

2021

MOORE COUNTY

“ALL HAZARDS”

EMERGENCY OPERATIONS PLAN



302 S. McNeill St
PO Box 905
Carthage, NC 28327

Phone (910) 947-6317
Fax: (910) 947-6378

www.moorecountync.gov

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Electronic versions are available per request!

Forward

The Moore County Emergency Operations Plan has been developed to address multiple hazards that threaten the jurisdiction. Using 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. 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 way 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, AND CHECKLIST SHOULD BE CONSULTED WHEN IMPLEMENTING PORTIONS of THIS PLAN. These documents contain 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The Moore County Emergency Operations Plan for Multi-Hazards dated January 2009 is hereby rescinded.

County web address: <http://www.moorecountync.gov>

Record of Changes

Change Number	Date	Date of Change Entered	Change Made by (Signature)
1	04/10	12/09	2010 Update as per recommendations from the NCEM 2009 EOP Review.
2	12/10	1/11	2010 Review and Update
3	06/11	06/11	2011 Review and Update - Logistics Branch changed to Resources Branch and moved to the Operations Section.
4	01/12	01/12	2012 Review and Update following the June 29, 2011, EOC Functional Exercise.
5	07/13	07/13	2013 Review and Update
6	07/14	07/14	2014 Review – added sections concerning: Glossary of Terms, Record Retention, Recovery Organizations Structure, and Demobilization Plan.
7	07/15	07/15	2015 Review – added content to ESF #10 regarding Hydraulic Fracturing.
8	07/16	07/16	2016 Review and update – no changes
9	07/17	07/17	2017 Review and Update following the October 2016 Hurricane Matthew event. NCEM Planner review.
10	06/18	06/18	2018 Review by the NCEM Planner. Added ESF2 ADA statement and ESF9 improved definition and request process for USAR/Search and Rescue.
11	06/19	06/19	2019 Review by NCEM Planner. Added additional ADA statement to the Basic Plan. Updated County Profile and Disaster History.
12	07/20	07/20	2020 Review by the NCEM Planner. Updated the Sheltering Annex and added a Pandemic Appendix.
13	07/21	07/21	2021 Review by the NCEM Planner. Created a dashboard view file folder to house all the associated documents.

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DOCUMENTS FOR OFFICIAL USE ONLY – NOT FOR PUBLIC DISTRIBUTION

AVAILABLE IN THE MOORE COUNTY DEPARTMENT OF PUBLIC SAFETY – DIVISION OF EMERGENCY MANAGEMENT OFFICE.

Emergency Support Functions (ESF's)

ESF 1 - Transportation	ESF 1
ESF 2 - Communications	ESF 2
ESF 3 - Public Works	ESF 3
ESF 4 - Firefighting	ESF 4
ESF 5 - Information/Planning	ESF 5
ESF 6 - Mass Care	ESF 6
ESF 7 - Resource Support	ESF 7
ESF 8 - Health/Medical	ESF 8
ESF 9 - Search/Rescue	ESF 9
ESF 10 - Hazardous Materials	ESF 10
ESF 11 - Food and Water	ESF 11
ESF 12 - Energy	ESF 12
ESF 13 - Military Support	ESF 13
ESF 14 - Public Information	ESF 14
ESF 15 - Volunteers/Donations	ESF 15
ESF 16 - Law Enforcement	ESF 16
ESF 17 - Animal Services	ESF 17

Annexes (Functional / Hazard Specific) and Appendices

Job Aides and Emergency Response Checklist

Moore County Emergency Operations Center Standard Operating Guidelines

Moore County Continuity of Operations Plan



BASE PLAN

I. Purpose

This plan predetermines actions to be taken by the governmental agencies and private organizations of Moore 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 & Assumptions

A. Situation

1. Geography

Moore County is in the Central region of North Carolina, contiguous on the south-east by Harnett County, south by Hoke County and the Fort Bragg Military Base, on the south-west by Scotland County and Richmond County, on the West by Montgomery County, on the Northwest by Randolph County, on the North by Chatham County, and the Northeast by Lee County.

Moore County is in south central North Carolina. It contains approximately 705 square miles and includes eleven municipalities. The county lies within two primary river basins, the Cape Fear, and the Lumber with three contributing primary drainage basins: Deep River, Little River and Drowning Creek. Each of the drainage basins runs from north-west to south-east.

Relief varies significantly across the county. The northern part of the county is in the Piedmont physiographic region, which is characterized by bedrock subsurface. Relief is extreme with occurrence of strongly to steep sloping side slopes. Ridge tops are narrow and winding. Drain ways forming along slopes merge into creeks that discharge to the Deep River with narrow floodplains. The highest elevation in Moore County is 730 feet.

The southern part of the county is in the Upper Coastal Plain region, which is reflected, in the unconsolidated sandy and clayey sediments. Relief is still apparent but occurs with gentler slopes and broader ridge tops. Drainage ways are short; however, rivers and creeks are sluggish with broader floodplains.

Moore County's climate reflects an average winter temperature of 43 degrees Fahrenheit. The average minimum daily temperature is 32 degrees. Summer averages are a warm 78 with a daily maximum temperature of 89 degrees. Annual precipitation total 49.36 inches with slightly more than half of the annual rainfall occurring during the growing season between April and September. Snowfall is relatively uncommon and averages 5 inches seasonally; however, there is high annual variability in amount.

[Source: Soil Survey of Moore County]

COUNTY PROFILE

Geography Quick Facts	Moore County	North Carolina
Land area, 2018 (square miles)	697.84	48,617.91
Persons per square mile, 2000	126.5	196.1
Metropolitan / Micropolitan Area	Southern Pines Pinehurst Aberdeen	
FIPS Code	125	37

quickfacts.census.gov/qfd/states/37/37125.html

Moore County has a population of approximately 98,682. There are approximately 47,928 housing units with an average of 2.5 persons per household.

There are eleven municipalities within the County. They are:

Town of Aberdeen (manager-council form of govt.)	Population: 7,708
Town of Cameron (mayor-council)	Population: 330
Town of Carthage (manager-council)	Population: 2,365
Village of Foxfire (mayor-council)	Population: 1,035
Town of Pinebluff (mayor-council)	Population: 1,432
Village of Pinehurst (manager-council)	Population: 16,289
Town of Robbins (manager-council)	Population: 1,142
Town of Southern Pines (manager-council)	Population: 13,698
Town of Taylortown (mayor-council)	Population: 745
Town of Vass (mayor-council)	Population: 762
Village of Whispering Pines (mayor-council)	Population: 3,324
Balance of Moore County (manager-council)	Population: 47,113

Most recent natural disasters:

- North Carolina Hurricane Florence, **Incident Period:** September 07, 2018, to September 29, 2018, **Emergency Declared EM-4393:** September 14, 2018, **FEMA Id:** 4393, **Natural disaster type:** Hurricane
- North Carolina Hurricane Matthew, **Incident Period:** October 04, 2016, to October 24, 2016, **Emergency Declared EM-3380:** October 07, 2016, **FEMA Id:** 3380, **Natural disaster type:** Hurricane
- North Carolina Hurricane Matthew, **Incident Period:** October 04, 2016, to October 24, 2016, **Major Disaster (Presidential) Declared DR-4285:** October 10, 2016, **FEMA Id:** 4285, **Natural disaster type:** Hurricane

- North Carolina Hurricane Katrina Evacuation, **Incident Period:** August 29, 2005, to October 01, 2005, **Emergency Declared EM-3222:** September 05, 2005, **FEMA Id:** 3222, **Natural disaster type:** Hurricane
- North Carolina Severe Ice Storm, **Incident Period:** December 04, 2002, to December 06, 2002, **Major Disaster (Presidential) Declared DR-1448:** December 12, 2002, **FEMA Id:** 1448, **Natural disaster type:** Ice Storm
- North Carolina Winter Storm, **Incident Period:** January 24, 2000, to February 01, 2000, **Major Disaster (Presidential) Declared DR-1312:** January 31, 2000, **FEMA Id:** 1312, **Natural disaster type:** Winter Storm
- North Carolina Hurricane Floyd & Irene, **Incident Period:** September 15, 1999, to November 02, 1999, **Major Disaster (Presidential) Declared DR-1292:** September 16, 1999, **FEMA Id:** 1292, **Natural disaster type:** Hurricane
- North Carolina Hurricane Floyd, **Incident Period:** September 15, 1999, to October 04, 1999, **Emergency Declared EM-3146:** September 15, 1999, **FEMA Id:** 3146, **Natural disaster type:** Hurricane
- North Carolina Hurricane Fran, **Incident Period:** September 05, 1996, to October 21, 1996, **Major Disaster (Presidential) Declared DR-1134:** September 06, 1996, **FEMA Id:** 1134, **Natural disaster type:** Hurricane
- North Carolina Blizzard, **Incident Period:** January 06, 1996, to January 12, 1996, **Major Disaster (Presidential) Declared DR-1087:** January 13, 1996, **FEMA Id:** 1087, **Natural disaster type:** Blizzard
- North Carolina Drought, **Incident Period:** August 11, 1977, **Emergency Declared EM-3049:** August 11, 1977, **FEMA Id:** 3049, **Natural disaster type:** Drought
- **2 other natural disasters have been reported since 1953.**

The number of natural disasters in Moore County (12) is near the US average (13).

Major Disasters (Presidential) Declared: 7

Emergencies Declared: 5

Causes of natural disasters: **Hurricanes: 6, Droughts: 2, Ice Storms: 2, Blizzard: 1, Freeze: 1, Winter Storm: 1 (Note: Some incidents may be assigned to more than one category).**

2. Transportation

- a. Moore County Airport (with a lighted, paved runway of 6,502 feet) serves the County as a non-commercial airline service. The airport is located at the intersection of NC Highway 22 and Airport Road.

FAA Identifier: SOP

Lat/Long: 35-14-14.7000N / 079-23-20.5000W

35-14.245000N / 079-23.341667W

35.2374167 / -79.3890278

Elevation: 459.4 ft. / 140.0 m (surveyed)

- b. Major traffic arteries are U.S. Highway 1, US Highway 15/501, N.C. Highway 211, NC Highway 73, NC Highway 22, NC Highway 24/27. The North Carolina Department of Transportation is responsible for the maintenance of all public highways within the County. Presently DOT maintains 137.59 miles of rural primary roadways; 760.06 miles of rural secondary roadways, 70.15 miles of rural unpaved secondary roadways; and 113.41 miles of urban roads (these are primarily located within the municipal limits of the towns).
- c. Railroads serving the county are CSX, Aberdeen-Carolina & Western (AC&W), and Aberdeen Rockfish. Moore County does have a daily Amtrak stop in Southern Pines.

3. Dams

As of August 11, 2010, the Department of Environment and Natural Resources lists 201 structures on the Dam Inventory List for all of Moore 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 201 dams, 54 structures are deemed high hazard with another 6 identified as being of intermediate hazard. The remaining 141 structures are of low hazard.

Dams within Moore County are depicted on the appropriate Critical Infrastructure / Key Facilities Maps for the designated Geographic Planning Areas.

A listing of the high/intermediate hazard dams can be found in the Moore County Hazard Mitigation Plan.

4. Flood Plains

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

5. Sewage Treatment

Packaged-sewage treatment plants are in operation:

Moore County Public Utilities	1056 Addor Rd	6.67 million Gallons per Day
Moore County Public Utilities	3681 US 1 Hwy	0.060 million Gallons per Day
Town of Robbins	Sewer Plant Rd	1.0 million Gallons per Day

6. Electric Companies that provide service to the County:

Duke Energy Randolph Electric Central Electric Pee Dee 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: (see the Cape Fear Regional Hazard Mitigation Plan 2016)

- 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 know as Critical Infrastructure / Key Facilities (CI/KF), were identified within the county. The CI/KF listing is maintained in the Moore County Emergency Management Division of the Department of Public Safety.

9. Resources

- a. Moore 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 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.
 - 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.
 - d. The incident affects multiple political jurisdictions within the county, which will need the same emergency resources to resolve or recover from the emergency.
 - e. Local emergency ordinances are implemented to assist in the resolve or recovery from the emergency.
13. The primary county (EOC) is located at the Moore County Public Safety Complex in the Town of Carthage.
 - a. In the event the primary EOC is inoperable, an alternate EOC will be established as per the Moore County Continuity of Operations Plan (COOP).
 - b. 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 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 public.
 - d. Moore County does have an auto dialer Emergency Notification System (ENS) that includes voice, text messages, emails, and multiple language choices.
 - e. The Moore County E-911 Communications Center has TTY capabilities.
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 have been completed which identifies the types of threats, areas and the population in the county that are most vulnerable to those threats. Facilities and populations that pose special problems have also been identified and planning has occurred for those with disabilities.
 - 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. Every effort will be made to ensure that these shelters will be ADA compliant.
 18. An initial damage assessment will provide a basis for the determination of actions, resources need, and establishment of priorities for the recovery effort after the response phase of an incident or disaster.

B. Assumptions

1. It is necessary for Moore 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 a policy, as 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 Moore County and Moore 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 will transport many of the injured to medical facilities.
16. 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 principally by private vehicle.
20. 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 threaten 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 Moore County severely, and include several of the following possibilities:

1. Loss of electric service.
2. Loss of water distribution and storage system.
3. Loss of part or all of waste treatment systems.
4. Severance of road/highway network.
5. Necessity for mass care and feeding operations.
6. Need for debris clearance.
7. Multiple injuries.
8. Drastic increase in media attention.
9. Damage to the communications network.
10. Damage to the telephone network.

11. Severe economic impact.
12. Increased number of vectors (insects).
13. Need for official public information and rumor control.
14. Need for State or Federal assistance.
15. Re-entry of the public into damaged/evacuated areas.
16. Damage to vital records.
17. Need for damage assessment.
18. Need for auxiliary power.
19. Solicited/Unsolicited goods.
20. Contamination of private wells.
21. Exhaustion of local resources.
22. Lack of depth of staffing.
23. Loss of facilities vital to maintaining essential services.
24. Environmental impact/wildlife impact/natural resources destruction.
25. Need for management of reconstruction.
26. Need for coordination of staged resources.
27. Damage to historical sites.
28. Isolation of populations.
29. A Presidential Disaster Declaration, etc.
 - a. 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.
 - b. 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.
 - c. 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.
 - d. Most natural disasters will leave at least some part of the county isolated and on its own for a period. Families should be encouraged to train and prepare for these events. The Emergency Management Division of the Department of Public Safety trains and presents disaster preparedness to anyone that requests the training.
 - e. 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.
 - f. Actions implemented will be based on the safety and welfare of the overall population but may be unpopular with specific groups.



III. Concept of Operations

The Four Objectives of Comprehensive Emergency Management

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.

A. Preparedness

1. 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.
2. Facilities vital to the operation of county and local government have been identified. These facilities will receive priority for restoration of service.
3. Planning and training are necessary and integral parts of emergency and disaster preparation and must be pre-requisite to effective emergency operations.
4. Coordination with adjoining jurisdictions is essential when events occur that impact beyond county or jurisdictional borders.
5. 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.
6. The National Weather Service will detect and track potentially dangerous storms and issue advisories if the threat exists.
7. The Moore County Emergency Management Division of the Department of Public Safety will coordinate with the National Weather Service and/or Central Branch Office of NC Emergency Management to maintain and update information on severe weather.
8. The primary Emergency Alert System (EAS) stations are listed within ESF #14. The Moore County Public Information Officer, or his/her representative, will be releasing important information during times of emergency.

9. Moore County hosts a voluntary Medically Fragile Individual Registry to identify those with disabilities and/or special needs.

B. Response

1. In significant emergencies/disasters, direction and control will be managed by the Policy/Administration Group.
2. Emergency Operation Center (EOC) will be staffed and operated as the situation dictates. When activated, operations are supported by ranking representatives from several local governments, private sector, and volunteer organizations to provide information, data and recommendations to the Policy/Administration Group.
3. When an emergency 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.
4. The senior elected official or the designee of the jurisdiction is responsible for evacuation and shelter activation, as necessary.
5. The Chairman of the County Commissioners, assisted by the County Manager and County Public Safety Director, will coordinate, and control county resources and advise municipalities of needs or progress.
6. The mayor(s) or his designee will coordinate and control the resources of their respective municipalities.
7. Moore County's Public Information Officer will utilize all available media outlets for the dissemination of emergency information to the public.
8. 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 Moore County Emergency Management Division of the Department of Public Safety to the Central Branch Office of the N.C. Division of Emergency Management and forwarded to the State EOC.
9. 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.
10. 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>.
11. Under this Plan, departments and agencies having authorities and resources have been assigned primary and support agency responsibilities for various Emergency Support Functions (ESF).
12. 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 aid directly to the State, under the overall direction of the FCO.
13. 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. Moore 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 Moore County.

14. Each incident site will establish a Safety Officer and operate within the parameters of safe practices as established by law, training, experience, and sound judgement.

C. Deactivation / Demobilization

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

A written demobilization plan will be developed by the Planning Section and approved by the Incident Commander for the event. (Refer to the Moore County EOC SOG for levels of activation.)

D. Recovery

Recovery after a disaster can take days, weeks, and even years to accomplish. An organizational structure will be developed to accomplish the most efficient use of resources, personnel, and equipment possible.

Moore County and its municipalities have initiated the steps towards the development and implementation of a county-wide recovery plan.

E. After Action Review (AAR)

1. Following any major emergency/disaster event, a critique will be held to evaluate the jurisdiction's response to the event.
2. Mitigation of potential problems through use of Hazard Mitigation Grants.
3. Plan Revision based on Lessons Learned.
4. Unmet Needs Status
5. Resource Needs and Resource Availability
6. Management of Donated Goods and Volunteer Coordination.
7. Interagency Cooperation
8. Damage Assessment Survey Report process and documentation
9. Training Needed

F. Record Retention

Moore County will follow the published guidelines outlined in the County of Moore Revised Management Records Retention and Disposition Schedule adopted by the Moore County Board of Commissioners on August 5, 2002.

This policy was developed in conjunction with the North Carolina Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Government Records Branch.

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 Moore County Emergency Policy/Administration Group consists of the following:
 - Moore County Board of Commissioners (Chairperson or Vice Chairperson)
 - Moore County Attorney
 - Moore County Manager / Assistant County Manager
 - Moore County Sheriff (or designee)
 - Moore County Public Safety Director (or designee)
 - Designees as necessary
2. Each Municipality's Emergency Policy/Administration Group may consist of the:
 - Mayor/Manager/Clerk
 - Board Members
 - Police Chief
 - Fire/Rescue Chief
 - Public Utilities Director
 - Designee as necessary

B. Support Groups

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

C. Assignment of Individual Responsibilities

1. Chairperson, Moore County Board of Commissioners or Designee
 - a. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
 - b. Declare a State of Emergency for Moore County.
 - c. Direct the County Attorney to prepare appropriate declarations, ordinances, and legal documents for approval.
 - d. Execute the Moore County Emergency Operations Plan.
 - e. Implement other measures as necessary to provide for the protection of life and property, including ordering evacuations, restrictions on the sale of alcohol/firearms.
 - f. Nominate members for the Local Emergency Planning Committee to the Chairman of the State Emergency Response Commission.

- g. Coordinate emergency response actions with the Elected Officials from adjoining jurisdictions.
 - h. Compel county employees to report for emergency duty during disasters.
- 2. County Manager or Designee
 - a. Implement the county Emergency Operations Plan by the authority of the Moore County Board of Commissioners Chairperson.
 - b. Direct county agencies to develop and continually update emergency plans and standard operating procedures (SOPs) to respond to emergencies.
 - c. Ensure that financial records of expenditures are kept during emergencies.
 - d. Support the Public Safety Department with the development of periodic exercises and test of the emergency systems.
 - e. Ensure that representatives from various departments are designated to report to the EOC upon activation to aid
 - f. Serves as and or designates the county's Public Information Officer.
 - g. Authorizes the release of public information statements.
 - h. Coordinate emergency response actions with county and city managers from adjoining jurisdictions.
 - i. Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- 3. Mayors / Managers will:
 - a. Utilize and commit municipal personnel, facilities, and equipment resources in support of Moore County emergency/disaster response operations, in order not to conflict with the respective town's needs.
 - b. Assess needs of the municipalities and request resources through the county's Emergency Management Division of the Department of Public Safety.
 - c. Carry out appropriate provisions of the North Carolina General Statutes, in addition to local ordinances relating to emergencies.
 - d. Town chairpersons or their designee will declare a State of Emergency for each eligible municipality and implement appropriate Emergency Response Plans.
 - e. Execute the Moore County Emergency Operations Plan within their respective jurisdiction as required.
 - f. Implement other measures as necessary to provide for the protection of life and property.
- 4. Public Safety Director, Deputy Director, and / or the Emergency Manager will:
 - a. Develop and maintain standard operating procedures for emergency management operations during emergency and disaster situations.
 - b. Perform assigned duties according to state statutes and local ordinances.
 - c. Develop plans in accordance with Federal and State guidelines.
 - d. Coordinate emergency operations within the jurisdiction.
 - e. Develop and maintain a current notification list of emergency operation personnel.
 - f. Provide for delivery of programs to properly train the emergency management organization.

- g. Maintain a current list of available resources.
 - h. Coordinate the procurement of resources requested from municipalities within County and direct aid to areas where needed.
 - i. Coordinate with private industry for use of privately-owned resources.
 - j. Request additional resources through the NCEM Central Branch Office in those cases where county resources cannot meet resource or recovery requirements.
 - k. Coordinate exercises and tests of the emergency systems within the jurisdiction.
 - l. Alert and activate, as necessary, all relevant county emergency service organizations when informed of an emergency within the county.
 - m. Submit necessary emergency information and reports to the proper agencies during emergency and disaster events.
 - n. Assume the role of the EOC Director.
 - o. Maintain contact with the Central Branch Office of the NC Division of Emergency Management during emergency situations.
 - p. Serve as the Moore County Emergency Management Director as defined by SARA Title and the Chairman of the Local Emergency Planning Committee.
 - q. Coordinate emergency response actions with the Emergency Services Director in adjoining jurisdictions.
 - r. Serve as principal liaison and advisor for emergency operations during emergency/disaster.
 - s. Perform hazard analysis to determine potential evacuation routes.
 - t. Identify and arrange suitable shelter locations in cooperation with American Red Cross-Moore County Chapter.
 - u. Establish and equip the Moore County Emergency Operating Center (EOC) to include primary and backup radio communications (fixed and mobile) and provide for operations on a continuous basis as required.
 - v. Ensure that narrative and operational journals are kept during the emergency.
 - w. Coordinate the Warning and Notification process for the affected population of any existing or impending emergency/disaster.
5. Sheriff will:
- a. Develop and maintain standard operating procedures for law enforcement operations during emergency and disaster situations.
 - b. Enforce direction and control for law enforcement operations.
 - c. Anticipate resources needed to support law enforcement activities during emergencies, and plan for timely resource request.
 - d. Enforce security for the damaged areas, vital facilities, equipment, staging areas and shelter operations.
 - e. Assist Communications with the Warning and Notification process for the affected population of any existing or impending emergency/disaster.
 - f. Enforce traffic control throughout the county during operations.
 - g. Function as or designates the official Public Information Officer for law enforcement operations to work with other PIO's in the Joint Information Center (JIC) / Joint Information System (JIS).
 - h. Assure security for EOC and shelters as needed.

6. E-911 Communications Division Chief will:
 - a. Establish and maintain the communications network for two-way communications between the EOC and the field emergency response resources.
 - b. Provide for the dissemination of warning information to emergency response personnel.
 - c. Develop and maintain standard operating procedures for communications center operations during emergency events.
 - d. Identify radio repair capabilities and maintenance operations for emergency repairs.
 - e. Coordinate intra-agency communication within the utility's communications centers and the Emergency Operations Center.
 - f. Maintain radio communication readiness for the Moore County Emergency Operations Center.
 - g. Coordinate message flow between the 911 Center and the EOC.

7. Municipal Law Enforcement will:
 - a. Develop standard operating procedures for disaster operations in support of the Moore County Emergency Operations Plan.
 - b. Be aware of local traffic control points for regional evacuations affecting the respective municipality.
 - c. Identify local emergency evacuation routes from high-hazard areas.
 - d. Anticipate resources needed to support local law enforcement activity during emergencies, and plan for timely resource requests.
 - e. Assist in notification and warning of the public, primarily in their respective jurisdiction.
 - f. Enforce security of homes, businesses, and property in damaged areas.
 - g. Assist with initial impact assessment.
 - h. Assist with reentry of evacuees into damaged areas.

8. Public Information Officer will:
 - a. Develop and maintain standard operating procedures for public information operations during emergency and disaster operations.
 - b. Maintain current inventories of public information materials to include weather preparedness, family preparedness, etc.
 - c. Coordinate all county media releases during an emergency via the Joint Information Center (JIC) / Joint Information System (JIS).
 - d. Provide for rumor control and emergency instructions and direct information for the public at the time of the disaster or emergency.
 - e. Develop county media advisories for the public.
 - f. Function as the official spokesperson for the county during emergencies, unless otherwise directed. Serve in the county EOC during time of emergency activation.
 - g. Clear information with the County Manager and/or the EOC Director before releasing any information to the media.
 - h. Ensure that all sources of information being received are authenticated and verified for accuracy.

- i. Provide copies of the news releases to the Planning Section to be published to WEBEOC.
9. Emergency Medical Services Division Chief will:
 - a. Plan for coordination of on-scene patient care and ambulance activities throughout the County.
 - b. Develop mutual aid agreements with regards to EMS activities.
 - c. Coordinate with the hospital emergency department director and the disaster coordinator on use of medical facilities within the County for mass casualty incidents.
 - d. Manage all emergency patient transport related resources in conjunction with Fire/Rescue agencies.
10. Fire Marshal will:
 - a. Manage fire-fighting resources.
 - b. Identify fire service requirements and request mutual aid as required.
 - c. Designate staging areas for mutual-aid units.
 - d. Serve as advisor on hazardous materials incidents.
 - e. Assure fire protection in vital facilities, as needed.
 - f. Prepare inventories of firefighting equipment throughout the County.
 - g. Plan for coordination of fire-fighting activities throughout the county during disasters.
11. Fire/Rescue Chiefs will:
 - a. Provide fire protection and rescue services to the municipality and/or fire district.
 - b. Conduct rescue operations and evacuations.
 - c. Assist EMS with patient care and transport
 - d. Identify equipment and manpower limitations and develop mutual-aid agreements for the procurement of needed resources during emergency and disaster events.
 - e. Provide radiological and hazardous materials decontamination and monitoring support.
 - f. Provide fire protection and medical assistance for emergency shelters as needed.
 - g. Provide support personnel to assist in traffic control and evacuations.
 - h. Assist law enforcement with the warning and notifying of the affected population of an existing or impending emergency.
 - i. Assist with cut and push debris removal to clear roadways for emergency vehicles.
12. Social Services Director will:
 - a. Develop and maintain standard operating procedures for Social Service operations during emergency/disaster situations.
 - b. Coordinate emergency shelter openings with local Red Cross Chapter and Superintendent of Moore County Schools.
 - c. Contact medical/health care facilities (e.g., nursing homes, rest homes, etc.) to encourage development of emergency procedures and adequate coordination with appropriate agencies.

- d. Coordinate with the Health Director concerning needs for Medically Fragile populations.
- e. Provide training for shelter managers to include Medically Fragile Populations shelters.
- f. Provide shelter managers.
- g. Coordinate with Health, Mental Health, and other volunteer/non-volunteer agencies, both public and private, to provide support personnel during sheltering.
- h. Coordinate transition of emergency shelter operations with American Red Cross Management Team.

13. Health Director will:

- a. Develop and maintain a standard operating procedure for emergency public health operations during emergency/disaster situations.
- b. Coordinate health care for emergency shelters, including mass-care facilities.
- c. Coordinate with water supply authorities to expedite emergency public water supply.
- d. Provide continuous health inspections and immunizations when appropriate to evaluate, detect, prevent, and control communicable disease.
- e. Coordinate environmental health activities for waste disposal, refuse, food, water control and vector/vermin control and sanitation.
- f. Coordinate with the Social Services Director and home health care agencies in the identification of Medically Fragile populations.
- g. Provide for inspections of mass care facilities to assure proper sanitation practices are followed.
- h. Coordinate with the proper authorities to establish a temporary morgue if necessary, following an emergency/disaster.
- i. Provide a public health nurse at all Disaster Assistance Centers / Shelter sites.
- j. Develop and maintain standard operating procedures for mental health operations during emergency situations.
- k. Coordinate with the Director of Social Services to provide crisis counseling when necessary, during emergency situations.
- l. Provide crisis counseling to professionals and support staff working with the emergency response and recovery.
- m. Provide crisis counselors for Disaster Assistance Centers operated following a Presidential Declaration of Disaster.
- n. Provide for a 24-hour crisis line during periods of emergency.
- o. Maintain and provide information pertaining to mental health resources that may be utilized during emergency/disaster situations.
- p. Coordinate critical requests for critical incident stress debriefings.

14. Finance Director will:

- a. Develop and maintain standard operating procedures for County emergency financial record keeping during emergency situations.
- b. Assist the Planning Director with documentation of disaster damage to County-owned facilities.
- c. Provide County budget information in support of the Governor's request for a Presidential Declaration of Disaster.

- d. Develop financial accounting procedures to assist local agencies in recording and reporting their emergency expenses.
- e. Assist in the establishment and management of post-disaster donated funds.
- f. Coordinate emergency related expenditure procedures to ensure that State and Federal forms are submitted.
- g. Ensure that all municipalities designate a person to maintain financial accounting records during emergencies/disasters, and that these records are coordinated with the County.

15. Tax Administrator will:

- a. Develop and maintain standard operating procedures for County tax operations and records protection during disaster situations.
- b. Provide property tax information assistance for applicants at Disaster Assistance Centers.
- c. 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.
- d. Assist the Damage Assessment Officer with the duties listed below.

16. Planning Director/Damage Assessment Officer will:

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

17. Superintendent of Schools will:

- a. Develop and maintain standard operating procedures for the safety and protection of students, faculty, and other personnel during emergency situations.
- b. Coordinate evacuation and transportation operations for students during emergency situations.
- c. Provide support personnel, equipment, and facilities as necessary (schools, buses, lunchroom personnel, security staff, janitorial support, food supply, etc.).
- d. Make available school facilities for temporary shelters and medical facilities, if needed.
- e. Participate in the transportation of residents in a disaster/emergency evacuation situation as needed.
- f. Compile reports of damages to school facilities and report to the EOC.
- g. When available, provide interpreters in shelters for persons other than English speaking.

18. Information Technology Director will:

- a. Develop and maintain standard operating procedures for the management of county data processing during emergency/disaster situations.
- b. 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).

- c. Provide for the protection of computerized vital records during emergency/disaster events.

19. Amateur Radio Operator will:

- a. Develop and maintain a list of resources that may be used during an emergency.
- b. Provide a liaison to the Moore County Emergency Operations Center during emergency/disaster activations as needed.
- c. Transmit and receive emergency traffic as necessary during emergency/disaster events.
- d. Disassemble and relocate radio equipment to alternate Emergency Operations Center if necessary.
- e. Maintain a message log for all emergency traffic.
- f. Coordinate with other amateur radio operators to establish and support post-disaster emergency communications.
- g. Report communications transmissions to the Operations Section Chief.
- h. Provide emergency communications at shelter sites as needed.

20. Moore County Transportation Services Director will:

- a. Develop and maintain standard operating procedures for transportation operations during emergencies.
- b. Obtain additional resources as needed from adjacent jurisdictions.
- c. Maintain a resource list to identify public and private transportation resources.
- d. Coordinate activities with Emergency Management Division of Public Safety.
- e. Coordinate activities of Moore County Transportation Services-MCTS to ensure continued operations of vans serving human services agencies.
- f. Make transportation equipment resources available to support evacuation needs.
- g. Provide representation to the EOC to coordinate utilization of transportation resources during emergencies/disasters.

21. Department of Transportation will:

- a. Coordinate with and support law enforcement in establishing evacuation routes and traffic control points.
- b. Advise the EOC of roadway conditions and support removal of disabled vehicles or other blocks to evacuation.
- c. Manage debris along the roadways in the unincorporated areas of the county.
- d. Obtain additional transportation resources, as needed from adjacent jurisdictions, State and private resources.

22. American Red Cross will:

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

23. Public Works Director will:

- a. Coordinate with County and Municipal agencies for restoration of public water and wastewater.
- b. Advise Policy/Administration Group regarding debris clearance and burning, waiver of permits, and best utilization of resources.
- c. Coordinate with the Infrastructure Branch and the Utility Companies within ESF # 12.

24. Moore County Local Emergency Planning Committee will:

The Moore County Local Emergency Planning Committee (LEPC) has a set of bylaws by which they operate. These bylaws were established in 1995. The committee consists of approximately 12 volunteer members. This committee coordinates the hazardous material planning for business and industry in Moore 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.

25. Moore County Recreation Department will:

- a. Continue to provide recreational programs for residents.
- b. Provide staff, equipment, and/or supplies to supplement shelter staff during periods of prolonged shelter activities.
- c. Develop SOPs to support recreation related activities during shelter operations.

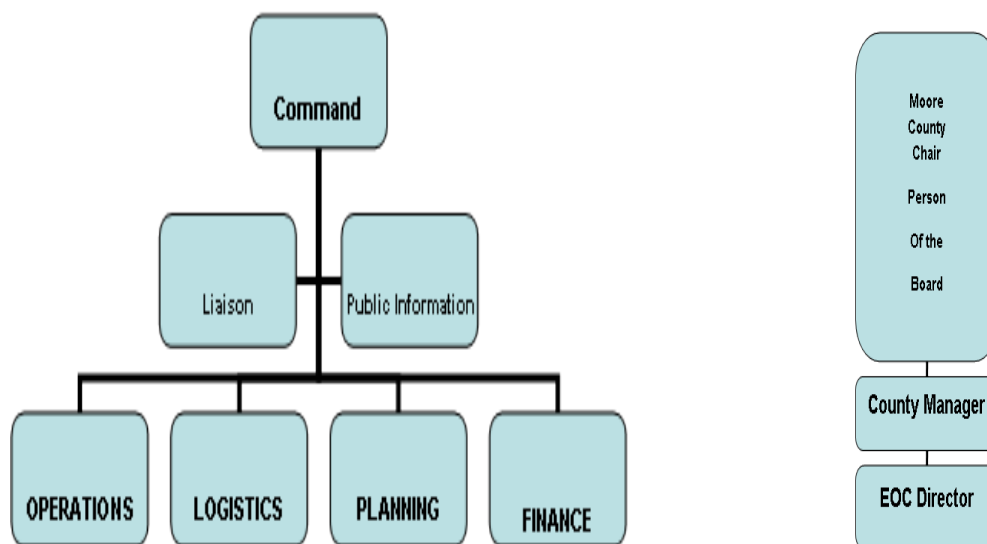
26. Moore County Council on Aging will:

- a. Develop and maintain procedures for the coordination of donated goods and coordination of volunteer resources.
- b. Ensure that staging areas for incoming donated goods are ready to receive goods.
- c. Ensure that goods and services donated to victims are used for purposes intended.
- d. 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.
- e. Coordinate volunteers willing to assist disaster victims.
- f. Dispose of goods deemed unusable in a proper manner.
- g. Coordinate activities with charitable organizations providing disaster relief.
- h. Coordinate with the Unmet Needs Committee after the Disaster Assistance Center closes.
- i. 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 other wise noted.
- j. Establish contact with the donated goods coordinator at the State EOC. Advise of goods needed and areas of county with greatest need.
- k. Register all persons, groups, and organizations providing disaster relief to county residents.

V. Command and Control

General

- A. Command and Control provides for an efficient response to an emergency by coordinating all response and recovery activities through one central location. The Emergency Operating Center (EOC) is the base of operation for all emergency management activities for the county. Members of the Emergency Management organization will be familiar with plans and procedures to cope with an emergency. The Chairman, County Commissioners, or designee will decide whether to activate the EOC. The overall strategy and policy of emergency activities in a crisis is vested with the Chairman of the County Commissioners.
- B. Upon declaration of an emergency, the Chairman of County Commissioners and County Manager will remain accessible to the EOC. The Public Safety Director or Deputy Director 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.



VII. ADMINISTRATION AND LOGISTICS

A. General

1. The Emergency Services Communications Center operates continuously 24 hours per day and is administered by the Moore County Department of Public Safety.
2. The operational readiness of the EOC and the Communications Center is the responsibility of the Emergency Manager.

B. Records and Reports



1. County and town governments must maintain records of expenditures and obligations during emergency operations as per the County of Moore Revised Management Records Retention and Disposition Schedule.
 2. Narratives and operational journals of response actions will be kept.
- C. Consumer Protection - Consumer complaints pertaining to allege unfair or illegal business practices during emergencies will be referred to the State Attorney General's Consumer Protection Division.
- D. Non-Discrimination
1. There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness or disaster relief and assistance functions.
 2. This policy applies equally to all levels of government, contractors, and labor unions.
- E. Americans with Disabilities Act – this Basic Plan, the Emergency Support Functions, Annexes, Appendices, and supporting documents comply with the ADA Title II, Section 504. The departments and/or organizational leads identified throughout this plan shall perform their responsibilities in a manner compliant with ADA Title II, Section 504.
- F. Agreements and Understandings
1. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
 2. Should local government resources prove to be inadequate during emergency operations; requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for state or federal resources must be made through the Emergency Operations Center to the Central Branch Regional Coordination Center of the NC Division of Emergency Management.
 3. Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

VIII. Authorities & References

A. General

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

B. Selective References

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

1. Federal
 - a. Civil Defense Act of 1950, as amended
 - b. OSHA 1910.120
 - c. SARA Title III
 - d. Robert T. Stafford Disaster Relief Act
 - e. ADA Standards Title II

2. State Laws
 - a. N.C. G.S. 166-A
 - b. N.C. Oil Spill Act
 - c. N.C. Executive Order No. 73
 - d. N.C. Community Right-to-Know

3. Local Ordinances are located adjacent to the Basic Plan of the EOP.
 - a. Moore County Emergency Management Ordinances
 - b. Moore County Hazardous Materials Ordinance
 - c. Mutual-Aid Agreements / Memorandums of Understandings
 - d. Agreements with American Red Cross
 - e. LEPC Bylaws
 - f. Moore County Division of Social Services Disaster Response Plan
 - g. Moore County Health Department Disaster Response Plan

V. Plan Development & Maintenance

A. Standard Operating Procedures

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

B. Annual Review

The County Manager mandates the development and annual review of this plan by all officials involved and will coordinate necessary revision efforts through the Moore County Emergency Management Division of the Department of Public Safety. That shall include a critique of the actions taken in support of the plan following any event requiring implementation of the plan.

C. Exercise

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

VI. 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.

- A. 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.
- B. Lines of succession for the Public Safety Director and department/agency heads with emergency responsibilities are shown in the appropriate annexes.
- C. Preservation of Vital Records
 - a. 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.
 - 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.
- D. Vital Facilities
 - 1. 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:
 - a. Shelters
 - b. Medical facilities
 - c. Communication facilities
 - d. Emergency Services facilities
 - e. Correctional facilities (Prisons)
 - f. Electrical distribution components
 - g. Water distribution
 - h. Wastewater components
 - i. Landfill sites
 - 2. The Moore County Continuity of Operations Plan contains a complete listing of all vital facilities and is maintained in the office of the Department of Public Safety - Emergency Management Division.
- E. Relocation of Government
 - 1. The County provides for the relocation of the governing body to the EOC during times of emergency if necessary.
 - 2. If the primary EOC is determined inoperable, the governing body will relocate to the alternate EOC facility as needed.

Glossary

ALL HAZARDS INCIDENT MANAGEMENT TEAM – see Incident Management Team

AREA 8 EMERGENCY MANAGEMENT COORDINATOR - The Area 8 Coordinator serves as liaison between state and local governments and procures and coordinates necessary state resources.

CFR - Code of Federal Regulations - "49 CFR" refers to Title 49, the primary volume regarding HAZMAT transportation regulations.

CHEMTREC - Chemical Transportation Emergency Center operated by the Chemical Manufacturers Association to provide information and/or assistance to emergency responders.

COMMAND POST - A centralized base of operations established near the site of a hazardous materials incident.

COMMUNITY EMERGENCY MANAGER - A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

COMPREHENSIVE EMERGENCY MANAGEMENT (CEM) - An integrated approach to the management of emergency programs and activities for all four phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, manmade, and attack), and for all levels of government (local, state, and federal) and the private sector.

COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT OF 1980 - Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these clean-ups. Amended and extended by SARA. (See CERCLA)

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

CPG 1-5, Objectives for Local Emergency Management - prepared by FEMA. Describes and explains functional objectives that represent a comprehensive and integrated emergency management program.

CPG 1-8, Guide for Development of State and Local Emergency Operations Plans - prepared by FEMA (see EOP).

CPG 1-8a, Guide for the Review of State and Local Emergency Operations Plans - prepared by FEMA. Provides FEMA staff with a standard instrument for assessing EOPs that are developed to satisfy the eligibility requirement to receive Emergency Management

Assistance (EMA) funding. Also called the "crosswalk" checklist. Utilized in development of NRT-1a.

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

DEPARTMENT OF PUBLIC SAFETY (NCDPS) - The North Carolina department responsible for state crime control and disaster preparation and response.

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

DIVISION OF EMERGENCY MANAGEMENT (NCEM) - The North Carolina state agency tasked with protecting the public from the effects of natural or man-made disasters.

EMERGENCY ALERT SYSTEM (EAS) - A voluntary network of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Alert System Plan. EAS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at national, state, or local levels. This system keeps the public informed.

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

EMERGENCY MANAGER (EM) - The Emergency Response person responsible for providing the Direction and Control Group in coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

EMERGENCY MEDICAL SERVICES (EMS) - Local medical response teams, usually rescue squads or local ambulance services which provide medical services during a disaster.

EMERGENCY OPERATIONS CENTER (EOC) - The protected site from which civil government officials (municipal, county, state, and federal) exercise centralized direction and control in an emergency. Operating for an EOC is a basic emergency management concept. The person in charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this center. The EOC also serves as a Resource Center and coordination point for additional field assistance. The EOC may be partially activated with periodic key staff meetings periodically, or it may be fully activated, thus operating on a continuous 24-hour basis, depending on the situation.

EMERGENCY OPERATION PLAN (EOP) - An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

EMERGENCY PUBLIC INFORMATION - Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

EVACUATION - A population protection strategy involving orderly movement of people away from an actual or potential hazard.

EXERCISE - Maneuver or simulated emergency condition involving planning, preparation, and execution for the identification of areas of strength and weakness for improvement of emergency plan (EOP).

EXTREMELY HAZARDOUS SUBSTANCE - EPA list of 300-plus substances named in SARA section 302(a)(2). Section 302, 303, and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness, and response to the full range of likely disasters and emergencies, including recommendation for a Presidentially declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions. <http://www.fema.gov/>

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

HAZARD VULNERABILITY ANALYSIS/ASSESSMENT - A process used by emergency managers to identify and analyze crisis potential and consequences.

HAZARD IDENTIFICATION - Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

HAZARDOUS MATERIALS (HAZMAT) - any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property.

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

INCIDENT COMMAND SYSTEM (ICS) - combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as situation requires larger resource, without requiring new, reorganized command structure.

INCIDENT MANAGEMENT TEAM - a specially trained and credentialed (Type 3) group of responders capable of establishing a format ICS structure and managing an incident for a prolonged period.

IN-PLACE SHELTERING - Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat.

INTEGRATED EMERGENCY MANAGEMENT SYSTEM (IEMS) - A system which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies.

JOINT INFORMATION CENTER (JIC) / JOINT INFORMATION SYSTEM (JIS) - The JIC is a central location to facilitate operation of the JIS during and after an incident. The JIC enhances information coordination, reduces misinformation, and maximizes resources by co-locating Public Information Officers (PIOs) as much as possible. The JIC is not the same as the JIS and does not replace the JIS. The JIS is a **way** of operating; the JIC is one location **where** the operation takes place.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) - Local Community group involved with public safety planning. Started in 1987.

MATERIAL SAFETY DATA SHEET (MSDS) - Compilation of the health, flammability, and reactivity hazards of a chemical. It is a legal document, required by the OSHA and SARA to be submitted to LEPC, SERC and local fire department by chemical manufacturer or importer.

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

MUTUAL AID AGREEMENTS/UNDERSTANDINGS (MOA/MOU) - Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

NATIONAL CONTINGENCY PLAN (NCP) - Term referring to the National Oil and Hazardous Substance Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response system of the Clean Water Act (sec. 311); refer to 40 CFR Part 300. It establishes three organizational levels: the National Response Team (NRT), Regional Response Teams (RRTs), and On-Scene Directors (OSCs), and can be

implemented using two sources of federal response funding. One fund enables the OSC to conduct oil spill activities, the other is used for chemical releases.

NATIONAL RESPONSE CENTER (NRC) - Established under the Clean Water Act and CERCLA and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate and provides facilities for use in coordinating a national response action when required. For release reporting, call 24-hours a day (800) 424-8802; in Washington, D.C. call (202) 426-2675.

NATIONAL RESPONSE TEAM (NRT) - Organization of representatives from 14 federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) - federal agency task with weather observations and reporting. (See National Weather Service)

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

NATIONAL WEATHER SERVICE (NWS) - A federal Agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricane, tornadoes, tropical storm, etc.

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

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

NSF - The Coast Guard's National Strike Force (NSF), composed of two strategically located strike teams which are extensively trained and equipped to assist OSCs in responding to major oil spills and chemical releases. Their capabilities are especially suited to incidents in a marine environment but also include site-assessment, safety, action plan development and documentation for both inland and coastal zone incidents.

ON-SCENE COMMANDER - Official who directly commands and allocates local resources and supervises all local operations at the scene.

PUBLIC INFORMATION OFFICER (PIO) - On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also called Public Affairs Officer (PAO).

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

REGIONAL RESPONSE TEAM (RRT) - One of seven state funded regional Hazardous Materials teams strategically located across the state.

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

RISK ANALYSIS - Assesses probability of damage or injury due to probable hazards, considering the hazard analysis and vulnerability analysis. (See Hazard Vulnerability Analysis/Assessment)

SARA - SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986 (PL99-49-9). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

SEARCH AND RESCUE - the act of locating a victim and removing them from peril.

STATE EMERGENCY RESPONSE COMMISSION (SERC) - designated by the Governor, responsible for establishing HAZMAT planning districts and appointing/overseeing Local Emergency Planning Committees.

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

STAGING AREA - A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of and management of responding resources.

STANDARD OPERATING PROCEDURES (SOPS) - Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

STATE EMERGENCY RESPONSE PLAN - Plan designated specifically for State-level response to emergencies or major disasters, which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

STATE EMERGENCY RESPONSE TEAM (SERT) - A team of emergency response personnel from the Department of Crime Control and Public Safety who are dispatched to the scene of a disaster to evaluate conditions, offer advice, and coordinate all recovery activities.

STATE WARNING POINT (SWP) - The State facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986 (SARA) - Act (PL99-499) reauthorizing the Comprehensive Environmental Response, Compensation, and Liability Act for another 5 years. Under Title III of SARA, new authorities are established for chemical emergency planning and preparedness, community right-to-know reporting, and toxic chemical release reporting.

THRESHOLD PLANNING QUANTITY (TPQ) - The amount of an Extremely Hazardous Substance present in a facility at any one time which, when exceeded, subjects the facility to Emergency Planning Notification (sec.302).

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

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

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

TRAFFIC CONTROL POINTS - Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

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

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

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

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

URBAN SEARCH AND RESCUE (USAR) - One of nine state funded regional teams strategically located across the state that specialize in heavy, technical, structural collapse incidents.

VULNERABILITY - The susceptibility to life, property, and the environment to damage as a hazard manifests its potential.

VULNERABILITY ANALYSIS - Identifies what is susceptible to damage. Should provide information on extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species.

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

Acronyms / Abbreviations

ARC - American Red Cross
ARES - Amateur Radio Emergency Service
CFR - Code of Federal Regulations
CPCS - Common Program Control Station
CPG - Civil Preparedness Guide
DCI - Division of Criminal Information (formerly Police Information Network)
EAS - Emergency Alert System
EHS - Extremely Hazardous Substance
EM - Emergency Management
EMD - Emergency Medical Dispatch
EMS - Emergency Medical Services
EMT - Emergency Medical Technician
EOC - Emergency Operations Center
EOP - Emergency Operations Plan
FCC - Federal Communications Commission
FEMA - Federal Emergency Management Agency
GS - General Statute
HAZMAT - Hazardous Materials
IC - Incident Commander
ICS - Incident Command System
IDLH - Immediately Dangerous to Life and Health
IEMS - Integrated Emergency Management System
JIC - Joint Information Center
JIS - Joint Information System
LEPC - Local Emergency Planning Committee
MSDS - Material Safety Data Sheet
NAWAS - National Warning System
NCEM - North Carolina Division of Emergency Management
NCERC - North Carolina Emergency Response Commission
NCGS - North Carolina General Statutes
NCP - National Contingency Plan
NFPA - National Fire Protection Association

NOAA - National Oceanic and Atmospheric Administration
NRC - Nuclear Regulatory Commission
NRT - National Response Team
NWS - National Weather Service
OSHA - Occupational Safety and Health Act
PIO - Public Information Officer
RRT - Regional Response Team
SARA - Superfund Amendments and Reauthorization Act
SERC - State Emergency Response Commission
SERT - State Emergency Response Team
SOP - Standard Operating Procedure
SWP - State Warning Point
TLV - Threshold Limit Value
TPQ - Threshold Planning Quantity
TRQ - Threshold Reporting Quantity
USCG - United States Coast Guard