.
5. Assist in the establishment and management of post-disaster donated funds.
6. Coordinate emergency related expenditure procedures to ensure that State and Federal forms are submitted.
7. Ensure that all municipalities designate a person to maintain financial accounting records during emergencies/disasters, and that these records are coordinated with the County.

P. Tax Administrator

1. Develop and maintain standard operating procedures for County tax operations and records protection during disaster situations.
2. Provide property tax information assistance for applicants at Disaster Assistance Centers.
3. Assist the Public Safety Director and other County or municipal agency representatives who are conducting recovery operations in prioritizing repairs and restoration of affected facilities.
4. Assist the Damage Assessment Officer with the duties listed below.

Q. County Chief Building Inspector

1. Coordinate damage assessment teams conducting field surveys, and assure teams are properly trained and equipped.
2. Collect data, prepare damage assessment reports, and forward reports to the EOC Director.

R. Superintendent of Schools

1. Develop and maintain standard operating procedures for the safety and protection of students, faculty, and other personnel during emergency situations.
2. Coordinate evacuation and transportation operations for students during emergency situations.

3. Provide support personnel, equipment and facilities as necessary (schools, buses, lunch room personnel, security staff, janitorial support, food supply, etc.).
4. Make available school facilities for temporary shelters and medical facilities, if needed.
5. Participate in the transportation of residents in a disaster/emergency evacuation situation as needed.
6. Compile reports of damages to school facilities and report to the EOC.
7. When available, provide interpreters in shelters for persons other than English speaking.

S. Information Technology Director

1. Develop and maintain standard operating procedures for the management of county data processing during emergency/disaster situations.
2. Provide support personnel for technical assistance with computer equipment and software, telephone and Information Systems during emergency/disaster activations (e.g. WebEOC, Hurrevac, EM Division, ArcView-GIS mapping. CAD and DCI system in the Communications Center & ESO for EMS)
3. Provide for the protection of computerized vital records during emergency/disaster events.

T. Amateur Radio Operator

1. Develop and maintain a list of resources that may be used during an emergency.
2. Provide a liaison to the Alamance County Emergency Operations Center during emergency/disaster activations.
3. Transmit and receive emergency traffic as necessary during emergency/disaster events.
4. Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.
5. Maintain a message log for all emergency traffic.

6. Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.
7. Report communications transmissions to the Operations Section Chief.
8. Provide emergency communications at shelter sites as needed.
9. Provide support to Damage Assessment Team.

U. Alamance County Transportation Authority Director

1. Develop and maintain standard operating procedures for transportation operations during emergencies.
2. Obtain additional resources as needed from adjacent jurisdictions.
3. Maintain a resource list to identify public and private transportation resources.
4. Coordinate activities with Emergency Operations Center.
5. Coordinate activities of Alamance County Transportation Services to ensure continued operations of vans serving human services agencies.
6. Make transportation equipment resources available to support evacuation needs.
7. Provide representation to the EOC to coordinate utilization of transportation resources during emergencies/disasters.

V. Department of Transportation

1. Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.
2. Advise the Public Safety Director of roadway conditions and support removal of disabled vehicles or other blocks to evacuation.
3. Manage debris along the roadways in the unincorporated areas of the county.
4. Obtain additional transportation resources, as needed from adjacent jurisdictions, State and private resources.

W. American Red Cross

1. The Alamance County Chapter of the American Red Cross will provide personnel and services as outlined in their Memorandum of Understanding (MOU) with Alamance County. The Red Cross is tasked, along with the Department of Social Services, for shelter operations.

X. Public Works Director

1. Coordinate with County and Municipal agencies for restoration of public water.
2. Advise Policy/Administration Group regarding debris clearance and burning, waiver of permits, and best utilization of resources.
3. Coordinate with the Infrastructure Branch and the Utility Companies within ESF 12.

Y. Alamance County Local Emergency Planning Committee

1. The Alamance County Local Emergency Planning Committee (LEPC) has a set of bylaws by which they operate. This committee coordinates the hazardous material planning for business and industry in Alamance County; plans and holds drills in the County annually; as well as plans and prepares for overall public safety. The committee meets quarterly, dependent on community safety and concerns.

Z. Alamance County Recreation Department

1. Continue to provide recreational programs for residents.
2. Provide staff, equipment, and/or supplies to supplement shelter staff during periods of prolonged shelter activities.
3. Develop SOP's to support recreation related activities during shelter operations.

AA. Alamance County Department of Social Services

1. Develop and maintain procedures for the coordination of donated goods and coordination of volunteer resources.
2. Ensure that staging areas for incoming donated goods are ready to receive goods.
3. Ensure that goods and services donated to victims are used for purposes intended.

4. Encourage the donation of monetary donations to the local chapter of the American Red Cross in lieu of goods. Clothing will be accepted at the Salvation Army.
5. Coordinate volunteers willing to assist disaster victims.
6. Dispose of goods deemed unusable in a proper manner.
7. Coordinate activities with charitable organizations providing disaster relief.
8. Serve on the Unmet Needs Committee after the Disaster Assistance Center closes.
9. Ensure that volunteers coming into area are advised that they will need to be self-contained and that no housing or feeding locations may be available unless otherwise noted.
10. Establish contact with the donated goods coordinator at the State EOC. Advise of goods needed and areas of county with greatest need.
11. Register all persons, groups, and organizations providing disaster relief to county residents.

Direction and Control

I. General

- A. Direction and Control provides for an efficient response to an emergency by coordinating all response and recovery activities through one central location. The Emergency Operations Center (EOC) is the base of operation for all emergency management activities for the county. Members of the Emergency Management organization will be familiar with plans and procedures to cope with an emergency.
- B. Upon declaration of an emergency, the Chairman of County Commissioners, County Manager, and Emergency Management Coordinator/or designee will operate from the EOC.
- C. Initially, emergency operations will be conducted locally with little or no outside assistance or coordination.
- D. On-site direction and control will be established by the senior officers of the emergency services having primary responsibility for the situation utilizing the Incident Command System as described by the National Incident Management

System.

Administration and Logistics

I. General

- A. The Emergency Services Communications Center operates continuously 24 hours per day and is administered by the Alamance County Central Communications department.
- B. The operational readiness of the EOC is the responsibility of the Emergency Management Coordinator.
- C. The operational readiness of the Communications Center is the responsibility of the Communications Director.

II. Records and Reports

- A. County and town governments must maintain records of expenditures and obligations during emergency operations.
- B. Narratives and operational journals of response actions will be kept.

III. Consumer Protection

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

IV. Non-Discrimination

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

V. Agreements and Understandings

- A. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
- B. Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for

state or federal resources must be made through the Emergency Operations Center to the appropriate Regional Coordination Center of the NC Division of Emergency Management.

- C. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

Authorities & References

I. General

- A. Actions taken during emergencies/disasters require that legal guidelines be followed in order to assure and ensure protection of the public.
- B. Verbal and written mutual-aid agreements exist between some agencies and departments within the county.
- C. Agencies tasked with responsibilities in the Emergency Operations Plan are responsible for the development of standard operating procedures/guidelines to implement their particular function. Additionally, they are responsible for providing copies of these documents to Alamance County Emergency Management Office for inclusion in the implementation manual.

II. Selective References

- A. References that form the basis for actions outlined in this plan are as follows:

1. Federal

- a. Civil Defense Act of 1950, as amended
 - 1. OSHA 1910.120
 - 2. SARA Title III
 - 3. Robert T. Stafford Disaster Relief Act

2. State Laws

- a. N.C. G.S. 166-A
- b. N.C. G. S. 115C-242 (6)
- c. N.C. G. S. 130 (A)
- d. N.C. Oil Spill Act
- e. N.C. Executive Order No. 73
- f. N.C. Community Right-to-Know

- 3. Local Ordinances are located adjacent to the Basic Plan of the EOP.

- a. Alamance County Emergency Management Ordinances
- b. Alamance County Hazardous Materials Ordinance
- c. Mutual-Aid Agreements / Memorandums of Understandings
- d. Agreements with American Red Cross
- e. LEPC Bylaws
- f. Alamance County Division of Social Services Disaster Response Plan
- g. Alamance County Health Department Disaster Response Plan

Plan Development & Maintenance

I. Standard Operating Procedures

- A. Each agency of local government is responsible for the development of standard operating procedures, guidelines, or checklists in support of this plan

II. Annual Review

- A. The County Manager mandates the development and annual review of this plan by all officials involved and will coordinate necessary revision efforts through the Alamance County Emergency Management Office. This shall include a critique of the actions taken in support of the plan following any event requiring implementation of the plan.

III. Exercise

- A. This plan shall be exercised in accordance with the Federal Emergency Management Agency (FEMA) five-year exercise plan to insure a readiness posture for those who have an emergency responsibility.

Continuity of Government

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

- I. Line of Succession for the County Board of Commissioners proceeds from the Chairman to the members of the board in accordance with the board policy.
- II. Lines of succession for the Emergency Management Coordinator and department/agency heads with emergency responsibilities are shown in the appropriate annexes.
- III. Preservation of Vital Records

- A.** It is the responsibility of the elected officials to insure that all legal documents of both a public and private nature recorded by designated officials be protected and preserved in accordance with existing laws, statutes, and ordinances.
- B.** Each department/agency is responsible for the preservation of essential documents/records to ensure the continued operational readiness of their agencies and to comply with existing laws.

IV. Vital Facilities

- A.** Several categories of vital facilities have been identified during the planning process. These facilities have been identified as being critical to remain in service during times of disasters. Categories of facilities include:
 - 1.** Shelters
 - 2.** Medical facilities
 - 3.** Communication facilities
 - 4.** Emergency Services facilities
 - 5.** Correctional facilities
 - 6.** Electrical distribution components
 - 7.** Water distribution
 - 8.** Waste water components
 - 9.** Landfill sites
- B.** The Alamance County Continuity of Operations Plan contains a complete listing of all vital facilities and is maintained in the Alamance County Emergency Management Office.

V. Relocation of Government

- A.** The County provides for the relocation of the governing body to the EOC during times of emergency if necessary.
- B.** If the primary EOC is determined inoperable, the governing body will relocate to the alternate EOC facility as needed. The City of Burlington's EOC serves as the primary alternate location for the EOC. Additionally, the Alamance County EOC serves as the City of Burlington's alternate location.

Appendix 1 to Basic Plan

ALAMANCE COUNTY VULNERABILITY MATRIX

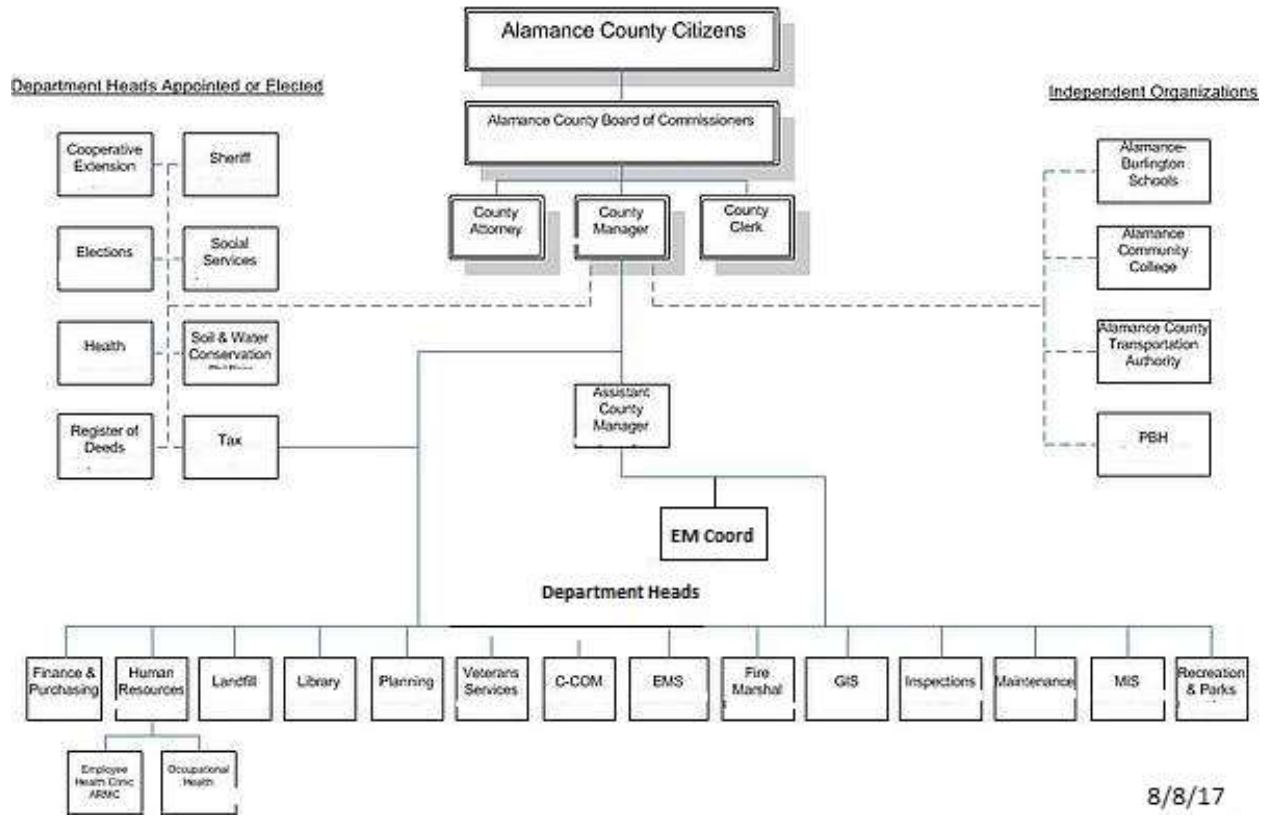
Hazard	Probability	Significance	Frequency	Vulnerable Area	Potential Economic Impact *
Brush, Wildfires and Forest Fires	Low	Minor	Periodic	Wild Interface Area	Low
Civil Disturbance	Low	Moderate	Rare	Urban Areas	Low
Dam Failure	Low	Moderate	Rare	Low Areas	Low
Disease and Pandemic Outbreak	Low	Moderate	No History	Countywide	Medium
Drought	Low	Minor	Periodic	Countywide	Low
Earthquake	Low	Moderate	Rare	Countywide	Medium
Exotic Pests and Diseases	Low	Minor	Rare	Agricultural Sector	Low
Extreme Temperature	Low	Minor	Rare	Countywide	Low
Flooding	Medium	Moderate	Periodic	Low Areas Poor Drainage	Medium
Hazardous Materials Spill	High	Minor to Major	Daily to Rare	Countywide	Low
Hurricane/Tropical Storm	Low	Moderate	Every 1-5 years	Countywide	High
Infrastructure Disruption	Low	Moderate	Rare	Municipalities	Medium
Nuclear Power Plant	Low	Moderate	Rare	Countywide	High
Special Event Incident	Low	Moderate	No history	Event Locations	Low
Terrorism	Low	Major	No history	Mostly Urban Areas	High
Severe Thunderstorm	Medium	Minor	More than once/year	Countywide	Low
Tornado	Medium	Moderate	Periodic	Countywide	Low
Transportation Incident (Major)	Medium	Moderate	Rare	Major Highways	Low
Winter Storms	Medium	Moderate	Periodic	Countywide	Medium

*Note: Low economic impact = up to \$.5 million; medium impact = \$.5 to \$5 million; high impact = over \$ 5million

Appendix 2 to Basic Plan

ALAMANCE COUNTY

Organizational Chart



Appendix 3 to Basic Plan

EOC OPERATIONS GROUP

The EOC Operations Group is composed of a core group of members that form the nucleus of the EOC staff during an emergency with additional staff added as depicted in the EOC staffing requirements.

CORE MEMBERS

Emergency Management Coordinator
 Fire Department Representative
 Public Works Representative

Finance Department Representative
 Law Enforcement Representative
 Alamance County Administration

EOC STAFF REQUIREMENTS

ACTIVATION PHASES

DEPARTMENT	PARTIAL	RESPONSE	RECOVERY
County Manager		1	1
Assistant County Manager		1	1
Emergency Management Coordinator	1	1	1
DSS / Public Health		1	1
County Clerk			1
Finance		1	1
Fire Marshal	1	2	2
Human Resources			1
Law Enforcement	1	2	2
Public Works (Municipal & State)	1	1	2
TOTAL	4	10	13

NOTE: Staffing under each phase represents initial requirements. During each phase staffing may be increased or decreased as the situation warrants based on the decision of the EM Coordinator.

Appendix 4 to Basic Plan

EMERGENCY SUPPORT FUNCTION (ESF) / RECOVERY FUNCTION RESPONSIBILITIES

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
County Manager / Assistant County Manager / Municipal Administrator					A		A							A	A
Emergency Management Coordinator	A	A	A	A	C	A	A	A	A	A	A	A	A	A	A
DSS / Health Department					A	C	A	C			C			C	
Clerk to the Board					A										A
Finance					A		C							A	
CCOM		C		A	A				A				A		
Fire Marshal	A	A		C	A			C	C	C			A	A	A
Human Resources						A	A				A				C
Law Enforcement	A	A		A	A	A		A	C	A			C	A	A
Public Works	A		C			A			A		A	C		A	A
Alamance County Transportation Authority	C					A	A	A						A	
Planning						A	C				A			A	

C = Coordinator A = Assist

RECOVERY FUNCTION RESPONSIBILITIES

<u>ACTIVITIES</u>	<u>COORDINATING DEPARTMENT</u>
Damage Assessment	Fire and Law Enforcement
Community Relations	Human Resources
Infrastructure	Public Works Department
Disaster Temporary Housing	DSS / American Red Cross
Debris Management	Public Works Department (Landfill)
Disaster Field Office	Emergency Management Coordinator
Mitigation Assessment	Finance Department
FEMA Forms	Finance Department

Appendix 5 to Basic Plan

INCIDENT COMMAND RESPONSIBILITIES

LAW ENFORCEMENT

SRT
Evacuations
Traffic Control
Crowd Control
Notification of Next of Kin Investigations
Search
Security
Coordination with Medical Examiner

INCIDENT COMMANDER

Coordinate Response
Request Resources
Assign Officers to Manage
Functions such as:
Public Information
Short-Range Planning
Safety
Operations

FIRE/ EMS DEPARTMENT

Suppression
Search & Rescue
HAZMAT
Staging Area
Landing Zone
Triage
Ambulance Transport
Air Ambulance Transport
Hospital Notification & Coordination
(Less Than 15 casualties)
Ambulance Staging
EMS Supply Logistics

EMERGENCY MANAGEMENT/EOC

Coordinate Resources
Inter-Agency Coordination
Reporting
Long-Range Planning
Transportation Support
Sheltering
Hospital Notifications & Coordination
(More than 15 casualties)
Medical Advice

Public Health

Infectious Disease Outbreak
Contaminated Drinking Water
Biological Threat
Food Borne Illness

Appendix 6 to Basic Plan

INCIDENT COMMAND MATRIX

INCIDENT	FIRE DEPARTMENT(S) / EMS		LAW ENFORCEMENT	PUBLIC WORKS	EMERGENCY OPERATIONS CENTER	PUBLIC HEALTH
	FIRE	MEDICAL				
Hurricane Tornado Earthquake	Notification Evacuation Rescue Extinguishment Mitigation	Medical Treatment Special Needs Shelter Support Patient Transport	Traffic/Crowd Control Evacuation Security	Debris Removal Storm Water Run-Off Roadways & Bridges Technical Advice	COMMAND Evacuation and Sheltering Transportation Resources Recovery	Medical Treatment Special Needs Shelter Support
Hazmat Incident	COMMAND Mitigation	Medical Treatment Patient Transport	Evacuation Traffic Control and Security	Technical Advice	Assistance/Coordination Resources	Assistance/Coordination Resources
Major Transportation Incidents Air Crash Mass Casualty	COMMAND Rescue Extinguishment Evacuation	Triage Medical Treatment Patient Transport	Evacuation Traffic/Crowd Control Security ASSUME COMMAND FOR INVESTIGATION	Debris Removal Storm Run-Off Roadways & Bridges Technical Advice	Assistance/Coordination Resources	Assistance/Coordination Resources
Brush, Wild land, and Forest Fires Structure Fires	COMMAND Rescue Extinguishment	Medical Treatment Patient Transport	Evacuation Traffic/Crowd Control Security	Storm Run-Off Water Supply Technical Advice	Assistance/Coordination Resources	Assistance/Coordination Resources
Civil Disturbance SRT	Support Rescue Extinguishment	Support Medical Treatment	COMMAND Traffic/Crowd Control Security	Barricades & Cones Technical Advice	Assistance/Coordination Resources	Assistance/Coordination Resources
Terrorism	Support Rescue Extinguishment	Support Medical Treatment	COMMAND Traffic/Crowd Control Mitigation	Roadways & Bridges Technical Advice	Assistance/Coordination Resources	Medical Treatment Special Needs Shelter Support
Flooding Dam Failure	COMMAND Rescue Evacuation	Medical Treatment Patient Transport Special Needs	Traffic/Crowd Control Evacuation Assistance Security	COMMAND Roadways & Bridges Storm Water Run-Off Technical Advice	Assistance/Coordination Resources	Assistance/Coordination Resources Special Needs Shelter Support
Explosives Bomb Threat	Rescue Extinguishment Evacuation	Medical Treatment Patient Transport	COMMAND Traffic/Crowd Control Evacuation Assistance Mitigation	Technical Advice	Assistance/Coordination Resources	Assistance/Coordination Resources Special Needs Shelter Support
Severe Storms Winter Storms Extreme Temperature Drought	Rescue	Triage Medical Treatment Patient Transport	Traffic/Crowd Control Evacuation Assistance Security	Water Supply Storm Water Run-Off Roadways & Bridges Technical Advice	COMMAND Assistance/Coordination Resources	Medical Treatment Special Needs Shelter Support
Special Events	Support Rescue	Triage Medical Treatment Patient Transport	Traffic/Crowd Control Security	Barricades & Cones	COMMAND Resources	Assistance/Coordination Resources
Infrastructure Disruption	Support Rescue Extinguishment	Triage Medical Treatment Patient Transport	Traffic/Crowd Control Evacuation Assistance Security	COMMAND Water Supply Storm Water Run-Off Technical Advice	Evacuation and Sheltering Transportation Resources Recovery	Medical Treatment Special Needs Shelter Support
Infectious Disease Outbreak Bio-terrorism	Support Rescue	Triage Medical Treatment Patient Transport	Traffic/Crowd Control Evacuation Assistance Security	Assistance/Coordination Resources	Assistance/Coordination Resources	COMMAND Resource Support Medical Treatment Supply Coordination

Appendix 7 to Basic Plan

Glossary of Terms

Agency: A division of government with a specific function offering a particular kind of assistance. In Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Alert: A procedure for notifying key officials of the possible need to extend operations to cope with a pending emergency or disaster.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an Incident Command Structure (ICS) organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an Emergency Operations Center (EOC) facility or at some location other than an Incident Command Post (ICP).

ARES: (Amateur Radio Emergency Services.) A public service administered by local, regional and state emergency managers to provide radio communications using volunteer Amateur Radio Operators during periods of local, regional or national civil emergencies.

Available Resources: Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Awareness: Continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Catastrophic Incident: (As defined in the National Response Plan) Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to state, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National

Significance.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Commingled Livestock: Livestock of several owners combined into one unit as the result of an emergency or disaster.

Common Operating Picture (COP): A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Coordination Group: Responsible for coordination of EOC activities to include communications and resource and information management.

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve Weapons of Mass Destruction.

Cultural Resources: Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

Custodial Care Facility: Those buildings, structures, or systems, including those for essential administration and support, which are used to provide institutional care for such persons as the elderly and disabled.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

Damage Assessment: The process of gathering information regarding the nature, location, severity and cost of damage caused by an emergency or disaster. This assessment provides reliable estimates of damage which serve as a basis for subsequent State or Presidential declaration; and is the basis for effective implementation of disaster assistance programs, should a declaration be made.

Damage Assessment Team: A joint local, state, and federal team for the purpose of defining the extent of damage, and whose findings are forwarded to the Governor.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster: (State Definition) The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause, including, but not limited to: fire, flood, earthquake, wind, storm, epidemic, air contamination, blight, drought, infestations, explosion, riot, or hostile military or paramilitary action.

Disaster (Major): As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Education Facilities: All components of an education institution necessary or appropriate for instructional, administrative, and support purposes, such as classrooms, related supplies, equipment, machinery, and utilities

Educational Institution: (1) Any elementary school as defined by Section 801(c) of the Elementary and Secondary Education Act of 1965. (2) Any secondary school as defined by Section 801(h) of the Elementary and Secondary education act of 1965. (3) Any institution of higher education as defined by Section 1201 of the Higher Education Act of 1965.

Emergency: (As defined by the Stafford Act) An emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency: (Federal definition as stated in Title V of P.L. 93-2800 Section 102(1) Emergency is any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety. Title V includes authority for the President to direct federal agencies to provide emergency assistance to save lives and protect property and public health and safety for emergencies other than natural disasters. Under Title V, the President may direct the provision of emergency assistance either at the request of a Governor [Section 501(a)] or upon determination by the President that an emergency exists for which the primary responsibility for response rests with the United States [501(b)].

Emergency Alert System (EAS): A program of the broadcast industry that allows the use of its facilities to transmit emergency information as prescribed by the National Weather Service, law enforcement, emergency management, and school officials for emergencies.

Emergency Management: Measures taken to minimize the probability or severity of disasters; the preparation for and the carrying out of all emergency functions, other than functions for which military forces or other federal agencies are primarily responsible; and the prevention or minimization of injuries and damages resulting from disaster.

Emergency Management Director/Coordinator/Planner: The person(s) responsible for preparing, coordinating, training, organizing, and planning of emergency management functions for the county, city, or inter-jurisdictional entity.

Emergency Mass Care: Food, drink, clothing, shelter, and medical assistance provided for the communal care of individuals or families made homeless by an emergency or major disaster.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002)) Also known as "emergency responder"

Emergency Shelter: A form of mass or other shelter usually located in a public facility that provides for the communal care of individuals or families made homeless by an emergency or major disaster, or a relocation caused by an impending threat.

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Employment Services: Services provided to all individuals who are unemployed because of a major disaster to assist them in obtaining re-employment in suitable positions as soon as possible. These services include counseling, referrals to suitable work opportunities, and suitable training.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event Log: A record of major events during operations.

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal: Of or pertaining to the federal governmental of the United States of America.

Federal Agency: Any department, independent establishment, Government Corporation, or other agency of the executive branch of the federal government, including the United States Postal Service. The American Red Cross is deemed to be a federal agency for the purposes of the National Response Plan.

Federal Assistance: Aid to disaster victims or state or local governments by federal agencies under provisions of P.L. 93-288.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Federal Emergency Management Agency (FEMA); the agency responsible for overall disaster-related federal programs involved with mitigation, preparedness, response, and recovery to natural and man-made disasters or nuclear attack.

Finance / Administration Section: Established when the agency(s) involved in incident management activities require(s) finance and other administrative support. Not all incidents require this section. If only one specific function (e.g., cost analysis) is required, that service may be provided by a technical specialist in the Planning Section.

First Responder: Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

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.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any cost-effective measure which, when implemented, will reduce the potential for damage to a facility or community from a disastrous event.

Hazardous Material (HAZMAT): A hazardous material is a substance or material, including a hazardous substance, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF 10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance: As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Health Facilities: The physical plants or structures in which essential health activities are conducted. Included in this category are hospitals or other institutions and buildings to be used post-disaster as emergency hospitals and first aid stations, laboratories, clinics, blood banks, pharmacies, and such other facilities operated in support of emergency health services as the responsible elected officials may determine.

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Imminent danger: A crisis condition of immediate urgency in which it would be dangerous to delay necessary action by waiting for instructions from higher authority despite the fact such instructions are requested through channels by the most expeditious means of communications available.

Incident: An emergency situation that is limited in scope and potential effects on lives and property and is typically handled by one or two local response agencies acting under an incident commander. An incident may require limited external assistance from other local response

forces. The local EOC is usually not activated.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation: Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Information Officer: See Public Information Officer.

Infrastructure: The human-caused physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

In-Kind Donations: Donations other than cash (usually materials or professional services) for disaster survivors.

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Livestock: Domestic animals used on a farm or ranch raised for sale and profit.

Local Government (LG): A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Logistics Section: The section responsible for all support requirements needed to facilitate effective incident management including ordering of resources from off-site locations.

Major Disaster: As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and

disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Medical Facility: Any hospital, outpatient, rehabilitation facility, or facility for long-term care as such terms are defined in Section 645 of the Public Health Service Act (42 USC 2910) and any similar facility offering diagnosis or treatment of mental or physical injury or disaster, including the administrative and support facilities essential to the operation of such medical facilities, although not contiguous thereto.

Mitigation: Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-Federal, State, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Multi-Agency Coordination System (MACS): A combination of facilities, equipment, personnel, procedures and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. A typical MAC may consist of one or several Emergency Operations Centers (EOCs).

Multi-Jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS,

DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Warning System (NAWAS): the federal warning system used to disseminate warnings and other emergency information from the national warning centers or regional offices to warning points in each state. The system is also used by states to disseminate warnings and information that are not of national interest to local warning points.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

Nongovernmental Organization (NGO): A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Nuclear Device: Any assembly or subassembly containing fissionable or fusion able materials and high explosives or propellants capable of producing a nuclear detonation.

Nuclear Emergency: A situation in which the normal control over radioactive materials is accidentally lost, with resulting actual or potential hazard to the health and safety of the general public.

Nuclear Incidents: May involve nuclear weapons, nuclear devices, nuclear reactors, fire or explosions in buildings or facilities where radioactive materials are stored or used, industrial activities, medical uses, research and development laboratories, educational institutions, or the transportation of radioactive materials.

Nuclear Transportation Accident: Any accident involving any type of conveyance transporting nuclear items whether or not release of nuclear materials results.

Nuclear Weapon: A general name given to any military weapon capable of producing a nuclear detonation.

Operations Section: The Operations Section has the responsibility for developing and implementing strategies and tactics to carry out the incident objectives set by the Incident Commander. This section coordinates operational support to on-scene incident management efforts. Branches may be added or deleted as required, depending on the nature of the incident. The Operations Section also is responsible for coordination with other command posts that may be established to support incident management activities. Most of the resources are assigned to and controlled by this section.

Planning Section: The Planning Section provides current information to the Incident Commander to ensure situational awareness, determine cascading effects, identify national implications, and determine specific areas of interest requiring long-term attention. The Planning Section also provides technical and scientific expertise. The Planning Section is comprised of the following units: Situation, Resources, Documentation, Technical Specialists, and Demobilization.

Point of Contact (POC): A person designated to represent a particular agency / organization as that agencies' individual for coordinating with others outside their agency on certain issues.

Policy Group: The executive staff (Mayor(s), County Commissioners, City Council Members) that has the responsibility for the overall control and policy decision-making for any incident or disaster.

Pollutant or Contaminant: As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention: Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting

illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Non-profit: Any non-governmental agency or entity that currently has one of the following: (1) An effective ruling letter from the IRS, granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954 or (2) Satisfactory evidence from the State that the non-revenue producing organization or entity is a nonprofit one organized or doing business under State law.

Private Non-profit Facility: Any private nonprofit educational, emergency, medical, or custodial care facility, including those for the aged or disabled, and those on Native American reservations.

Private Sector: Organizations and entities that are not part of any governmental structure. Private Sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations (PVOs).

Public Assistance Program: The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Facility: Any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility; any non-federal-aid street, road, or highway; any other public building, structure, or system including those used for educational or recreational purposes, and any park.

Public Health: Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Recovery: The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment, supplies, and facilities available or

potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Situation Assessment: The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

Staging Area: A facility near the disaster site where personnel and equipment are assembled for immediate deployment.

State: Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

State Coordinating Officer (SCO): The person appointed by the Governor to manage the State's incident management programs and activities in a Presidential declared emergency or a major disaster.

State of Disaster: A condition proclaimed by the Governor when, in their judgment, the actual occurrence or threat of a disaster in any part of the state is of such magnitude to warrant disaster assistance by the State to supplement the efforts and available resources of the several localities and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby.

State of Local Disaster Emergency: A condition declared by the Chairman of the Board upon finding that an emergency has occurred or the threat thereof is imminent within their jurisdiction.

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Subject-Matter Expert (SME): An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism: Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.

Tribe: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Unsolicited Goods: Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Utility: Buildings, structures, or systems of a power, energy, telephone, water supply, sewage collection and treatment, or other similar public service. An irrigation system is not a “utility”.

Volunteer: Any individual accepted to perform services by an agency which has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center: Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Volunteer Organizations: Any chartered or otherwise duly recognized local, state, or national organizations or groups which have provided or may provide services to the local government, State, or individuals in or following an emergency or disaster.

Warning: The dissemination to appropriate government officials and ultimately to the general public, of a forecast or prediction of natural phenomenon and/or man-made situations which could result in loss of life, extreme hardship and suffering, or extensive property damage.

Warning Points: Geographical locations which receive warnings from the National Warning System and disseminate them to local government entities throughout the state.

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Appendix 8 to Basic Plan**List of Acronyms**

AC	Area Command
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BLEVE	Boiling Liquid Expanding Vapor Explosion
C/D	Construction and Demolition
CAP	Civil Air Patrol
CDC	Centers for Disease Control and Prevention
CEMP	Comprehensive Emergency Management Plan
CERCLA	Comprehensive Environmental Response Compensation & Liability Act
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CISD	Critical Incident Stress Debriefing
CR	Community Relations
CRS	Community Rating System
DAT	Damage Assessment Team
DHS	US Department of Homeland Security
DMAT	Disaster Medical Assistance Teams
DMORT	Disaster Mortuary Team
DOC	Department Operating Center
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DRC	Disaster Recovery Center
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Information
EAS	Emergency Alert System
EHS	Extremely Hazardous Substances
EMAC	Emergency Management Assistance Compact
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning & Community Right-to-Know Act
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAD	Foreign Animal Disease
FBI	Federal Bureau of Investigation

FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management
FHWA	Federal Highway Administration
FMAP	Flood Mitigation Assistance Program
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HIPAA	Health Information Portability and Accountability Act
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Command / Incident Commander
ICCBO/MA	International Code Conference of Building Officials, Mid-America Chapter
ICP	Incident Command Post
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IMT	Incident Management Team
JCAHO	Joint Commission for Accreditation of Healthcare Organizations
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
MACS	Multi-Agency Coordination System
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MRE	Meal Ready to Eat
NAWAS	National Attack Warning Alert System
NCEM	North Carolina Emergency Management
NCSHP	North Carolina State Highway Patrol
NDMS	National Disaster Medical System
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Agency
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRC	National Response Center
NRP	National Response Plan
NWS	National Weather Service
OPA	Oil Pollution Act
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PW	Project Worksheet
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration

SCO	State Coordinating Officer
SDO	Staff Duty Officer
SEOC	State Emergency Operations Center
SFHAs	Special Flood Hazard Areas
SHMO	State Hazard Mitigation Officer
SITREP	Situation Report
SME	Subject-Matter Expert
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures
TSCA	Toxic Substances Control Act
USAR	Urban Search & Rescue
UAC	Unified Area Command
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapons of Mass Destruction

Appendix 9 to Basic Plan
Incident Command System Chart

