

**TOWN OF STALLINGS EMERGENCY RESPONSE PLAN
VOLUME III**

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Purpose:

The purpose of this basic planning document is to provide guidance and specific procedures for responding to a broad spectrum of hazards, emergencies, or disasters. In addition, this plan will deal with general and specifically accepted emergency response procedures and standards. This plan will function as primary and/or support guidance for situations and procedures identified below.

a) *Overview*

The following is a summary of the Emergency Response Plan for the Town of Stallings, North Carolina. This plan is intended for use as a guide for all Town officials, employees, the Stallings Police Department (SPD) and Volunteer Fire Departments charged with public safety within the town limits.

The primary features of this plan are as follows:

- This planning document is not meant for use as the sole emergency planning document for the Town;
- This document is incident or disaster specific and outlines the command and control authority for Town officials during emergency events; and
- Known adverse weather planning is also included.

This document contains a description of the roles and responsibilities that Town officials and the SPD will follow during emergency events that affect the Town or surrounding areas of Mecklenburg and Union Counties.

Alert and notification lists for Town officials are contained in the document.

This document outlines State of Emergency declaration procedures for the Mayor and elected Town officials.

This plan can be used for local emergencies that affect the Town, or it can be used to supplement the Town officials' responses to a countywide emergency or disaster.

In summary, this plan will offer guidance to Town officials and the SPD for the safe mitigation of emergency incidents and disasters that occur within the Town limits. It will also outline the procedures necessary to prepare for known extreme weather events. Command and control responsibilities will be incident specific. The plan maintains the continuity between Town officials, Union County Emergency Management officials, and emergency response organizations. This continuity is a must for the successful mitigation of disasters, both natural and man-made.

b) *Definitions*

For the purpose of this planning document, the definitions for disaster emergencies and hazards are as follows:

1. Disaster: an incident or situation, generally of an emergency nature, that results from catastrophes, both natural and man-made. Examples include but are not limited to



hurricanes, tornados, chemical spills, explosions, and hazardous materials (HAZMAT) incidents. A disaster occurrence may bring in federal and state assistance to help the local community to return to normal operations as soon as possible.

2. **Emergency:** 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, paramilitary, weather-related, or riot-related cause. An emergency is, for the most part, handled by the local community with local resources. There could be mutual aid from the state or from the surrounding counties. However, the federal government should not be a large participant in this situation.
3. **Incident Command System (ICS):** A command system that is documented and used for managing available resources during an emergency situation. The system consists of procedures for controlling personnel, facilities, equipment and communications.
4. **Incident Commander (IC):** The individual who assumes responsibility for and is in charge of all personnel and activities at the scene of an incident.
5. **Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

c) ***Description***

The Town consists of about six and one-half (6.5) square miles of rolling central Piedmont geography. The estimated population for the Town is over 14,000 people. The western border of the Town extends into Mecklenburg County and joins the Towns of Matthews and Mint Hill while the east borders the Town of Indian Trail and Union County. The northern border is the Town of Mint Hill and Union County. The southern border meets the Town of Weddington and Union County.

One interstate highway runs on the Town limits on the western side of Town. There is one rail that runs through the Town. A major east/west US Highway intersects the Town.

Union County is the fastest growing county in North Carolina and the 16th fastest growing county in the United States. One of the fastest growing airports in the south is located in Mecklenburg County, just to our west. The Charlotte/Mecklenburg community is also a major trucking center.

Mecklenburg County is the only county that has two nuclear power stations within a close proximity to a major population center. One station is located near the southern end of the county just across the state line, and the other is located on the northern end of the county. The Nuclear Plant located to the southeast offers the most danger to the citizens of the Town. According to the National Weather Service (NWS) the predominate winds in this area come from the southwest. However, the Town would be affected in the event of a disaster at either of these nuclear plants, by direct wind draft of radioactive material or the need to evacuate parts of Charlotte and Mecklenburg County. The need to evacuate citizens for the Charlotte region to the east would directly involve all resources for the Town.



As a result of the diversity of transportation modes in the Town, the fact that two nuclear power stations affect the region and due to the diversity of industry in the Town and our surrounding community, the Town has decided to formulate its own Emergency Response Plan.

To prepare for a possible disaster/emergency, the ensuing plan entitled Stallings Emergency Response Plan was developed. This plan is not a strict set of rules that can be used when a disaster/emergency strikes. It merely points the Town in the right direction. This planning document is flexible enough to allow discretion in the decision-making process. More importantly, it clearly details the authority for direction and control in a disaster/emergency operation, not only for the situations identified in the hazard analysis study, but also for any disaster situations that might arise. This planning document will support all other planning documents and will be the primary disaster planning document used by departments of the Town government for response to both natural and man-made disaster/emergencies.

It will be the responsibility of the departments, agencies and organization listed in this planning document to have a clear understanding of what is expected of each unit and its personnel in a disaster/emergency environment.

The integrated approach to emergency management requires a cooperative effort by the leadership of the community to resolve a disaster/emergency condition. It takes a team effort to ensure the safety of all citizens who reside in the Town and the people that pass through. This plan will identify which team, its roles, responsibilities and procedures will be utilized to mitigate emergencies within our community.

d) ***General Situation***

1. Stallings is subject to a wide spectrum of both natural and manmade hazards. The potential for disastrous or hazardous situations that could occur in our community range from a minor incident, with a single department's response, to a major declared disaster with participation of all Town/City/County departments in an Emergency Operations Center (EOC) environment. Listed below are general categories of incidents and typical causes of emergencies or disaster situations.
 - Transportation: Plane crashes, railroad accidents or train derailments, truck/trailer accidents, commercial or school bus accidents.
 - Industry: Major fire, explosion, building collapse, pesticide spill or fire, large petroleum spill or fire, and chemical or other hazardous material spill or fire.
 - Weather: Any naturally occurring condition of major proportion that results in a disastrous condition requiring major response of local government resources.
 - Other: Refer to Union County Emergency Operations Plan.

e) ***Authorities and Legal References***

1. County Resolution of Union.
2. NC General Statute 166A-19.22.



3. NC General Statute 14-288.12, Powers of municipalities to enact ordinances to deal with states of emergency.
4. Town of Stallings Code, Title III, Sections 31.10 through 31.22 State of Emergency.
5. Disaster Relief and Emergency Assistance Act PL 93-288.
6. North Carolina Enabling Legislation:
 - Summary of Enabling Legislation;
 - Mecklenburg County State Emergency Ordinance; and
 - Any revised, new or additions/amendments to current statutes, ordinances, rules or regulations will, when recorded or passed either by Town Board or County Commissioners, be effective and enforceable to the full extent of the revised laws.
7. Cabarrus Stanly Union (CSU) Multi-Jurisdictional Hazard Mitigation Plan

f) ***Organizational Charts***

Organizational charts and contact information for all Town employees, as well as all contact information, is located in the Annex A of this policy. This section will be updated as changes occur and will be reviewed for accuracy annually.

g) ***Concept of Operations***

1. The major areas of concern are:
 - Proper and timely notification of the public;
 - Adequate transportation to move affected population; and
 - Proper activation of shelter and evacuation procedures.
2. The initial notification of a disaster or emergency can come from a local citizen, business/industry, state department or federal department. The source of notification does not matter as long as the following elements are implemented in a timely manner when received by local government:
 - Arrive at scene and set up an ICS;
 - Notification of all appropriate departments/agencies necessary for immediate response toward mitigation and/or resolve of situations. See Annex A Contact List;
 - Protective actions for endangered population;
 - Proper activation of shelter system procedures, including identifying special needs population;
 - Proper activation of the evacuation procedures;
 - Accurate and timely information to the general public regarding protective action recommendation from a Public Information Officer (PIO);
 - Ability to identify adequate resources; and
 - Appoint a Record Keeper for reimbursement.



h) ***Command and Control/Decision and Control***

1. Under any scenario it is imperative that control of the situation and the authority for control of an accident/incident, or disaster, be established as soon as possible at the scene. For the Stallings community this is accomplished via the ICS:

- “Who’s in Charge”: Control will always be identified by the ICS. The factor that determines location of command and control/direction and control is the level of operational response necessary to resolve the situation. For example, a train wreck, where first responders are police officers, the initial IC would be the senior officer at site. Once an initial assessment of the scene occurs, control can then be shifted.
- Locationally: To a nearby fixed site, mobile command post (MCP) or to an activated EOC, based on severity of occurrence. The initial IC will need, in consultation with Town officials, to determine whether to activate the EOC. In an incident such as a hurricane, where adequate forewarning usually occurs, this decision can be predetermined.
- Operationally: Shifted to the proper coordinator based on the resources needed. If the Stallings EOC is activated, the Town Manager, or designee, will be the initial IC, until such time as the field commander can relocate to the EOC, at which time the IC has overall authority. NOTE: this underscores the need for adequate communications.

If the EOC is NOT activated, the field control can be designated as the IC.

Activation of the Union County EOC for an incident that occurs in Stallings will mean that command and control is located in the County EOC.

2. The ICS will clearly define who has control and how this control can be transferred to another department or agency.
3. If a MCP is established, the control function will operate using the unified command concept, however, the Operations Officer will have control of front-line personnel. If the Stallings EOC is established, the authority and control for the overall operation will be in the EOC.
4. Direction and Control/Command and Control: The Stallings Command Team in the EOC will have a specific line of authority and will be identified by title as follows:
 - IC
 - Town Manager or Assistant;
 - Stallings Police Department Chief or designee; and
 - Stallings Fire Department Chief or designee.
 - The IC will have the authority in EOC to assign responsibilities and to commit resources from any department of Town government toward the resolution of the emergency situation. This group will be known as the Stallings Command Team.
 - Media releases will follow the IC line of authority as outlined above.
5. If the command and control function is not established for field operations, the on-scene coordinator (SPD representative) will act as command and control authority until the



appropriate department or agency is present and the command and control can be delegated to a proper representative.

6. **Departmental Transfer of Command:** As incident activity changes, so should consideration be given to changing the IC. This approach would ensure the most appropriate, best-qualified department or agency is available to assume the command function. An assessment of the incident at scheduled intervals is hereby recommended. Based on the foregoing recommendation regarding the transfer of command from on department or agency to another, the following procedures are suggested:
 - Scheduled intervals for evaluation or assessment of incident activity;
 - Consider appropriate department/agency that should or can assume the command function;
 - Determine if there is a qualified department/agency representative at the site; and
 - The above represents the primary considerations only. Other considerations should be based on incident scale and operational needs as identified by the initial IC.

The primary consideration for the decision to transfer the command function is based on the fact that the initial command department/agency's mission is complete and that said department/agency is now a resource and does not represent the primary incident activity need.

If the Stallings EOC is activated, the IC will always be at this location and command will not be transferred unless it is the decision of the IC in the EOC to transfer the command function to a field operation.

The steps identified below represent the primary procedural process to be followed when the command function is transferred:

- When the incident is identified as an aircraft incident, the evaluation or assessment will occur at intervals not to exceed thirty (30) minutes. For hazardous material incidents, or other natural or manmade disasters or emergencies, the assessment or evaluation time should be based on completion of the primary need for incident mitigation or stabilization;
- The IC and/or the command team will determine the appropriate steps for command change;
- The command team or the EOC will determine and identify the most qualified department/agency to assume the command function. In the event of a controversy concerning the command function or if command cannot be clearly identified, the Town Manager will, after evaluation and assessment, determine and appoint a command agency or department;
- The department or agency so identified must meet the following requirements:
 - Be at incident location;
 - Have a qualified representative on location;
 - Have adequate communication capability; and
 - Be identified as the department/agency that would have the primary responsibility for resolve or mitigation of incident.



- When the requirements above have been satisfied, the transfer of the command function will be done on a face-to-face basis; and
- If the items above cannot be met, the initial IC will continue to function as IC until such time as the appropriate organization can be identified and meet the requirements identified above.

i) **Records**

1. All agencies/departments involved in disaster/emergency situations will maintain records that document their response and actions.
2. It is important that accurate records are available to support requests for recovery assistance from the state or federal government.

j) **Resource Procurement/Common Function**

1. In a disaster or emergency situation, any resources or assets under control of either the Town or county will be made available to resolve the situation. The IC will make requests from either a fixed EOC or mobile command location.
2. If the Town makes a declaration of disaster or emergency, resources may be requested from the county or state government. If resources are needed from the federal government, the request will be via the state.
3. Unique and/or specialized resources may be requested from local vendors or the state to resolve the situation. All costs associated with resource procurement will be documented for recovery of expenses incurred regardless of the source.

k) **Roles, Responsibilities and Functions**

All departments/agencies of Town government are assigned the following general tasks:

- Provide personnel, equipment, facilities as needed and other resources for sustained twenty-four (24) hour per day operations;
- Assign department representative to the Stallings or County EOC staff. This representative will have the authority to commit personnel and resources as requested from command and control or direction and control; and
- Develop and maintain departmental plans and procedures to support emergency response. The plans and procedures will be such that they will not be in conflict with basic planning documents developed by the Town or the County Emergency Management Office.



Hazard Analysis Statement

Stallings, North Carolina

As an initial step in disaster/emergency plan development, it is imperative to determine the possible hazards that a community would face. The following is an alphabetical listing of hazards that could impact the Town:

- Aircraft Incident;
- Civil Disturbance;
- Dam Failure;
- Earthquake;
- Explosive Hazard;
- Fixed Facility Chemical Spill;
- Flood;
- Hurricane;
- Major Fire;
- Major Power Failure;
- Nuclear Incident;
- Terrorist Event;
- Tornado;
- Transportation Chemical Spill; and
- Winter Storm.

This hazard analysis was conducted using standards from Federal Emergency Management (FEMA) and the North Carolina Division of Emergency Management guidelines.

The above list does not represent a ranking or priority order with regard for incident/accident potential within our community.

NOTE: Major Highway accidents is excluded due to its expected magnitude and scope. It is unlikely that these incidents will rise to the level of total, widespread catastrophe in the Town where the Town would require County assistance or mutual aid dispatch.



Municipal State of Emergency Ordinance

An Ordinance Authorizing the Proclamation of a State of Emergency and the Imposition of Prohibitions and Restrictions During a State of Emergency

Under the authority of 166A-19.22 of the North Carolina General Statutes, the Town of Stallings Council does hereby ordain as follows:

a) ***State of Emergency—Restrictions Authorized***

1. A State of Emergency shall be deemed to exist whenever, during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.
2. In the event of an existing or threatened State of Emergency endangering the lives, safety, health, and welfare of the people within the Town or any part thereof, or threatening damages to or destruction of property, the Mayor of the Town is hereby authorized and empowered under NC General Statute 166A-19.22 to issue a public Proclamation declaring to all persons the existence of such a State of Emergency and in order to more effectively protect the lives and property of people within the Town to place in effect any or all the restrictions hereinafter authorized.
3. The Mayor is hereby authorized and empowered to limit by the Proclamation the application of all or any part of such restrictions to any area specifically designated or described within the Town and to specific hours of the day or night and to exempt from all or any part of such restrictions, while acting in the line of and within the scope of their respective duties, law enforcement officers, firemen and other public employees rescue squad members, doctors, nurses, employee of hospitals and other medical facilities, on-duty military personnel, whether state or federal, on-duty employees of public utilities, public transportation companies and newspaper, magazine, radio broadcasting corporations operated for profit and such other classes or persons as may be essential to the preservation of public order and immediately necessary to serve the safety, health and welfare needs of people within the Town.

b) ***Proclamation Imposing Prohibitions and Restrictions***

1. The Mayor of the Town by Proclamation may impose the prohibitions and restrictions specified in the following sections of this ordinance in the manner described in those sections. The Mayor may impose as many of those specified prohibitions and restrictions as he or she finds necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety and property. The Mayor shall recite his or her findings in the Proclamation.
2. The Proclamation shall be in writing. The Mayor shall take reasonable steps to give notice of the terms of the Proclamation to those affected by it and shall post a copy of it in the Town Hall. The Mayor shall send reports of the substance of the Proclamation to



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

c) ***Evacuation***

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

d) ***Curfew***

1. The Proclamation may impose a curfew prohibiting, in certain areas and during certain periods, the appearance in public of anyone who is not a member of an exempted class. The Proclamation shall specify the geographical area or areas and the period during each twenty-four (24) hour day to which the curfew applies. The Mayor may exempt from some or all the curfew restrictions classes of people whose exemption the Mayor finds necessary for the preservation of the public, health, safety and welfare. The Proclamation shall state the exempted classes and the restrictions from which each is exempted.
2. Unless otherwise specified in the Proclamation, the curfew shall apply during the specified period each day until the Mayor by Proclamation removes the curfew.

e) ***Restrictions on Possession, Consumption of Transfer of Alcoholic Beverages***

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

f) ***Restriction of Possession, Transportation and Transfer of Dangerous Weapons and Substances***

1. The Proclamation may prohibit the transportation or possession off one's own premises or the sale or purchase of any dangerous weapon or substance. The Mayor may exempt from some or all of the restrictions classes or people whose possession, transfer or transportation of certain dangerous weapons or substances is necessary to the preservation of the public health, safety or welfare. The Proclamation shall state the exempted classes and the restriction from which each is exempted.
2. "Dangerous weapon or substance" means:
 - Any deadly weapon, ammunition, explosive, incendiary device, radioactive material or device as defined in NC General Statute 14-288.8(c)(5), gasoline or other instrument or substance designed for a use that carries a threat of serious bodily injury or destruction of property;



- Any other instrument or substance that is capable of being used to inflict serious bodily injury or destruction of property when the circumstances indicate that there is some probability that such instrument or substance will be so used; and
 - Any part or ingredient in any instrument or substance included above when the circumstances indicate a probability that such a part or ingredient will be so used.
3. If imposed, the restrictions shall apply throughout the jurisdiction of the Town or such part thereof as designated in the Proclamation.
 4. A violation of this section shall be punishable as provided in NC General Statute 14-288.8(d).

g) ***Restriction on Access Areas***

1. The Proclamation may prohibit obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in violation of any order, clearly posted notice or barricade indicating that access is denied or restricted.
2. Areas to which access is denied or restricted shall be designated by the Chief of Police and his subordinates or other law enforcement personnel when directed in the Proclamation to do so by the Mayor. When acting under this authority, the Chief of Police and his subordinates may restrict or deny access to any area, street, highway or location within the Town if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency or to prevent further aggravation of the emergency.

h) ***The Proclamation May Prohibit or Restrict***

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

i) ***Removal of Prohibitions and Restrictions***

1. The Mayor shall, by Proclamation, terminate the entire declaration of emergency or remove any of the prohibitions and restrictions when the emergency no longer requires them or when directed to do so by the Town Council.

j) ***Superseding and Amendatory Proclamation***

1. The Mayor, in his or her discretion, may invoke the restrictions authorized by this ordinance in separate Proclamations and may amend any Proclamation by means of a superseding Proclamation in accordance with the procedures set forth in the above Section (b).



k) ***Termination of Proclamation***

1. Any Proclamation issued under this ordinance shall expire five (5) days after its last imposition unless sooner terminated in writing under the same procedures set forth in Section (b) for Proclamation.

l) ***In Case of Absence or Disability of Mayor***

1. In case of the absence or disability of the Mayor, the Mayor Pro Tem of the Town or such other person as may be designated by the Town Council, shall have and exercise all of the powers herein given the Mayor.

m) ***Penalty for Violation***

1. Except as provided in Section (f), any person violating any prohibition or restriction imposed by a Proclamation authorized by this ordinance shall be guilty of a misdemeanor, punishable upon conviction by a fine not exceeding five hundred (500) dollars or imprisonment not exceeding thirty (30) days, as provided by NC General Statute 14-4.

n) ***Repeal of Conflicting Ordinances***

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

o) ***Territorial Applicability***

1. This ordinance shall not apply within the unincorporated limits of the county over which the county has jurisdiction to enact general police power ordinances unless the county, by resolution, consents to its application.

p) ***Validity***

1. If any section subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Town Council hereby declares that it would have passed this ordinance and each section, subsection, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

q) ***Effective Date of Ordinance***

This ordinance shall take effect on the 17th day of December 2002.

Adopted this the 17th day of December 2002.

S/Lucy U. Drake
Lucy U. Drake, Mayor

ATTEST:
S/Marie K. Garris
Marie K. Garris, Town Clerk



Roles, Responsibilities and Functional Duties

1. The roles and responsibilities can be assigned only on a general primary basis. The first point of contact will always be the first responders, followed by a decision to appoint an IC, based on the scenario which unfolds. As the situation unfolds, the IC may change, as may the department head whose services are needed.
2. In disaster/emergency operations there are certain functions that will always be germane toward the mitigation and/or resolution of the situation. The below listing of functions, although extensive, are functions associated with disaster/emergency operations. In addition, the below listing does not represent a priority or ranking list. Certain functions are addressed by a separate annex, procedure or checklist.
 - Direction and Control/Command and Control;
 - Alert and Notification—Governmental Agencies;
 - Communication—Emergency, Radio and Telephone;
 - Public Information Support;
 - Evacuation, Shelter and Mass Care;
 - Law Enforcement;
 - Firefighting;
 - Medical and Health Support Services;
 - Transportation;
 - Damage Assessment and Analysis Service and Engineering Support Services;
 - Search and Rescue;
 - Administrative and Manpower Support;
 - Finance, Budget, Accounting and Purchasing Support;
 - Resource Management;
 - Disaster Assistance—Evacuation Process; and
 - Debris Removal and Clean up.
3. For certain departments of the Town the roles, responsibilities and functional duties will be listed in generic terms and will relate to a jurisdictional boundary of operation. However, Town departments will assist as requested to resolve situations that extend beyond defined political boundaries. Separate listings will be used whenever possible. Divisions of departments will be listed under the department and not as a separate entity. The following is the order of listing:
 - Elected officials to include the Town Manager’s office and the legal offices of Town and county government;
 - The emergency response departments of the Town; and
 - Other departments of Town the same function and jurisdiction.
4. Activation. All departments/agencies of local government can be contacted for activation using the contact information found in Annex A. In addition, state and federal resources can be activated using the same annex. The roles, responsibilities and functional duties are outlined below:



- Elected Officials. The elected officials of the Town have the ultimate responsibility for the safety and welfare of the citizens. In order to provide an adequate level of safety for the citizens and to ensure the safety and welfare of the emergency response workers, the following general guidelines are outlined:
 - Not to be an IC, but to ensure the continuity of government and to make decisions that affect citizens;
 - To enact emergency legislation that would assist in the resolution or mitigation of major disaster/emergency situations or that would enhance or ensure the safety and welfare of the citizens;
 - To make declarations of disasters or emergencies for the affected area(s) of the Town;
 - To act on problems or situations that are beyond the scope of authority granted to the Town Manager;
 - To advise and inform the public in a timely manner, to the maximum extent possible, of the disaster/emergency condition and the recovery operation;
 - To establish priorities or assist in establishing priorities toward the resolution, mitigation, or recovery of disaster/emergency conditions;
 - To take appropriate measures that would ensure expeditious actions by governmental departments/agencies toward the safety and welfare of the citizens; and
 - To perform other functions requiring the decisions and judgment of an elected body or a municipality.

- Town Manager’s Office. The primary function of the Town Manager is to ensure that disaster operations are implemented on a timely basis. In addition, this office will ensure, to the extent possible, that day-to-day operations and services are available to the citizens. Additional, general responsibilities are outlined below:
 - The manager will keep the elected officials informed of the status of disaster/emergency operations;
 - Will act as the direction and control authority in the EOC and as the Emergency Coordinator (EC) for emergencies that are foreseeable, i.e. have some lead time, such as hurricanes, tornadoes and ice storms;
 - Will commit Town manpower and resources;
 - Will ensure that the expeditious purchase of necessary goods and resources needed to resolve the situation are made;
 - Will advise appropriate budget, accounting and purchasing personnel of the need for special purchases due to emergency conditions;
 - Will assist in the development of emergency legislation;
 - Will ensure that proper accounting of time and money by department is maintained; and
 - Will perform other duties as assigned by elected officials.

- Town Attorney. The primary function of the Town Attorney is to support the development of legislation that can be adopted by the elected officials. The attorney will also review enabling legislation and will make recommendations to elected



officials and the Manager's office. Additional responsibilities and/or functions of the attorney are as follows:

- The attorney of the Town will ensure that emergency legislation is not in conflict with existing local, state or federal laws, regulations, rules and ordinances and will provide interpretation of the same for elected officials;
 - Will write or develop emergency legislation or ordinances as directed by elected officials;
 - Will advise elected officials and others of their powers in a declared disaster/emergency;
 - Will perform other duties as directed by the Mayor and/or Council; and
 - Will provide a representative in the EOC, as directed.
- **Stallings Police Department.** This service will be an effort on the part of the law enforcement agency within the geographic boundary of the Town. The command and control function will be based on jurisdictional boundaries or by authority in the Stallings EOC. The below listing represents the primary responsibilities for the law enforcement agency of the Town. In addition, the SPD will coordinate with other law enforcement agencies, the state and federal agencies, as resources are available, in areas relating to the following functions:
 - Enforce all current laws associated with normal duties;
 - Be prepared to enforce rules, regulations or special ordinances associated with emergency legislation;
 - Patrol any affected areas and advise the affected population to evacuate the area;
 - Establish security for the area(s) affected by the evacuation to prevent unlawful entry;
 - Provide necessary security and law enforcement assistance at each shelter location;
 - Establish or assist in traffic flow, roadblocks and detour routes as necessary to expedite traffic movement;
 - Provide one or more ranking officers at the EOC, or at the command post to assist in coordinating the law enforcement function;
 - Be prepared to operate twenty-four (24) hours a day;
 - Provide a police escort as necessary to ensure rapid response of designated resources or to ensure rapid egress from an evacuated/affected zone/area;
 - Provide leadership and guidance in search operations;
 - Provide assistance for rescue operations as needed for Rescue & Emergency Medical Service (EMS) or fire departments;
 - Provide intelligence and other data related to radical or terrorist groups that poses danger to the safety and welfare of citizens and responders; and
 - Perform other law enforcement duties as directed by appropriate authority.
 - **Firefighting Service Function.** This function will be a cooperative effort between the area Volunteer Fire Departments. Command and control will be based on jurisdictional boundaries, fire districts or by authority in the EOC. The below listing represents the primary area of responsibility associated with firefighting support function:



- To ensure, to the maximum extent possible, that fire protection will be provided to citizens and property;
 - To decontaminate persons and property as required or within capabilities;
 - To provide medical treatment within capabilities;
 - To provide leadership and guidance in rescue operations and request mutual aid for specialized rescue situations;
 - To provide leadership and command in urban search/rescue operations;
 - To identify zones and/or areas of safety for situations involving fires, HAZMAT incidents or other conditions where fire department are the first responders;
 - To identify or assist in the identification of shelters for people who are evacuated from an area;
 - To provide emergency lighting within capabilities;
 - To provide a ranking fire officer at the Stallings EOC or at the command post to assist in coordinating the fire protection effort;
 - To provide or assist in providing fire protection at shelter locations or congregate care facilities;
 - To establish a priority list of fire control measures in the event of a conflagration (fire disaster);
 - To provide mutual aid as requested based on jurisdictional boundaries;
 - Be prepared to operate twenty-four (24) hours per day;
 - The departments assigned this function are as follows:
 - i. Stallings VFD;
 - ii. Wesley Chapel VFD;
 - iii. Hemby Bridge VFD; and
 - iv. Mutual Aid Fire departments.
 - The departments/agencies listed below can be activated via the IC or EOC. (Ref. Annex A)
 - i. Matthews/Idlewild Volunteer Fire Department;
 - ii. Medic Agency;
 - iii. Charlotte Fire Department;
 - iv. Wesley Chapel VFD;
 - v. Hemby Bridge VFD; and
 - vi. Stallings VFD.
 - The step-by-step procedures to implement the duties and functions as identified above will be developed and maintained by agencies identified.
- **Public Information.** The function and responsibilities assigned are designed to provide general and specific information regarding emergency or disaster conditions. The information can be disseminated via the Emergency Alerting System (EAS), news releases, press conferences and interviews. A Town PIO will act as moderator for critiques to major disaster or emergency events. The public information function is a critical element during emergency conditions. A PIO should always be present for either a fixed or mobile location.
 - **Functions**
 - To coordinate all press conferences and news releases;



- To develop or assist in developing emergency messages for broadcast by officials over the EAS;
 - To act as moderator at all news or press conferences;
 - To provide, to the media, or assist the media, in the resolution of rumors or conflicting information concerning operations;
 - To maintain an up-to-date list of telephone numbers for local radio and television stations; and
 - To provide a representative in the EOC.
- Communications Plan. If telephone communications are available, this will be the primary system for communications. If the telephone system is unavailable, radio systems will be used.

The Amateur Radio Club personnel of the Mecklenburg community are an excellent source of good communication and will be used to the maximum extent possible when conditions warrant. The radio shops of the city and county will provide support in the restoration of service for radio systems.

The below listing represents primary responsibilities associated with radio service:

- Radio Shops (Town and County). To provide technical assistance to enhance communications or to reestablish communication links in a disaster/emergency condition;
 - To expedite, to the maximum extent possible, the purchase or loan of radio communication equipment from local vendors;
 - To assist in establishing a backup means of communication, and to make, or contract to make, repairs to radio equipment; and
 - To provide a representative in the EOC and to perform other duties as directed.
- Transportation Support Service Function. This service function has two basic areas of responsibility:
 - To provide transportation during times of major emergencies or disasters; and
 - To provide transportation for isolated conditions such as traffic accidents with multiple injuries or evacuation of day care facilities, etc. In either case, this function is to move people from a danger area or zone to a shelter or safe area. In addition, this function will provide assistance for the evacuation or movement of disabled persons.
 - Medical and Health Service Support Function. This function is designed to provide adequate medical care and health care to the evacuated or sheltered population. In addition, this function will care for the injured and sick affected by the disaster operation. All services related to this function and to any related service will work as a team to ensure a professional response and to ensure that trained personnel are available in numbers to respond.

All medical personnel will take direction for field operations from a doctor or from a representative from Union County EMS.



The primary mission of the Medical and Health Service Support Function personnel is as follows:

- To provide medical treatment to the public within capabilities and resources;
 - To transport injured persons to appropriate medical facility for advanced medical treatment;
 - To identify or assist in the identification of shelters for people who are evacuated from an area;
 - To provide medical treatment at shelter locations as requested;
 - To ensure that triage teams are dispatched or are available as conditions warrant;
 - To ensure the Region F EMS plan (Mutual Aid) is activated, as needed;
 - To ensure that activation of any medical or health related annex or plan that is germane to local government, or that is necessary for operations, is carried out;
 - To provide assistance for mass decontamination and treatment of citizens and responders for events that impact large populations;
 - To provide a ranking Medical Chief Officer at the EOC or at the command post to coordinate the rescue and EMS effort;
 - To provide leadership and guidance in rescue operations and request mutual aid for specialized rescue situations;
 - To provide leadership and command in urban search/rescue operations;
 - To provide emergency lighting within capabilities;
 - To provide mutual aid as requested based on jurisdictional boundaries;
 - Be prepared to operate twenty-four (24) hours per day; and
 - All agencies will coordinate all response activities and all requests for mutual aid through appropriate channels primarily the ICS or EOC authority.
- Mortuary Service Function/Medical Examiner. This function is mandatory when mass casualties result from a major disaster/emergency situation. Due to the legal implications, possible health problems and strict guidelines that must be followed the county medical examiner, county coroner or designated official will assume the authority to implement this function. Based on size and scope of disaster and the number of casualties, the local office can request assistance from the state and possibly from the federal government.
 - Finance, Budget Management and Accounting Departments. The below listings represent the administrative department of the Town and also a listing of the primary responsibilities assigned.
 - To establish an emergency funds account or to make arrangements to have funds available to procure resources for disaster/emergency operations;
 - To advise Town leadership of the availability of funds for emergency purchases and of the estimated cost of needed resources;
 - To keep accurate records of all purchases for possible reimbursement from federal disaster assistance funds;
 - To assist in funding and in allocation of special funds for the purpose of disaster/emergency mitigation;
 - To provide information to Town and County leadership regarding funding, special allocations and financial transactions to resolve disaster/emergency conditions;



- To provide a department representative in the EOC to coordinate activities, as necessary; and
- To carry out other related duties as directed by appropriate EOC authority.



Hazardous Materials Standard Operating Procedures

Purpose:

The purpose of this procedure is to establish the responsibilities and steps to be followed by the Town in the handling of emergencies involving HAZMAT. The Town Manager provides overall direction.

Incidents involving the release of HAZMAT have increased considerably in recent years. Local municipal departments are inter-dependent and must be viewed operationally as one organization with regards to management of HAZMAT incidents.

a) *Definitions*

1. **Hazardous Materials:** Hazardous Materials shall be defined as any explosive, flammable, oxidizer, poison, etiological agent, radioactive, corrosive or any other substance or material in a quantity or form that may pose unreasonable risk to health, safety or the environment. The scope of HAZMAT encompasses hazardous chemicals, hazardous substances and hazardous waste.
2. **Extremely Hazardous Materials:** Extremely hazardous materials shall be defined as any substance designated by the Environmental Protection Agency (EPA) (40 CFR part 355) which poses immediate threat to health and safety. This list of substances, when released at/above designated quantities, requires immediate notification to local, state and federal authorities under Section 304 of the SARA law.
3. **First Responder:** First responder is defined as the first to arrive at the site with governmental authority to assess and initiate scene control. Their actions more than any others can affect the severity of the incident.

b) *References*

1. See ANNEX C.I.

c) *Responsibilities*

1. The initial and primary responsibility for the protection of health, safety and property in the event of a HAZMAT emergency in the corporate limits rests with the Town. In some cases, particularly radioactive materials and military weapons, a county, state or federal agency may assume control of the containment and disposal of the HAZMAT in which case the Town will assist as requested or necessary.
2. The Union County Emergency Communications Center telecommunicator will attempt to obtain as much information about the HAZMAT emergency as possible. The telecommunicator will relay all information to units in route to the scene.
3. The fire department is the agency primarily responsible for assessing the degree of hazard in a HAZMAT emergency and for implementing appropriate emergency action. The senior trained fire officer (IC) on the scene or in direct communication with persons on



the scene, is responsible for the overall direction and control of the response to a HAZMAT incident. The IC will need to assess what resources are required. If damage can be contained with local resources (e.g. Public Works, etc.) then County can be notified as a non-emergency. If County resources are needed, (e.g. Hazardous Material Response Unit) then contact County HAZMAT Coordinator (See ANNEX A. II).

4. The police department is responsible for securing the location of a HAZMAT emergency for evacuating persons as directed by the IC. In addition, the police department will provide command post and area security, staging area security, traffic control, search and recovery operations, coordination of aerial assistance and curfew enforcement, if applicable.
5. Emergency medical services shall have the responsibility for treatment of rescued, injured or exposed persons.
6. The Town Manager or his designee, shall assist the IC upon request, in obtaining and providing available personnel and equipment to mitigate the incident.
7. Safety officer(s) shall be appointed, by the IC, who is knowledgeable in the operation being implemented at the emergency site, with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand.
8. Union County Emergency Management is responsible for notification and coordination of all appropriate non-municipal agencies including, but not limited to, Union County Health Department, NC Division of Environmental Management, EPA and NC Division of Emergency Management.

d) ***Concept of Operations***

1. Life and safety of all parties is the number one priority. Lives will not be risked to save property.
2. First responder actions shall be limited in scope to the actions they are trained and equipped to perform. Initial response by municipal employees shall be defensive in nature.
3. On-scene management organization will be in accordance with the Union County Emergency Operations Plan and the NC Occupational Safe and Health (OSHA) Standard.
4. Initially “command” will be established by the senior officer on the first-due piece of responding emergency apparatus to arrive on the incident scene. Command will progress per the chain of authority.
5. Specialized public/private sector HAZMAT response team, not the fire department, will be utilized to perform recovery (clean up) operations.



6. This procedure must be supplemented with pre-emergency planning, realistic hands-on training, properly maintained equipment and supplies.

e) ***Alert and Notification***

1. Upon notification of a HAZMAT incident, the Union County Department of Communications shall immediately dispatch the appropriate fire, police officers and rescue.
2. The IC shall be responsible, through the Union County Department of Communications, for the notification of all other affected municipal departments including the Town Manager and Union County Emergency Management. Notification of other agencies is the responsibility of Union County Emergency Management.
3. Notification of the HAZMAT Response Unit shall be made at the request of the IC through the Union County Department of Communications.
4. Only the IC, or his designee, will release information during a HAZMAT incident to the news media or the public.

f) ***On-Scene Management***

Scene management at HAZMAT incidents is the key element and the most critically important function performed by personnel of responding agencies. The effective use of personnel and coordinated activities of other responders is paramount to the safe, successful mitigation of these incidents.

1. Initially “command” will be established by the senior officer on the first-due piece of responding emergency apparatus to arrive on the incident scene. Command will progress per the chain of authority.
2. The IC shall determine the need for technical advisors and/or equipment. Request for technical advisors, equipment or the HAZMAT Response Unit should be made through the Union County Department of Communications.
3. The IC shall limit the number of emergency response personnel at the emergency site, in those areas of potential or actual exposure to incident or site hazards, to those who are actively performing emergency operations.
4. The IC shall designate a safety official, who is knowledgeable in the operation being implemented at the emergency site, with specific responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the emergency at hand.
5. The IC shall make every effort to identify responsible parties in HAZMAT releases. The responsible party can then perform the necessary clean-up operations or request private clean-up contractors.



6. After emergency operations have terminated, the IC shall implement decontamination procedures.

g) ***Hazardous Materials Team Personnel (Offensive Actions)***

1. First response personnel will limit their activities to a defensive mode except in such cases where life safety is involved. For incidents that exceed limitations of the local fire department the IC shall call for a HAZMAT Unit to assist.
2. Upon arrival of the HAZMAT Unit, the IC shall brief the HAZMAT Unit Chief on the situation at hand. After the HAZMAT Unit Chief makes his own assessment, the IC and the HAZMAT Unit Chief shall confer to identify the operations objectives necessary to control the situation. The IC will maintain command and control of the incident throughout the incident.
3. The HAZMAT Unit Chief will assist the IC, to the extent possible, in the identification of all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures and use of any new technologies available.
4. Control of events within the “hot zone” shall be the responsibility of the HAZMAT Unit Chief who has been trained and equipped to deal with “hands on” mitigation efforts.
5. Immediately after the preliminary size-up, monitoring should be instituted to determine the area involvement. One HAZMAT Unit member and another individual should be assigned to conduct a survey around the perimeter of the incident. Depending on the size of the incident, there could be a need for more than one team.
6. Communications from the scene must be maintained at a minimum so that the HAZMAT Unit operating inside the “hot zone” will have immediate access to outside resources and support.
7. The HAZMAT Unit shall follow their standard operating procedures (SOP) and departmental policies for operating within the “hot zone.”

h) ***Evacuation***

1. The senior trained fire officer may direct the police units on scene to evacuate persons from the area to a greater radius than the initial evacuation of the immediate vicinity. The senior trained fire officer or police officer on the scene may instruct the Union County Emergency Communications Center to dispatch additional police units to assist in the evacuation, road blocks and in aiding other responding units in reaching the site.
2. Major evacuation shall be coordinated at the direction of the IC.
3. Union County Emergency Management and the American Red Cross will assist in major evacuation and shelter operations, if needed. Public schools will generally serve as shelter sites.



4. Unless otherwise directed by the IC, all evacuations shall be absolute with no persons exempted from the evacuation, except emergency personnel.

i) **Reports**

1. An after-action incident report shall be compiled and prepared by the IC. This report will include data submitted by the involved departments, summarized salient topics of discussion during the post action review, should be objective in nature and emphasize lessons learned.
2. An incident report, to include an itemized list and cost of contaminated equipment, is to be made when applicable.

j) **Special Emergencies**

1. Liquefied petroleum gases such as butane, propane and natural gas, are by definition, hazardous materials. The same operational procedures apply to these emergencies as with other HAZMAT.
2. Hazardous conditions involving flammable liquids and gases may consist of leaks, spills, ruptures and boiling liquid expanding vapor explosions, with or without fire.
3. The flammability range including the lower explosive limit (gas or vapor that is too lean to burn) and the upper explosive limit should be monitored throughout the incident by the safety officer.
4. The IC shall identify, to the extent possible, all hazardous substances or conditions present and shall address as appropriate site analysis, use of engineering controls, maximum exposure limits, hazardous substance handling procedures and use of any new technologies. OSHA 1910.120 (q)(3)
5. Evacuation, if appropriate, shall be called for by the IC. Prior to allowing evacuated persons to re-enter any structure or hazardous area, the IC shall determine, by the use of air monitoring instrumentation that the areas are safe.



Civil Disturbances

Purpose:

To outline the primary concerns and issues associated with civil disorder situations. Mutual assistance will be provided to each element of local government to include towns located within the Mecklenburg and Union county lines. The assistance will cover civil unrest, civil disorder, riot condition or other action that impacts upon the safety and welfare of the citizens.

a) *General Discussion*

1. Acts of civil disorder, civil disturbance or riots usually occur as the result of unrest or conditions of conflicting viewpoints that emerge from strong beliefs within a community.
2. Elements within the law enforcement function normally gather information on groups or other situations that pose such a threat to the safety, welfare and stability of the community.

b) *Direction and Control*

1. This function is imperative and must be established immediately. There are three primary departments of local government associated with civil disorder situations. These departments must be part of the command and control function. The three departments are as follows:
 - Law enforcement agencies Union/Mecklenburg;
 - Fire departments including the volunteers in Union/Mecklenburg; and
 - Union/Mecklenburg Emergency Medical Services Agency.
2. For any civil disorder, civil disturbance or riot condition the IC will be the law enforcement agency with jurisdictional authority. The local fire department and the local EMS provider will be members of the command team.
 - The command and control operation can function in two ways based on incident scale and incident threat:
 - The MCP can be dispatched to incident site at the discretion of the command and control team will operate at this location with team members and necessary support staff to safely implement protective action; and
 - If the incident scale poses a significant threat, as determined by the IC on the scene, the EOC will be activated.
 - The law enforcement agency will determine a common communication link. All senior command and control personnel will use the system selected to monitor communications. If this action is not feasible, face-to-face communication should be maintained.
3. The EOC staff, in coordination with the appropriate County Emergency Management will determine the need for a declaration of emergency or disaster to be declared. The County Emergency Management will request appropriate state and/or federal assistance through proper channels based on disaster/emergency declaration.



Railroad/Transportation/Highway Incident

Purpose:

The purpose of this procedure is to minimize the effects of a railroad accident on personnel and property in the Town. Major highway incidents incur similar impacts as railroad accidents, this procedure can be used for highway disasters whose scope exceeds a normal SOP for a transportation occurrence on, for instance, I-485 or Independence Blvd.

a) *Concept of Operations*

1. Emergency service personnel and equipment are dispatched as rapidly as possible to the scene of the accident to control fires and/or HAZMAT, perform rescue missions and provide medical help.
2. For a railway incident, the Union County Department of Communications will immediately notify the railroad involved.
3. Once the Town receives the notification of an accident/incident, it will:
 - Dispatch the appropriate emergency services to the scene; and
 - Notify the County HAZMAT Coordinator of the incident and its location. Any other known information concerning the accident should also be reported.
4. Sufficient law enforcement personnel shall be dispatched to control access and to secure the scene.
5. A command post will be established, as near to the site as safety allows. A representative from each type of responding service will report to the command post with radio to coordinate the operations of the service with the other services involved. The IC will be determined by this group.
6. The involved railway will dispatch their personnel to the scene.

b) *Evacuation and Shelter*

1. A railway accident/incident could occur along the tracks anywhere in the Town. The population in the vicinity of the accident could require evacuation. The evacuees are to be directed to an assembly area to await movement to shelter, if necessary. The IC will select a location given the scope of the disaster. If transportation is needed, the Town or County EC will coordinate this function. Area residents will be notified via public address or reverse 911.
2. If shelter is needed, upon request from the Emergency Management Coordinator, the Union County Chapter of the American Red Cross, assisted by other agencies, will open and operate the necessary shelters.



c) ***Public Information***

1. The IC at the Command Post should appoint a PIO to coordinate the news media covering the accident. Once the Town Manager is on site, this can be coordinated with him or her.
2. The PIO will coordinate all news releases from the EOC.

d) ***Direction and Control***

1. Shall follow the standard ICS. (Ref. Introduction, Section IX,6.)



Plane Crash

Purpose:

To manage all aspects of a plane crash situation. First Responders and the Town will notify and assist County, State and Federal Authorities.

a) *Scope*

1. This plan covers crashes of all aircraft that might occur. It covers large aircraft such as scheduled passenger airlines, cargo planes and military. It also covers small private and corporate aircrafts.
2. By Federal Law, after arrival of the Federal Aviation Administration (FAA) Officials, they automatically have direction and control of the scene.



Winter Storms

Purpose:

The purpose of this plan is to minimize the effects of a winter storm on the Town. Although the Town does not normally experience severe winter storms, it does have winter storms that can cause disruption of electrical power and telephone service. This is usually caused by ice-laden lines down and/or lines down due to broken limbs off trees.

It is also recognized that streets and highways within the limits of the Town can become impassable because of ice and snow. As a result of this, the plan will also address a method to get vital workers, such as doctors, nurses, Command Post representatives, etc. to work in the event no other transportation is available.

The news media has always done a good job of keeping the public informed on the progress of any severe weather, therefore, every person should stay tuned to their radio and TV stations. The Town Manager will appoint a Town EC.

1. Concept of Operations. For winter storms, there are four (4) different phases that can develop for the Town. The phase existing will determine the degree of increased readiness the Town will be in. These phases are:
 - Normal Operations: Be prepared for sudden storm;
 - Winter Storm Watch: A winter storm is approaching our area;
 - Winter Storm Warning: A winter storm is imminent for our area. This could be in the form of ice, freezing rain, heavy snow, blizzard, etc; and
 - Winter Storm: A winter storm has hit and conditions exist in the Town.
2. The Town EC will:
 - Operate under the guidance of the County EC;
 - Notify Emergency Management of existing conditions in our immediate area;
 - Activate the EOC when the Coordinator feels it necessary;
 - Each phase will address:
 - Warning and Alerting; and
 - Responsibilities.

a) *Definitions*

1. Ice Storm, Freezing Rain, Freezing Drizzle: This means a coating of ice is expected, heavy means the weight of the ice will cause extra damage.
2. Snow: A steady fall, unless occasional or intermittent is used.
3. Heavy Snow: This means a fall of four (4) to six (6) or more inches is expected in the next twelve (12) hours, or six (6) or more inches in the next twenty-four (24) hours. But, heavy snow can mean two (2) or three (3) inches where winter storms are infrequent.
4. Snow Flurries: Means intermittent snowfall that may reduce visibility.



5. Snow Qualls: Are brief, intense falls of snow, with gusty surface winds.
6. Blowing and Drifting Snow: Means strong winds and greatly reduced visibility.
7. Blizzard: Means wind speed of at least thirty-five (35) miles per hour, considerable falling and/or blowing snow and temperatures of twenty (20) degrees Fahrenheit or less, over an extended period.
8. Severe Blizzard: Means wind speeds of at least forty-five (45) miles per hour, dense snow and temperatures of ten (10) degrees or less.
9. Cold Wave: Means a rapid fall in temperatures within a twenty-four (24) hour period that will require emergency protection action.
10. Watch: A winter storm is approaching.
11. Warning: A winter storm is imminent.

b) ***Winter Storm Safety Rules and Possible Information Release for News***

1. Check battery-powered equipment, heating fuel, food stock and other supplies.
2. Dress for the season. Layers of protective clothing are more effective and efficient than single layers of thick clothing. Mittens are warmer than gloves. Hoods should cover your mouth to protect the lungs from extremely cold air.
3. Do not over exert yourself shoveling snow. It is extremely hard work can bring on a heart attack, a major cause of death during and after winter storms.
4. Take winter driving seriously. Keep your car “winterized.” Carry a winter car kit containing equipment to help you keep warm, visible and alive if you are trapped in a winter storm.
5. If a blizzard traps you, avoid overexertion and exposure. Stay in your vehicle (but keep it ventilated), move extremities as much as possible, turn on dome lights at night, stand watch and don’t panic.

c) ***Normal Operations***

1. Town EC will coordinate with the County to gather and release information, as necessary.

d) ***Winter Storm Watch***

1. Town EC will:
 - Notify the Union County Department of Communications; and
 - Alert all “need to know” personnel.



2. The leaders of all response organizations should:
 - Review the department plans and procedures;
 - Ensure that notification lists are current; and
 - Alert the necessary personnel indicated in their plans.

e) ***Winter Storm Warning***

1. The EC will:
 - Notify all “need to know” personnel. The Coordinator may at this time request that certain department heads or emergency services heads report to the EOC;
 - Be prepared to activate the EOC, if needed; and
 - Monitor alert notices from the County.
2. Law Enforcement should:
 - Mobilize extra personnel, as needed;
 - Check all equipment; and
 - Gas all vehicles and try to maintain as much gas as possible in the tanks.
3. Fire Department should:
 - Mobilize personnel, as needed;
 - Check all equipment;
 - Gas all vehicles;
 - In addition to regular firefighting duties, be prepared to assist law enforcement, when requested;
 - The Fire Chief should be prepared to provide a representative to the EOC; and
 - Town Public Works Crew(s) should:
 - Alert key personnel;
 - Check all equipment;
 - Gas all equipment, if applicable; and
 - Be prepared to provide representative to the EOC.
4. The Public should be encouraged to:
 - Keep their radios and TV’s on to monitor the progress of the winter storm; and
 - Take precautions for winter storm conditions such as:
 - Have adequate food stored;
 - Have adequate warm clothing;
 - Have emergency heating source which complies with all safety regulations, should power failure occur;
 - Have emergency lighting should power failure occur; and
 - Other precautions, as needed.

f) ***Winter Storm***

1. County Emergency Management Coordinator will:
 - Coordinate the operation of the EOC, if needed;
 - Stand by to coordinate any assistance needed anywhere in the County;



- Assist the power and telephone companies in providing logistics, should it be necessary for them to bring in help from other areas; and
- Coordinate with TV for request for transportation of the vital workers of the County.

2. Town EC will:

- Monitor the directions from the County;
- Coordinate any necessary duties or assignments;
- Coordinate requests for transportation of the vital workers;
- Coordinate requests from citizens of the Town and/or stranded transients, emergency transportation in the event it should be deemed necessary in the interest of safety;
- Coordinate requests from local physicians for medical and/or prescription needs to the public; and
- Be prepared to assist with emergency sheltering in the event it becomes necessary due to power failure, stranded motorist and etc.

3. Law Enforcement should:

- Update the Communications Center periodically as to the conditions of the weather;
- Request any assistance needed for Law Enforcement needs;
- Assist stranded motorists;
- Advise of any power outages as they are known;
- Determine areas requiring traffic direction and assist, where needed.

4. Rescue Squad and Fire Department should:

- Prepare normal duties and assist law enforcement, as requested;
- Be prepared to aid the Town's and other power crews as well as telephone companies in emergency lighting traffic control and etc.; and
- (Rescue Squad) Have information on file as to the whereabouts of individuals that are on life sustaining machines that require electricity. In case of power outage in the individual's area, transportation may be necessary.

5. Evacuation and Shelter:

- Evacuation of residents could take place in the event of extended power outage. The public is encouraged to seek shelter with a relative or friend that is not in the outage area. Law enforcement should coordinate any evacuation that is going to require that public shelter be opened. Rescue Squad will assist in evacuating people on life sustaining machines and stretcher-type patients;
- Shelters may be coordinated with the American Red Cross; and
- Special Needs Population – See Contact Info Annex A, II. A.

g) **Public Information**

1. Upon activation of the EOC, the PIO will release information to the public via the news media and distribute information that would pertain to the situation.
2. As this information is received from the EOC, the PIO (as designated by the EOC Coordinator) will inform any local news media and/or concerned public.



h) ***Direction and Control***

1. The Town EC has the responsibility to monitor all threatening winter storm activity in the event of a winter storm threat. Town EC will activate this plan to the extent necessary. To make this determination, he or she will be in frequent contact with the NWS and experts.



Disaster Recovery

Purpose:

The Robert T. Stafford Disaster Relief Act (Ref. ANNEX C) provides the authority for the Federal government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety and property. This Act assists in providing financial assistance to the public sector through Public Assistance and to the private sector through Individual Family Grants. This process starts after the damage assessment data is collected either in the field or at the Disaster Assistance Center. A Disaster Field Office (DFO) is established by the state and federal governments to process the application for assistance. The DFO is where the local disaster recovery team will be located. The above referenced Public Law is based on 75/25 split in cost with the federal government picking up seventy-five (75) percent and the state/local government picking up the balance. It is expected that local government will incur some initial costs, however, these costs should be documented so reimbursement can be made.

a) *What a Town can do independently of going through the County*

(For a guide to disaster recovery, indexed by area affected (e.g., environment, business, etc.) see Governor's Disaster Recovery Plan (Ref. ANNEX C).

1. When an emergency/disaster condition exceeds the capability of local or state government, additional federal assistance can be requested and may include, but is not limited to the agencies below. These programs do not normally require a Presidential Declaration.
2. After the President of the United States makes a Disaster Declaration, it is important to inform the affected individuals and the community of the programs and assistance that is available to them. This activity will be done by the local elected officials, the Union County Emergency Management Office and the Public Service and Information Departments of City and County governments in cooperation with the NC Division of Emergency Management.
3. Types of Assistance to Individual Programs:
 - Temporary housing until alternate housing is available;
 - Minimum essential repairs to owner-occupied residence in lieu of temporary housing;
 - Disaster loans for refinancing, repair, rehabilitation or replacement of damaged property (real and personal) fully covered by insurance;
 - Agriculture assistance for eligible farmers who perform emergency conservation measures on farmland during the disaster, may receive a donation of federally owned feed grain for the preservation of livestock herds;
 - Individual and family grants to meet disaster-related necessary expenses;
 - Legal services to low income families and individuals;
 - Consumer counseling and assistance in obtaining insurance benefits; and
 - Taxpayer's assistance in claiming casualty losses.
4. Assistance to Public Agencies and Indian Tribes:
 - The grantee for public assistance is the State. The sub-grantees are the Counties, Cities, Indian tribes and other qualifying private, non-profit organizations.



- Any financial assistance that is provided is based on approved Damage Survey Reports, which approve the following:
 - Debris removal; and
 - Permanent work – repair, replacement or restoration of public facilities:
 - i. Road Systems;
 - ii. Water control facilities;
 - iii. Public buildings and equipment;
 - iv. Public utilities;
 - v. Parks/Other;
 - vi. Disaster loans to communities that suffer a substantial loss of revenues; and
 - vii. Use of federal resources, equipment, supplies, facilities, personnel and other resources.
 - The state and federal governments will look to local government to use all available resources to resolve, mitigate or otherwise provide operations that are within the scope of local government’s normal activities. The resources of state and federal governments are designed as a supplement to local efforts.

b) *Implementing Actions*

1. The first operation will be the development of a team that can address recovery operations. The team should contain representatives from the departments and agencies of local town and county governments that provide data to appropriate state or federal officials.
2. The disaster recovery team should assemble at the EOC as soon as operations commence. This period should be used to get organized, get supplies and, if possible, identify a location for the DFO. The DFO will have to be located in an area that is not affected by the disaster. If possible, contact should be made with the state and/or federal government on the location of the DFO. Contact points for these government levels will be available in the EOC.

c) *Recovery Assistance Operations*

1. Change in laws and regulations can affect the recovery operations. All information in ANNEX C would be subject to change as Public Law 93-288 is amended.

d) *Volunteer Coordination and Donations/Resources*

1. Volunteer efforts will be handled by volunteer agencies such as the American Red Cross, Salvation Army, United Way, etc.

e) *Resource/Manpower Allocation-Priorities*

1. To fully utilize all available resources and manpower in the most efficient and productive manner, it is necessary to establish a method for determining allocation priorities. The primary consideration for priority allocation should be on, but not be limited to the following:
 - The area affected and/or the number of families affected;
 - The elderly, handicapped and low income areas;



- Other (medical needs, high rise buildings, etc.)
2. A review of the loss of basic services will be part of the process used for setting priorities. The supporting agencies, along with the command and control in the EOC, will assist in setting priorities. To ensure that all needs are met in the most equitable manner, it is recommended that the supporting agencies from Community Development and Neighborhood Centers represent the City and County. In addition, the supporting agencies can establish a listing of other members to assist in this effort. It should be noted that there could be times when the EOC will be the determining factor for resource allocation. Every effort will be made to ensure basic services are provided to the neediest in a timely manner.

f) ***Conclusion/Summary***

1. The EOC, Volunteer Committed of the United Way, American Red Cross and the Salvation Army will act to resolve problems and to answer any questions that would involve volunteer activity.



Debris Removal

Purpose:

The purpose of this guideline is to establish a response mechanism to respond to situations requiring debris removal of streets and roadways.

a) *Scope*

1. This Standard Operating Guidelines will cover the Town. The NC Department of Transportation (NCDOT) will assume the responsibility for debris removal on all state-maintained roads. NCDOT will also coordinate with the Town for cleanup of state roads within Town limits.

b) *Legal Reference and Authority*

1. The legal reference for this program is from the Robert T. Stafford Disaster Relief and Emergency Relief Act (ref. ANNEX C). In addition, NC General Statutes provides reference for the debris removal program. At the local level, the issue of complete removal can be addressed in the local State of Emergency declaration. The legislation for local government to activate disaster/emergency guidelines is also found in the NC General Statutes. (NCGS references found in ANNEX C).

c) *Primary Organizations Assigned*

1. The primary organizations assigned to the debris removal process from the Town will be private contractors.

d) *Debris Removal Activation Levels*

Activation of the debris removal team members will consist of three levels of response as defined below.

1. Level One Response: No additional workforce or equipment is necessary for debris removal and clearing the streets for traffic. Off-duty personnel are called back as necessary to provide assistance, however, if normal operations are not significantly impacted on duty personnel can resolve the incident.
 - Priority for clearing roads and streets will be related to public safety and medical safety;
 - Duke Energy Corporation and Union Power Coop will be notified and requested to report to location to ensure all downed power lines are NOT energized; and
 - Debris will be removed to designated location or to landfill.
2. Level Two Response: This response level requires the following action:
 - A process for monitoring any severe weather reports from the NWS that threaten community. This process can consist of telephone calls to communication centers, on-site weather radar assessment or direct calls to NWS offices and to local weather offices of television stations for information;
 - The assessment process must be conducted as soon as possible to determine response level, necessary resources and the need for public information to impacted population. The priorities will be for the clearing of streets and public safety locations



and medical facilities. The debris removal teams can adjust priorities based on critical nature of operations, life safety factors and citizen safety issues;

- A central location for operations will be established will be established for team members to assemble and monitor progress, prioritize areas, issues of cost, equipment needs and workforce needs. This location should be the EOC for a call-up notification to all agencies; and
- Establish processing/disposal sites for debris, if necessary. This step should be done before an incident impacts the community. If possible, predetermined locations should be established:
 - If contractors are used for debris removal, the Town Engineering Department will administer the contract. If County uses contractors, the County will administer the contract. Use of contractors and contract development would be done at the time of the event or could be written into the contract as part of work being done by the Town or County. Preexisting contracts for debris removal would be at the discretion of the department.

3. Level Three Response:

- This level represents activity associated with activation of the EOC. The debris removal team will remain the same. The team leader position may change as conditions escalate or the scope of the problem requires action of a higher level. This level would also be indicative of a local emergency declaration being made by local elected officials. State and/or Federal assistance could be made available at level three.
- This level also represents sources of funds for reimbursement of cost associated with debris removal. Local government can recover costs. The cost of contract work could also be recovered if our community is under a presidential emergency declaration at level three. If we are under a State of Emergency or disaster declaration, the Town Manager will be the contract administrator for all debris removal contractors.
- A level three response program represents a major disaster that has affected our community. The EOC will activate twenty-four (24) hours a day until normal departmental staff can determine the level of response needed and federal agencies will be activated and will provide guidance for the debris removal program. In addition to state and federal agencies will have operations in the Town and Union County to resolve and assist in this program.

e) ***Initiating Events***

1. Activation of these guidelines would come from the following sources within local government.

f) ***Debris Removal General Guidelines***

The debris removal process requires several components for success, primarily:

- Special equipment;
- Trained equipment operators;



- Landfill restrictions;
- Environmental restrictions and exemptions, Federal and/or state reimbursement requirements;
- Resource locations;
- Mutual aid request process;
- Contractor requirements for major disasters;
- Establish twenty-four (24) hour response capability; This guideline is NOT recommended, but responders may want to consider limited hour shifts or workdays and a relief process for crews;
- Plan of action for citizens; and
- Documentation process for all costs associated with debris removal, FEMA and the State can assist in determining cost recovery guidelines.

g) ***Debris Removal Checklist***

1. The list is NOT all inclusive. It is designed to allow the team leader and others to adjust operation as dictated by the event, the available resources and by the size or area impacted. The primary departments for debris removal will assign the checklist items to the department or agency qualified to carry out the function listed. If the EOC is activated or if an operational location is set up, the Town and County Management office representatives could also provide assistance. The primary considerations for removal of debris are listed below:

- Collect weather information or other information that could initiate debris removal process;
- Develop an assessment process to determine response level;
- Establish a telephone list for all team members; there should be three (3) people listed per agency;
- Predetermine disposal sites or reduction sites for debris;
- Provide Town Manager and County Manager with assessment of debris removal requirements;
- Develop planning procedures for landfill alternatives:
 - Grinding;
 - Burning;
 - Mulching options;
 - Contracting considerations; and
 - Other available resources
- Develop annual training program and conduct annual exercise;
- Identify recycling options available;
- Identify if HAZMAT are part of the debris removal process;
- Determine the response level; when necessary, make a recommendation to the Town Manager's office for an emergency declaration;
- Assess debris problem by category—trees, limbs, yard waste, household products, furniture, roofing material, HAZMAT, etc.
- Determine need for extended operations;
- Determine need for additional resources and workforce;
- Establish operational site and alternate site;



- Develop inventory of in-house resources (Town and County);
- Establish liaison with damage assessment team;
- Establish or develop process for estimating debris removal cost;
- Provide team liaison to EOC, once it is activated;
- Establish liaison with NCDOT;
- Review contracts and contract process or possible resource and assistance options; and
- Establish contact or have a Duke Energy/Union Power Coop representative in operational area location.

h) ***Public Information and Citizen Action Program***

The Public information team will advise the citizens and communities with general program guidelines for the primary factors associated with debris removal.

- When will debris clearance start;
- How long will the program last;
- How many passes will be made on a road or street;
- Separate debris as much as possible;
 - Trees, limbs and yard waste;
 - Household items, furniture, appliances, etc.;
 - HAZMAT, yard care products and chemicals;
 - Metal items;
 - Constructions type materials;
 - Locations for citizens to take the removed debris;
 - How will private property be addressed;
 - What will or will not be picked up; and
 - Safety issues such as not blocking roads and streets with debris and not blocking or obstructing fire hydrants etc. and
- Other elements can be added as the need arises or the situation changes.



Communications

Purpose:

The purpose of this procedure is to outline communication avenues should the severity and duration of the event make outside resources unavailable. Lines of communication will be kept open between the County and Staff by utilizing the following:

1. Within Town, Current Priority of Communication is:
 - Radio/walkie-talkie;
 - Hand radios—list with Union County Emergency Management;
 - Cell phones; and
 - EOC activated
 - Contact in person or via cell
 - Communicate to field via radio or cell
 - If on-site, local commander maintains contact via radio, unless County resources are needed.
2. Contact with County
 - Send representative to County EOC; and
 - Anticipate using amateur radio as back-up.



ANNEX A
Contact Information

a) **Notification Numbers of Town Staff**

Activation for Town plan would be to use the established Town Phone Tree:

Town Hall – 704-821-8557

Stallings PD – 704-821-0300

Non-Emergency Dispatch – 704-289-1591

Name	Title	Number
<u>Town Hall Staff</u>		
	Town Manager	704-821-0314
Erinn Nichols	Deputy Town Manager/ Town Clerk	704-821-0313
Chris Easterly	Town Engineer	704-821-0309
Lynne Hair	Zoning Administrator	704-821-0315
Emily Hughes	Communication Specialist/Deputy Town Clerk	704-821-0308
Marsha Gross	Finance Officer	704-821-0311
Ashley Platts	Director Parks & Rec	704-821-3011
Michelle Hitselberger	Asst. Director Park & Rec	704-821-0319
	Administrative Support Specialist	704-821-8557
Brian Price	Public Works Supervisor	704-821-0318
Max Hsiang	Planning Technician	704-821-0310
Kevin Parker	Associate Engineer	704-821-0321
Karen Williams	Director of Administration	704-821-0312
<u>Police Department Staff</u>		
Chief M.E. Plyer, Jr.	Chief of Police	704-821-0303
T.L. Harrington	Captain	704-821-0307
J.T. Flynn	Captain	704-821-0302
R.H. Cranford	Sergeant Detective	704-821-0305
E.M. Musselwhite	Sergeant Detective	704-821-0304
Dan Fortenberry	Crime Scene Investigator	704-821-0317
R. Ivey	Patrol Sergeant	704-821-0332
F.D. Hearne	Patrol Sergeant	704-821-0335
P.D. Stevens	Patrol Sergeant	704-821-0327
M.A. Dillard	Patrol Sergeant	704-821-0338
B.W. Davis	Sergeant, Community Officer	704-821-0306
M. Summers	Police Officer	704-821-0323
S. Falotico	Police Officer	704-821-0330
P. Ashe	Police Officer	704-821-0333
C.J. Havens	Corporal	704-821-0334
T.S. Mathews	Corporal	704-821-0324
M. Zapeda	Corporal	704-821-0331



P.M. Lemmonds	Police Officer	704-821-0325
R.M. Medlin	Police Officer	704-821-0329
D.J. Simpson	Police Officer	704-821-0326
J.L. Smith	Police Officer	704-821-0337
M.G. Wrenn	Corporal	704-821-0339
N.J. Hofford	Police Officer	704-821-0336
Susan Dellinger	Administrative Services Manager	704-821-0301
Larry Wilson	Records Administrator	704-821-0300 x2
Elected Officials		
Name	Title	Number
Wyatt Dunn	Mayor	704-882-3310
Rocky Crenshaw	Town Council, District 2	704-400-8735
Regis Griffin	Mayor Pro Tem, District 1	704-776-5204
Kathy Heyse	Town Council, District 5	704-821-7136
Deborah Romanow	Town Council, District 6	704-941-1818
David Scholl	Town Council, District 3	704-981-1501
Shawna Steele	Town Council, District 4	704-401-6134

b) Notification Numbers of Governmental Agencies

Union County	
Providence VFD	704-846-1111
Hemby Bridge VFD	704-882-2100
Stallings VFD	704-821-7100
Union Medical Services (Admin Office)	704-226-2001
Union County Emergency Management	704-283-3536
Union County HAZMAT Coordinator (Neil Speer)	704-283-3524
Union County Health Department	704-296-4800
Union County Department of Social Services (DSS)	704-296-4300
Union County Public Schools	704-296-9898
Union County Special Needs Registry (Don Moye)	704-283-3575
Mecklenburg County	
Matthews Fire & EMS Trade St. Station 1	704-847-9400
Matthews Fire & EMS Crews Rd Station 2	704-847-4468
Idlewild VFD	704-545-5561
Charlotte Fire & EMS	704-943-6200 or 704-336-2441 or 911
Presbyterian Hospital	704-384-6500
Mecklenburg County (Wayne Broome)	704-336-7616
Red Cross	704-376-1661
Charlotte International Airport	704-359-4013

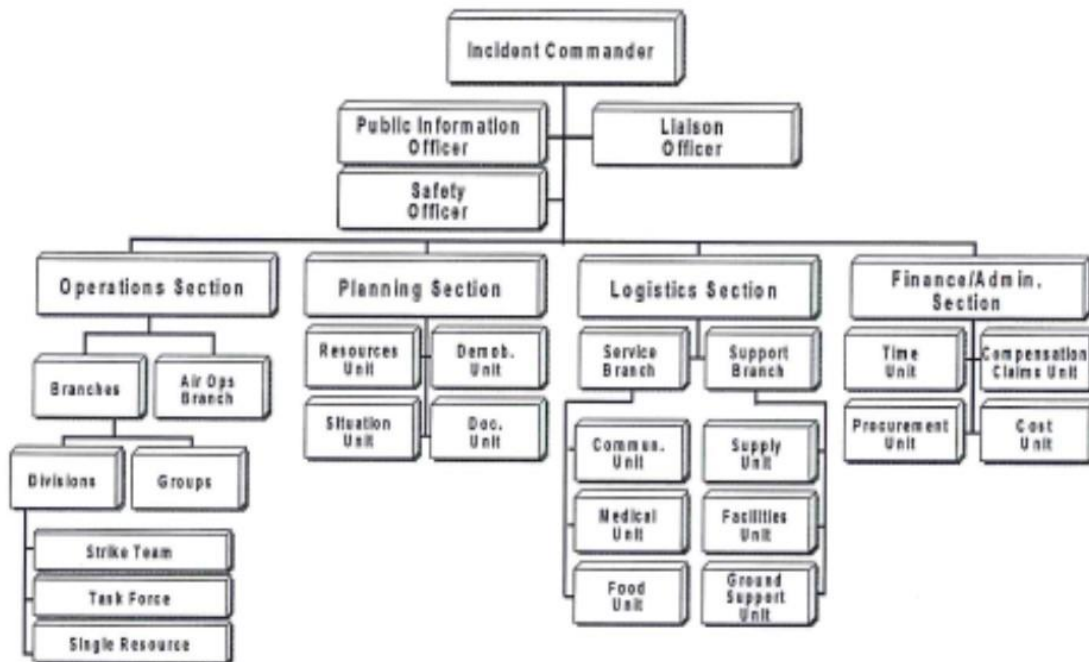
*Federal—Should local resources be overwhelmed, County has State and military contacts, contact Mecklenburg County first.



Other Numbers	
NC Emergency Management	919-733-3825
National Weather Service	828-271-4800
Federal Aviation Administration (FAA)	866-TELL-FAA (866-835-5322)
CHEMTREC	800-424-9300
CSX Railroad Emergency	800-232-0144
National Response Center Hotline	800-424-8802



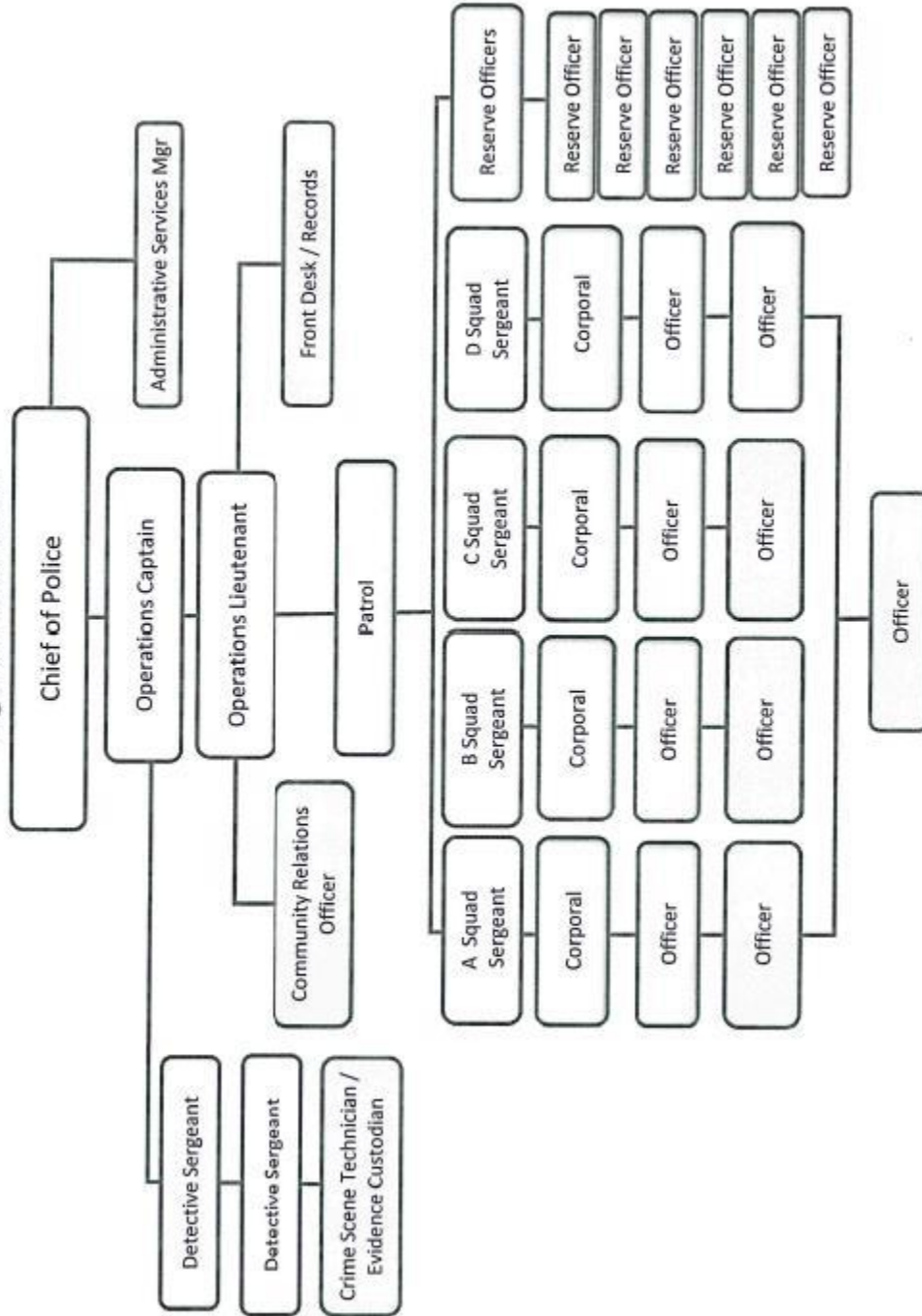
ICS Organization



- **Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander.
- **Section:** The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.
- **Branch:** That organizational level having functional, geographical or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function or by jurisdictional name.
- **Division:** That organizational level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch.
- **Group:** Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section.
- **Unit:** That organization element having functional responsibility for a specific incident planning, logistics or finance/administration activity.
- **Task Force:** A group of resources with common communications and a leader that may be pre-established and sent to an incident or formed at an incident.
- **Strike Team:** Specified combinations of the same kind and type of resources with common communications and a leader.
- **Single Resources:** An individual piece of equipment and its personnel complement or an established crew or team of individuals with an identified work supervisor that can be used on an incident.



Stallings Police Department
Organizational Chart



ANNEX B
Incident Checklists
Planning – Response – Recovery

Emergency Management /Incident Commander

Updated 10/26/15

Planning

a) ***General Checklist***

- Ensure the public is well informed regarding the incident;
- Identify schools, daycare centers, hospitals, etc. that would be affected by an incident;
- Establish evacuation routes as applicable for the incident;
- Coordinate and plan at least one exercise (table top or practical) to rotate through Town identified events annually;
- Procure or produce information for distribution to the public, as applicable;
- Conduct hazard analysis of vital facilities and the impact of the incident on one or more of those facilities;
- Negotiate mutual aid agreements; obtain agreements with those jurisdictions, including reimbursement costs, if any;
- Prepare to assist law enforcement with support resources;
- Maintain resource listings;
- Establish evacuation routes and an overall evacuation plan for applicable incident; and
- Determine possible traffic control and security road block locations and requirements for affected area as applicable.

b) ***Incident Specific Checklist***

1. Aircraft Incident

- Coordinate with local airport officials regarding types and number of aircraft using the airport(s);
- Provide an avenue for airport officials to report ground accidents, takeoff and landing accidents, traffic pattern collisions, possible hijackings or other aircraft related emergencies;
- Coordinate with FAA officials for timely information regarding response to any aircraft accident scene involving civilian aircraft;
- Determine the availability of mobile and/or portable mortuary services;
- Coordinate with the airline (if applicable) for response and information; and
- Promote training in aircraft accidents and victim extraction for Town responders.

2. Aircraft Incident

- Estimate need for auxiliary forces; and
- Ensure the appropriate information network is in place to inform officials of potential civil unrest prior to an occurrence.



3. Dam Failure
 - Contact the dam owner/operator and obtain a copy of their emergency plan and establish a communication plan with the owner/operator;
 - Coordinate with the dam owner or the Army Corps of Engineers for timely information affecting local jurisdictions; and
 - Coordinate the establishment of local laws to prohibit or minimize construction in known flood plains or near spillways.
4. Earthquake
 - Coordinate with the US Geological Survey for timely information affecting local jurisdictions.
5. Explosive Hazard
 - Identify any local companies that may have explosive materials; and
 - Promote awareness and training in explosive device recognition and victim extraction for Town responders.
6. Fixed Facility Chemical Spill
 - Identify local plants, businesses or other facilities that have HAZMAT and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations).
7. Flood
 - Monitor the NWS for timely watches and warnings affecting local jurisdictions;
 - Coordinate the establishment of local laws to prohibit or minimize construction in the flood plain; and
 - Coordinate with department of transportation officials for information regarding roads and bridges likely to be closed due to flood.
8. Hurricane
 - Monitor the NWS for timely watches and warnings affecting local jurisdictions; and
 - Coordinate with the department of transportation officials for information regarding roads and bridges likely to be used for evacuation.
9. Major Fire
 - Coordinate with fire departments regarding response capability and the resources they will need to fight such fires.
10. Major Power Failure
 - See General Checklist
11. Nuclear Incident
 - Coordinate with the nuclear facility owner of the Nuclear Regulatory Commission as appropriate for timely information affecting local jurisdictions;



- Identify possible locations for reception, congregate care and decontamination areas for the public of evacuation population; and
- Promote available radiological training as applicable for Town responders.

12. Terrorist Event

- Coordinate with the Department of Homeland Security (DHS), FBI, Center for Disease Control (CDC) and other federal agencies for information and warnings affecting local jurisdictions. Also coordinate with state emergency management, public health and others for similar warnings and information.

13. Tornado

- Coordinate with the NWS for timely watches and warnings affecting local jurisdictions.

14. Transportation Chemical Spill

- Coordinate with local plants, businesses or other facilities that receive HAZMAT and obtain information as allowed by Community Right to Know or SARA Title III (Code of Federal Regulations);
- Coordinate with local and County transportation departments regarding potential for specifying truck routes for HAZMAT carriers, avoiding densely populated areas; and
- Determine the location of the nearest HAZMAT response team and their capability.

15. Winter Storm

- Monitor with the NWS for timely watches and warnings affecting local jurisdictions; and
- Coordinate with Department of Transportation officials for information regarding roads and bridges.

Response

a) *General Checklist*

- Identify immediate action or response requirements;
- Immediately carry out those actions necessary to preserve life and or property, including the deployment of required resources;
- Establish incident command;
- Establish command post(s), as needed;
- Activate the EOC, as appropriate;
- Organize or establish the EOC, based on operational procedure;
- Issue alert and warning based on procedure, as warranted;
- On order, evacuate affected areas with assistance from response forces;
- Establish communications with responding agencies;
- Establish traffic control and security with law enforcement, as applicable;
- Through communications with responding agencies, determine as quickly as possible:
 - Number of killed or injured (if any);
 - General boundary of the affected area;
 - General extent of damages;



- General extent of power or other utility disruption;
- Immediate needs of response forces;
- Estimate time of repair or duration of outage, as necessary;
- Estimate population affected by incident;
- If voluntary evacuations of the population have begun;
- Location of any established triage area; and
- Location of any congregate care area established or ad hoc.
- Evaluate overall town situation;
- Establish communication with facility reporting incident, if applicable;
- Establish communications with the County;
- Monitor the NWS, as applicable;
- Establish communications with and request a liaison from appropriate agencies, if necessary;
- Establish communications with area schools and/or businesses that may be affected;
- Establish ongoing reporting from the response forces, private agencies and utilities;
- Conduct first staff briefing as soon as practical after EOC activation;
- Establish a schedule for briefings;
- Brief town/county/agency/utility executives, as appropriate;
- Provide the PIO with updated information;
- Provide response forces with updated information, as appropriate;
- Release information via the PIO, as soon as practical;
- Issue action guidance, as appropriate;
- Establish 24/7 duty roster for the EOC and/or command post;
- Develop and post any required maps or diagrams;
- Activate an events log;
- Review and follow resource procurement procedure;
- Inventory additional resources that may be used or called upon for use;
- Activate formal resource request procedure and resource tracking;
- Coordinate all resource requests being forwarded to the County;
- Activate financial tracking plan coordinated by the Finance Officer;
- Activate damage assessment and follow damage assessment procedure;
- Develop an Incident Plan;
- Conduct a “second shift” or relieving shift briefing; and
- Discuss with and present to your relief the Incident Action Plan.

b) Incident Specific Checklist

1. Aircraft Incident

- Establish communications with the Federal Aviation Administration and/or NTSB, as appropriate. If military, establish communications with the appropriate military branch.

2. Civil Disorder

- See General Checklist



3. Dam Failure
 - Establish communication with the dam owner/operator of Town impact via County communications, if applicable; and
 - Establish communication with the US Army Corps of Engineers of Town impact via County communications, if applicable.
4. Earthquake
 - Establish communications with US Geological Survey via County communications, as applicable.
5. Explosive Hazard
 - Request explosive disposal unit, HAZMAT Response Unit or other specialized response forces, if appropriate.
6. Fixed Facility Chemical Spill
 - Refer to facility listing for Extremely Hazardous Substances in Union County, if needed;
 - Request a technical liaison from the facility to report to the EOC (or command post); and
 - Request HAZMAT Response Unit response, if appropriate.
7. Flood
 - See General Checklist
8. Hurricane
 - Establish communications with the NWS and National Hurricane Center.
9. Major Fire
 - Establish communications with Fire Marshal and/or fire scene commander; and
 - Coordinate with the fire scene commander for information.
10. Major Power Failure
 - Monitor with NWS for forecast information for estimated duration of outage/failure. (Freezing temperatures, etc.)
11. Nuclear Incident
 - Follow established HAZMAT Procedures; and
 - Establish traffic control points and security road blocks where planned.
12. Terrorist Event
 - Identify type of terrorist incident (i.e., chemical, biological, explosive, etc.);
 - Provide response forces as much information, as possible;
 - EMS may activate bioterrorism plan, if appropriate;



- Health may activate radiation contamination or other contamination plans, if appropriate; and
- Hospitals may activate radiation contamination or other contamination plans, if appropriate.

13. Tornado

- See General Checklist.

14. Transportation Chemical Spill

- Coordinate with Chemtrec (800-424-9300) for timely information regarding spills.

15. Winter Storm

- See General Checklist.

Recovery

a) ***General Checklist***

- Gather damage assessment information (public, housing, business) from damage assessment teams;
- Obtain information from utilities regarding outages, length of repair, safety, etc.;
- Assess citizen/community needs for individual assistance and/or public assistance;
- Gather financial information from the Finance Officer;
- As appropriate, gather additional information to include:
 - Personnel that responded and the time involved in the response;
 - Time sheets or time logs;
 - Supplies used;
 - Contracts issued;
 - Purchase orders issued;
 - Any other expenditures;
 - Damages to public buildings, equipment, utilities, etc.;
 - Loss of life of any public servant;
 - Documents regarding economic impact;
 - Develop or generate reports for the following, as appropriate;
 - FEMA;
 - State;
 - Local elected officials;
 - County/Town Managers;
 - EPA, as appropriate; and
 - Others requiring or requesting report.
- If a Presidential declaration of disaster is made, file “Request for Public Assistance” to apply for assistance as soon as possible with the proper state or federal agency;
- Ensure public officials are made aware of the assistance application process, if applicable;
- Ensure the general public is aware, through the PIO, of the assistance application process, if applicable;



- Perform an incident critique as soon as possible with all possible response organization;
- Review agency and self-performance;
- Review the weaknesses of the plan;
- Correct weaknesses;
- Implement hazard mitigation or modify hazard mitigation accordingly; and
- Brief elected officials with updated information and disaster recovery progress.

b) ***Incident Specific Checklist***

1. Aircraft Accident

- Notation: Most costs associated with an aircraft accident are borne by the airline, the aircraft owner or pilot in command and are billable as such. Such items as volunteer response, if not a contracted service (i.e., volunteer fire department personnel) may not be reimbursable.

2. Civil Disorder

- Gather information from law enforcement agency regarding any potential for additional or prolonged incidents.

3. Dam Failure

- Obtain information from the dam owner and/or Army Corps of Engineers regarding safety, etc., via County communications, as applicable.

4. Earthquake

- See General Checklist

5. Explosive Hazard

- Obtain information from technical sources regarding explosive effects or demolition effects duration.

6. Fixed Facility Chemical Spill

- Obtain information from technical sources regarding health effects duration; and
- Notation: In most cases the person responsible for the chemical leak or spill is responsible for cleanup and all costs associate with response, as well. Volunteer resources may not be reimbursable unless under contract.

7. Flood

- See General Checklist

8. Hurricane

- See General Checklist

9. Major Fire

- Obtain information from technical sources regarding health effects (i.e., smoke) duration.



10. Major Power Failure

- See General Checklist

11. Nuclear Incident

- Obtain information from the facility owner regarding length of repair, safety, etc.;
- Obtain information from the technical sources regarding health effects duration; and
- Notation: In most cases the facility responsible for the radiological event and radiation incidents are responsible for all costs associate with response. Volunteer resources may not be reimbursable unless under contract. Documentation is essential.

12. Terrorist Event

- Obtain information from law enforcement regarding safety or the area.

13. Tornado

- See General Checklist

14. Transportation Chemical Spill

- See General Checklist

15. Winter Storm

- See General Checklist



ANNEX C References

a) *Hazardous Materials*

1. US Department of Transportation Hazardous Materials Emergency Response Guidebook.
2. NC State Procedure for reporting Accidents Involving Liquid or Dry Toxic Chemicals.
3. Hazardous Materials Emergency Operations Plan.
4. Writing an OSHA required Emergency Response Plan, by Stephen L. Hermann as printed by: Fire Engineering in June, 1990.
5. Hazardous Material Procedure Manual, by Arizona Department of Public Safety.
6. NC Occupational Safety and Health Administration (OSHA), Hazardous Waste Operations and Emergency Response Plan, CFR 1910.120.

b) *Disaster Recovery*

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C 5121 et seq (Section I. p.37)
2. Governor's Disaster Recovery Plan: www.osbm.state.nc.us/disaster (Section I. p.37)

c) *Debris Removal*

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C 5121 et seq (Section III. p.40)
2. NC General Statute 16 6A – reference debris removal program (Section III. p.40)
3. NC General Statute 14-288.12 – guidelines for local government to activate a disaster/emergency (Section III. p.40)



ANNEX D
Resource Identification

Lumber	
Matthews Building Supply, Matthews, NC	704-847-8804
84 Lumber, Charlotte, NC	704-394-1824
Lowe's, Matthews, NC	704-321-7170
Lowe's, Indian Trail, NC	704-225-7110
Home Depot, Matthews, NC	704-845-9200
Equipment	
<i>Cranes and tow trucks</i>	
Williams Wrecker, Matthews, NC	704-847-9087
Smith Wrecker, Stallings, NC	704-821-9934
M&L Riggers, Monroe, NC	704-283-2236
Ivan Secrest, Monroe, NC	704-283-4654
<i>Tarps, chain saw</i>	
Northern Tool	704-847-1033
Sand and Gravel	
Hills Sand and Gravel (Note: they will shut down during an ice storm so need to contact Kim Cox or Phil Hill if it appears that NCDOT is overwhelmed by County-wide catastrophe)	704-847-9874
Construction Supply, Stallings, NC	704-821-9199
Fuel for Generators, cars and trucks	
Police department is currently negotiating fuel contracts with vendor to include emergency service (Gary Mills)	N/A
Back-up generators located at Fire and Police Department (limited)	N/A
Chemical, Pharmaceutical, Biological	
For request from County	N/A
EMS Oxygen	
First responder supplies	N/A
Food/Water	
Harris Teeter has an Emergency Response Team: can distribute water and ice from parking lot, contact Jennifer Panetta at Corporate HQ	704-844-3209
Family Dollar—Mgr. Continuity Services	704-847-6961 x3385
Red Cross (MECK), Rick Schow, Mgr. of Response and Recovery	704-378-4620
Red Cross (UNION)	704-283-7402
Shelter for Workers and Families (Note: need a family shelter and safety plan.)	
Schools	N/A



Churches	N/A
Red Cross	N/A
Transportation	
Union County Public Schools	N/A
CATS	N/A
School Buses	N/A
National Guard	N/A
Family Dollar – this is a fleet trans-shipment location so may have access to their vehicles.	



ANNEX E
Acronym Definitions

DFO	Disaster Field Office
EAS	Emergency Alerting System
EMS	Emergency Medical Service
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
ICS	Incident Command System
IC	Incident Commander
MCP	Mobile Command Post
NWS	National Weather Service
NCDOT	North Carolina Department of Transportation
PIO	Public Information Officer
OSHA	Occupational Safety and Health Administration
SPD	Stallings Police Department
SOP	Standard Operating Procedures

