

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

Introductory Materials

Forward Promulgation Statement

Record of Charges

Basic Plan

Situation and Assumptions.....

Concept of Operations.....

Roles and Responsibilities.....

Direction and Control.....

Continuity of Government.....

Administration and Logistics.....

Plan Development and Maintenance.....

Authorities.....

Authorization.....

List of Appendices.....

Appendix 1: Sample Emergency Proclamation

Appendix 2: After-Action Report

Appendix 3: Glossary

Annexes

A. Direction and Control.....

B. Communications.....

C. Notification and Warning.....

Doddridge County Emergency Operations Plan

Table of Contents *Continued*

D. Public Information.....	
E. Evacuation.....	
F. Sheltering and Mass Care.....	
G. Health and Medical.....	
H. Resource Management.....	
I. Damage Assessment.....	
J. Law Enforcement.....	
K. Fire Service.....	
L. Public Works.....	
M. Animal Care.....	
N. Terrorism.....	
O. Hazardous Material.....	
P. Search and Rescue.....	
Q. Special Needs and Vulnerable Populations.....	

DODDRIDGE COUNTY EMERGENCY OPERATONS PLAN

PROMULGATION STATEMENT

WHEREAS preparedness to cope with disasters requires many diverse but interrelated elements which must be woven into an integrated emergency management system involving all departments of local government and private support agencies as well as the individual citizen, planning is necessary to coordinate all, of these elements.

WHEREAS disasters necessitate a sudden escalation in the material needs of a community and a reorganization of resources and personnel to address the emergency response, a lack of planning results in disorganized, “salvage type” activities instead of a coordinated response.

WHEREAS planning for population protection must be a cooperative effort to avert or minimize the efforts of an emergency, a standard set of incident management guidelines should be followed to allow for seamless interoperability and cooperation to restore the stricken area to its pre-disaster condition with as little social or economic disruption possible.

WHEREAS the National Incident Management System (mandated by Homeland Security Presidential Directive-5) requires all jurisdictions to follow a standardized operational framework for managing emergency incidents that include the Incident Command System, multi-agency coordination systems (e.g. local EOC), and a joint public information system, a plan outlining this framework must be developed.

THEREFORE, be it resolved that this plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county officials and department heads, specifying their roles during an emergency or disaster situation. It is developed pursuant to Homeland Security Presidential Directive (HSPD)-5 and Chapter 15, Article 5 of the West Virginia Code.

Signed this day of _____

Commission President

Commissioner

Commissioner

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

FORWARD

This plan provides Doddridge County, West Virginia and its political subdivisions the basis for a systematic approach to the solution of problems created by the threat or occurrence of disasters. It identifies the responsibilities, functions, operational guidelines and working relationships between and within these governmental entities and their various departments, private support groups, and individual citizens.

The Doddridge County Emergency Operations Plan has been developed and maintained by the Doddridge County Office of Emergency Management (DCOEM). Originally, the DCOEM coordinated with county government departments as well as in-county and neighboring jurisdictions to ensure an overall compatibility of operations. Recently, Doddridge County had complied with national standards to facilitate an effective, coordinated response regardless of the jurisdictions involved.

The first step in the planning process identified each potential hazard; either natural, technological, or man-made, to serve as the basis for the basic plan and annexes. This hazard analysis has been continually updated and its latest version is contained in the Doddridge County Hazard Mitigation Plan. The second step assessed the resources of each governmental entity and the third step was to develop response procedures based solely on the resources.

Regular review of this plan as well as emergency exercises and actual emergency occurrences serve to refine and clarify these emergency responsibilities and contribute to the ongoing planning process. The DCOEM has, at times, employed the services of a consultant to assist in the review of the plan. Such consultants have provided objective, third-party analysis and encouraged continued participation by all organizations involved in the planning process. The DCOEM ensures that all revisions to the plan are coordinated with the original planning partners.

Date _____

DCOEM Director _____

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

RECORD OF CHANGES

This document serves as a record of the changes and revisions made to the Doddridge County Emergency Operations Plan. All significant revisions should be logged in this section, with the exception, of the correction of typographical and other such errors.

Date	Description of Change	Initials
2014	<ul style="list-style-type: none">• Integrated NRF elements into appropriate annexes.• Integrated VWEOP elements into appropriate annexes.• Created “annex front pages” to assist in user-navigation of the plan• Updated ICS references throughout plan.• Integrate the concept of the EOC as a MACS into the plan.• Upgraded public information considerations through the JIC/JIS.	DCOEM

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

RECORD OF CHANGES

This document serves as a record of the changes and revisions made to the Doddridge County Emergency Operations Plan. All significant revisions should be logged in this section, with the exception, of the correction of typographical and other such errors.

Date	Description of Change	Initials
2017	<ul style="list-style-type: none">• Addition of a Basic Plan• Updates to Introductory Material• Forward & Promulgation Statement• Situation and Assumption• Concept of Operations• Roles and Responsibilities• Direction and Control• Continuity of Government• Administration and Logistics• Plan Development and Maintenance• Authorities• Authorization• List of Appendices• Annex "A"• Annex "B"• Annex "C"	DCOEM

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

RECORD OF CHANGES

This document serves as a record of the changes and revisions made to the Doddridge County Emergency Operations Plan. All significant revisions should be logged in this section, with the exception, of the correction of typographical and other such errors.

Date	Description of Change	Initials
2018	<ul style="list-style-type: none">• Plan re-written into one Word document as no digital copy existed• Review of whole plan to ensure edited and correct	DCOEM

EMERGENCY PROCLAMATION

Doddridge County, West Virginia _____, 20_____

WHEREAS Doddridge County, West Virginia has been or is immediately threatened by a natural/technological/man-made hazard, and

WHEREAS a state of emergency has been declared by the County Commission of Doddridge County.

NOW, THEREFORE, we, the Doddridge County Commission, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the West Virginia Code which are applicable to the conditions and have caused the issuance of this proclamation be in full force and effect in the county for the exercise of a necessary emergency authority for protection of the lives and property of the people of Doddridge County and the restoration of local government with a minimum of interruption. Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Chapter 15, Article 5 of the West Virginia Code. All public offices and employees of Doddridge County are hereby directed to exercise the utmost diligence in the discharge of duties required by them for the duration of the emergency and in execution of emergency laws, regulations, and directives.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency management forces in executing emergency operations plans and to obey and comply with the lawful direction of properly-identified officers. All operating forces will direct their communications and requests for assistance and new operations directly to the Emergency Operations Center.

In witness, we have hereunto set our hand this _____ day of _____, 20 _____ A.D.

Doddridge County Commission President

Doddridge County Commissioner

Doddridge County Commissioner

SITUATION AND ASSUMPTIONS

A. Situation

1. Appraisal of the Threat

a. The Doddridge County Hazard Mitigation Plan contains a detailed risk assessment outlining how the following hazards threaten the county.

1. Weather-related emergencies

- a. Floods
- b. Severe wind and tornadoes
- c. Winter storms
- d. Drought

2. Forest and grass fires (wildfires)

3. Subsidence

4. Moderate earthquakes

b. Additional man-made and technological hazards that could affect Doddridge County include:

1. Hazardous materials incidents/accidents

2. Structural fires

3. Dam failures

4. Explosions

5. Industrial accidents

6. Transportation accidents

7. Water and air contamination

8. Terrorism (domestic or international)

c. A shortage of critical resources, including water, fuel, or power, also constitutes a hazard to the county.

2. Geographic and Demographic Characteristics

a. The land area of Doddridge County is 319.72 square miles (2010 U.S. Census) with a population of 8176 (2015 estimate).

b. West Union is the county seat and has a population of 825 (2010 Census).

c. Unincorporated communities

1. Center Point

2. New Milton

3. Smithburg

4. Ashley

d. Education

1. Doddridge County Elementary/Middle/High School

e. The economy of Doddridge County can be classified into five (5) categories:

1. Farming

2. Timbering

3. Oil and Gas

4. Business of County Government

5. Public Education

f. Transportation

1. US Routes: 50

2. State Route: 18

3. State Route: 23

g. Media

1. Newspapers: The Doddridge Independent, Herald Record, West Union, Exponent Telegram, Clarksburg.

2. Radio (AM): 1490, WTCZ, 920, WMMN

3. Radio (FM): WVGW 89.7 (West Union), 101.3 (Clarksburg), 103.3 (Clarksburg), 106.5 (Morgantown), 97.9 (Morgantown), 97.1 (Sutton), 100.9 (Harrisville), 103.1 (Parkersburg), 105.7 (Salem)

4. Television: WBOY, WDTV, WTAP

h. Climatology

1. Temperature

a. Mean Annual Average: 54 F

b. January: 20 F (low), 38 F (high)

c. July: 65 F (low), 84 F (high)

2. Precipitation: Annual Average Total – 41.5”, Annual Snowfall Range – 25-30”

3. Other situations are included in each functional annex relevant to the subject being addressed.

B. Assumptions

1. Emergencies and disasters will occur in Doddridge County.

2. In addition to hazards listed above, catastrophic events, including but not limited to a plane crash, pandemic health crisis, school shooting, hostage situation, etc. may occur.

3. When required, a local “State of Emergency” will be declared by local officials who will activate the provisions of this plan and the county Emergency Operations Center (EOC).

4. Assistance may be provided by higher levels of government if local resources are exhausted or overwhelmed.

5. Depending on the severity and magnitude of the situation, the affected area may be able to cope effectively with the situation. However, it may be necessary to request assistance from volunteer organizations, private enterprises, mutual aid organizations, or state and/or federal sources.

6. Some incidents may occur after implementation of warning and other preparedness and public protection measures, but others may occur with little or no warning.
7. During large incidents or events encompassing several separate incidents, the response activities of differing functional areas will overlap. Incident command and resource management must be completed with this overlap in mind.
8. Additional assumptions are addressed in each functional annex that are relevant to the subject of the annex.

CONCEPT OPERATIONS

A. Basic Policies

1. The responsibility of the Doddridge County Commission and the Doddridge County Office of Emergency Management (DCOEM) is to protect life and property from the effects of hazardous events.
 - a. The ultimate authority to activate this plan rests with the Doddridge County Commission. Such activation will most likely be based on recommendations from the DCOEM or other emergency services providers.
 - b. The Chief Executive Official (CEO) of incorporated and unincorporated areas is ultimately responsible for protecting lives and property within their jurisdiction. During events contained entirely within the boundaries of incorporated areas, these CEOs may request the activation of this plan for support purposes.
 - c. Based on recommendations from the DCOEM and other emergency services providers, the county commission may declare a “state of emergency” and activate this plan and the county EOC. In order, for assistance from a higher level of government to be rendered, a “state of emergency” should be declared.
 - d. Municipalities may also declare a “state of emergency” for their jurisdiction which would activate any emergency plans or procedures they may have in place. It is assumed that a municipality will request resource assistance from neighboring municipalities and/or the county emergency management structure prior to requesting assistance from the state or federal level. For this reason, all requests for state (and subsequently federal) assistance in Doddridge County should be channeled through the county EOC.

2. This plan is activated for major county disasters, not for minor local emergencies. If a minor local emergency escalates to the point that external resources, public information, or operational support is necessary, then the appropriate portions of this plan should be activated.

3. When the emergency/disaster exceeds the county's capability to respond, assistance may be requested from the WV Division of Homeland Security and Emergency Management (WVDHSEM). Federal assistance may be requested and coordinated by the WVDHSEM. (See II.C. below).

a. While assistance can be requested from the state and federal government, emergency response is primarily a local endeavor. The National Response Framework (NRF), from which the WV Emergency Operations Plan (WVEOP) and this plan are derived, is based on the "lowest" jurisdictional level possible.

b. Requests from higher levels of government should conform to National Incident Management System (NIMS) criteria,

4. Resources, such as the American Red Cross (ARC), Salvation Army, hospitals, Non-Governmental Organization (NGOs), Voluntary Organizations Active in Disaster (VOADs), and other private enterprises may be called upon to supplement local government resources.

5. When appropriate, services for special needs populations (e.g. handicapped, elderly, non-English speaking, children, incarcerated, etc.) should be considered and implemented detailed in Annex Q: Special Needs and Vulnerable Populations.

6. From an operational standpoint, the NIMS outlines the management of an emergency/disaster response with three (3) components: Incident Command System (ICS), a Multi-Agency Coordination System (MACS), and a Joint Information System (JIS).

a. The ICS is used to manage activities on-scene. The ICS is detailed in Annex A: Direction and Control.

b. The Doddridge County EOC is an example of a MACS. EOC operations are detailed in Annex A: Direction and Control.

c. Emergency public information and some notification/warning information, as well as media relations, are managed by a JIS. The county's JIS is detailed in Annex D: Public Information.

B. Inter-Jurisdictional Relationships

1. Emergency response to an incident takes place under the direction and control of the local government having jurisdiction. If an incident occurs within municipal boundaries, the affected municipality had direction and control. Incidents occurring in the unincorporated portions of the county are under the direction and control of the county commission.
2. If an incident expands to include multiple jurisdictions, direction and control, still, remains with the local governments having jurisdiction. In other words, local governments retain control over their own resources throughout the response. On-scene command transitions to a unified or area command structure, with the lead likely coming from the jurisdiction in which the incident originated. County government, through the DCOEM, is available to support the operation.

C. State and Federal Involvement

1. State

- a. For emergency or disaster situations that exceed the combined capabilities of all local emergency response organizations (and dubbed an “incident of state significance”), the State of West Virginia, through the WVDHSEM, can provide direct services and assistance to the affected county and can act as a channel of obtaining and providing additional resources from outside the state and from the federal government.
- b. When the WVDHSEM provides emergency assistance, which may include on-site representation, the overall command and control authority remains with the local jurisdiction, unless local control is otherwise relinquished or if state or federal law requires the transfer of authority to a specified state or federal agency.
- c. The WVEOP calls for all state departments and agencies with emergency responsibilities to provide direct assistance to local jurisdictions where possible and to participate in local EOP activities.
- d. The WVEOP expects local jurisdictions to have fully committed and depleted all locally available resources before requesting assistance from a higher level of government.

2. Federal

- a. Requests for federal assistance should come from the State EOC (SEOC).
- b. Federal to local coordination is most likely to be through state representatives.
- c. In an “incident of national significance”, the Secretary of Homeland Security, in coordination with other federal departments and agencies, initiates actions to prevent, prepare for, respond to, and recover from the incident. These actions are taken in conjunction with state and local authorities and may occur regardless of whether federal assistance is requested.
 1. Federal representatives should coordinate with state and local jurisdictions to establish the Joint Field Office (JFO) if federal assistance had been requested or deployed.
 2. Local and state representatives may be invited to participate in the JFO to manage the integration of on-going local and state incident management objectives/operations into the federal response.
- d. Overall federal support to the incident command structure on-scene is coordinated through the JFO.

D. Training

1. The following training (most recent course versions), at a minimum, should be completed by all new employees, recruits, and first responders who have a direct role in emergency preparedness, incident management, or response for NIMS compliance.
 - a. IS-100 (Introduction to ICS)
 - b. IS-200 (Basic ICS)
 - c. IS-700 (NIMS: An Introduction)
 - d. IS-800 (NRF)
2. Emergency responders with the potential to hold command positions (e.g. officers, etc.) should also take IS-300 (Intermediate ICS) and IS-400 (Advanced ICS).
3. More detailed courses may also be completed as part of an on-going training program. Such courses:

a. IS-402 (ICS for Local Elected Officials)

b. IS-702 (Public Information)

c. IS-703 (Resource Management)

4. Several agencies throughout Doddridge County offer training opportunities, such as the DCOEM, the Doddridge County Local Emergency Planning Committee (LEPC), and individual response agencies. Additionally, training for first responders can be obtained through their respective departments, as well as the WVDHSEM, WVU Fire Service Extension, etc.

5. Individual agencies' Operating Guidelines (OGs) detail other training requirements.

6. THE DCOEM and other emergency services organizations should conduct periodic exercises to confirm the effectiveness of training received and responsibilities in this plan as well as overall NIMS implementation. The DCOEM maintains an exercise schedule with the appropriate sections of the WVDHSEM.

ROLES AND RESPONSIBILITIES

A. General

1. Most departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management protocols and OGs.

2. Specific agency roles and responsibilities are addressed in the annexes of this plan. Responsibilities for certain organizations that are not a part of local government are also presented.

B. Responsibilities

1. Primary

a. Doddridge County Commission

I. Appropriate funds for emergency management.

II. Ensure that personnel, equipment, and supplies are available for emergency operations.

III. Delegate appropriate authorities to the DCOEM Director to ensure efficient emergency management.

IV. Establish a local EOC to coordinate emergency operations and officially activate it during times of emergency.

V. Establish and reference mutual aid agreements with public and private agencies.

VI. If appropriate and upon recommendation from experts at the local level, declare a “state of emergency”.

b. Doddridge County Office of Emergency Management (DCOEM)

I. Advise county and municipal governments on matters of emergency management.

II. Prepare and maintain a plan for emergency response and management activities.

III. Design and conduct exercises to ensure the plan is current and effective.

IV. During emergencies, activate and manage EOC.

V. Serve as liaison to state and federal officials during local states of emergency.

VI. Offer training, as applicable and in accordance with NIMS criteria, to ensure that local responders are qualified and prepared to undertake emergency operations.

VII. Develop and maintain a properly categorized and typed resource manual (per NIMS requirements) to assist in the emergency procurement of necessary resources.

2. Support

a. WV Division of Homeland Security and Emergency Management

I. Develops, tests, and maintains the WVEOP.

II. Receives local resource requests.

III. Coordinates state agency response to an incident.

IV. Activates and staffs the SEOC, if appropriate.

V. Requests and coordinates federal assistance to an emergency/disaster.

b. US Department of Homeland Security

I. As per Executive Order #12148, the USDHS coordinates all federal disaster assistance, including military support provided to state and local governments.

II. Coordinates ESF #5 (of the NRF) operations with all other activated.

III. ESFs to ensure the federal response is integrated with state and local objectives.

C. Extraordinary Responsibilities Listed in the NRF

1. The local CEO requests state and, if necessary, federal assistance through the governor of West Virginia (accessed through the SEOC) when all local capabilities have been exhausted.

2. In some instances when federal agencies maintain local offices, the resources of that local federal agency office may be utilized during the response. The DCOEM, upon direction by the county commission, negotiates mutual aid agreements with those offices. Federal agency office personnel respond under their appropriate Emergency Support Function (ESF) of the NRF.

3. Specific interactions between local agencies and the federal government (as outlined in the NRF) are discussed in the individual annexes of this plan.

DIRECTION AND CONTROL

A. The Doddridge County Commission is responsible for the policy making, coordination, and direction and control over all emergency management activities within Doddridge County that occur outside of municipal jurisdictions. Policy decisions may be based on recommendations or other information provided by the DCOEM.

B. In basic terms, Doddridge County responders utilize the ICS to manage on-scene activities. The ICS, including how an Incident Commander (IC) is selected, is detailed in Annex A: Direction and Control.

C. The Doddridge County EOC is a MACS that facilitates policy and decision making, coordination, and overall direction and control of emergency responders when an incident exceeds the capabilities of the ICS organization. The Doddridge County EOC is the primary and centralized location for multijurisdictional direction and control of emergency response activities in the county. EOC capabilities are further detailed in Annex A: Direction and Control.

D. Public information is managed through a JIS to ensure consistency from release to release. A physical Joint Information Center (JIC) may be established within or near the EOC to coordinate and manage the JIS.

CONTINUITY OF GOVERNMENT

A. General

1. Each element of Doddridge County's government is responsible to take or have taken, action to:

- a. Predesignate lines of succession.
- b. Pre-delegate authorities for the successors to key personnel.
- c. Make provisions for the preservation of records.
- d. Develop plans and procedures for the relocation of essential departments.
- e. Develop specific procedures to deploy essential personnel, equipment, and supplies to maximize their survival.

2. Each jurisdiction should include continuity of government in its emergency operations plan.

B. Lines of Succession

Lines of succession are developed to ensure that decisions can be made to direct response and recovery efforts. If the responsible individual is, for whatever reason, unable to fulfill his/her duties, the backups identified herein are notified and assume applicable responsibilities.

1. County Commission

- a. Commission President
- b. Commissioners, in order of seniority
- c. Sheriff

2. Doddridge County OEM

- a. DCOEM Director
- b. DCOEM Deputy Director
- c. In the event both the Director and Deputy Director are unable to fulfill emergency management duties, continuity as per incident command protocols should be followed. The county commission is then responsible for emergency management duties by completing them directly or appointing a qualified individual.

3. County Departments

- a. Lines of succession for county departments are specified in individual Operating Guidelines (OGs)

C. Preservation of Records

1. Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions, as well as all records and documents necessary for the continued operation of the local government. It is further the responsibility of all Doddridge County and municipal officials to ensure that all records are secured and protected from damage or destruction at all, times.
2. Elected officials shall ensure that all legal documents of a public and private nature recorded by the designated official (i.e. clerks, assessors, tax collectors) be protected and preserved in accordance with state law. An alternate location for safeguarding vital records have been prioritized by all governmental offices throughout Doddridge County.

3. Responsibilities of Local Governments

- a. Identify, in advance, priority categories of essential records. Categories should include records necessary to continue critical government functions, records required to protect the rights and interests of citizens, records that may be needed during an emergency response, etc.
- b. Label all records within the priority categories with identifiable markings, TO INCLUDE PRIORITY OF EVACUATION.
- c. Assess the vulnerability if stored records to direct and secondary damage from various hazards.
- d. Evaluate and designate alternate storage locations with respect to potential hazards.
- e. Make, arrangements for the transport of records to the alternate storage location(s).
- f. Safeguard vital computer information and records.

ADMINISTRATION AND LOGISTICS

A. Administration

1. Administration of emergency management activities in Doddridge County is conducted on a daily, non-emergency basis by the DCOEM.
2. During the response and recovery phases, the emergency management program is coordinated by the DCOEM Director with responders and CEOs at the scene and in the activated EOC in accordance with the written procedures set forth in this plan and in organizational Operating Guidelines (OGs).
3. Required reports should be submitted to the appropriate authorities in accordance with individual annexes. Each participating department/agency is required to submit an after-action report to the Doddridge County Commission/OES within 10 days after the termination of emergency response activities. Records of expenditures and obligations in emergency operations should be maintained by local governments and agencies employing their own bookkeeping procedures (including personnel overtime, equipment used, contracts initiated, etc.). Emphasis should be placed on meeting applicable audit requirements.

a. Resource Procurement Actions before a Declaration of Local “State of Emergency”: Every effort should be made to meet requirements with local government resources. County/municipal officials should be contacted without regard to normal business hours to assist in obtaining those necessary items that are not readily available in the stocks of committed local governments. Unless specifically authorized by the appropriate municipal/county official, normal procurement guidelines should prevail.

b. Resource Procurement Actions after a Declaration of Local “State of Emergency”

c. Various programs, such as the USDHS’ (FEMA) Public Assistance (PA) and Individual Assistance (IA), loans/grants through the Small Business Administration (SBA), etc. may be available to recover disaster-related costs.

4. After-Action Critique

a. Following a major emergency response, the DCOEM Director should schedule a critique of the emergency response actions. The DCOEM Director is also responsible for ensuring that the initiatives discussed during a critique session are implemented.

b. During the critique, participants should review the effectiveness of actions taken, resource shortcomings, etc. The purpose of the meeting would be to highlight strengths and weaknesses and identify measures that can improve preparedness and operational readiness.

c. The DCOEM should facilitate revisions to the appropriate sections of this plan, if necessary.

5. All legal issues regarding emergency preparedness, response, and recovery are addressed by the county’s legal counsel.

B. Logistics

1. In the event, that the county’s resources prove to be inadequate during a response, requests can be made for assistance from other jurisdictions, higher levels of government, and other agencies.

a. Resource requests should be in accordance with the existing mutual aid agreements.

b. Requests to higher levels of government should include NIMS resource types and categories (see Annex H: Resource Management).

2. Procedures have been identified to ensure that authorized personnel are in place at all, times to approve emergency resource procurement and expenses.

PLAN DEVELOPMENT AND MAINTENANCE

A. This plan has been developed by the DCOEM in accordance with guidance provided by the WVDHSEM and the US Department of Homeland Security.

B. The DCOEM Director should ensure that this plan is periodically updated. A minimum of three (3) annexes should be updated annually. More extensive updates may be conducted in response to actual events or exercises that identify deficiencies in the plan. The DCOEM is responsible for distributing plan updates.

AUTHORITIES

A. Federal

1. The Homeland Security Act of 2002, Public Law 107-296, 6 USC 101 et. seq., November 25, 2003.
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 USC Section 5121, et. seq.
3. The Public Health Security and Bioterrorism Preparedness and Response Act of 2002, Public Law 107-188, 42 USC 247d.
4. National Plan for Telecommunications Support in Non-Wartime Emergencies.
5. Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CFR Part 13.
6. The Price-Anderson Amendments Act, Public Law 100-408, 102 Stat. 1066, 1988.
7. The Comprehensive Environmental Response, Compensation, and Liabilities Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986, 42 USC 9601, et. seq., and The Federal Water Pollution Control Act (Clean Water Act), as amended, 33 USC 1251, et. seq.

8. The National Emergencies Act, 50 USC § 1601-1651, as amended.
9. Emergencies Involving Chemical or Biological Weapons, 10 USC § 382, as amended.
10. Emergencies Involving Nuclear Materials, 18 USC 831(e), as amended.
11. The Occupational Safety and Health Act, 29 USC § 651-658, as amended.
12. The Cooperative Forestry Assistance Act of 1978, 16 USC § 2101-2114, as amended.
13. Executive Order 12148, Designation of the USDHS as the Primary Agency for Coordination of Federal Disaster Relief, Emergency Assistance, and Emergency Preparedness.
14. Executive Order 12333, United States Intelligence Activities.
15. Executive Order 12382, President's National Security Telecommunications Advisory Committee (NSTAC).
16. Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
17. Executive Order 12580, Superfund Implementation
18. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities.
19. Executive Order 12742, National Security Industrial Responsiveness.
20. Executive Order 12777, Implementation of Section 311 of the Federal Water Pollution Control Act.
21. Executive Order 12919, National Defense Industrial Resources Preparedness.
22. Executive Order 13284, Amendment of Executive Orders and Other Actions in Connection with the Establishment of the Department of Homeland Security.
23. Executive Order 13286, Amendment of Executive Orders and Other Actions in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security.
24. Executive Order 13295, Revised List of Quarantinable Communicable Diseases.
25. Executive Order 13354, National Counterterrorism Center.

26. Executive Order 13356, Strengthening the Sharing of Terrorism Information to Protect Americans.
27. Homeland Security Presidential Directive – 1: Organization and Operation of the Homeland Security Council.
28. Homeland Security Presidential Directive – 2: Combating Terrorism through Immigration Policies.
29. Homeland Security Presidential Directive – 3: Homeland Security Advisory System.
30. Homeland Security Presidential Directive – 4: National Strategy of Combat Weapons of Mass Destruction.
31. Homeland Security Presidential Directive – 5: Management of Domestic Incidents.
32. Homeland Security Presidential Directive – 6: Integration and Use of Screening Information.
33. Homeland Security Presidential Directive – 7: Critical Infrastructure Identification, Prioritization, and Protection.
34. Homeland Security Presidential Directive – 8: National Preparedness.
35. Homeland Security Presidential Directive – 9: Defense of United States Agriculture and Food.
36. Homeland Security Presidential Directive – 10: Biodefense for the 21st Century.
37. Homeland Security Presidential Directive – 11: Comprehensive Terrorist Related Screening Procedures.
38. Homeland Security Presidential Directive – 12: Policy for a Common Identification Standard for Federal Employees and Contractors.
39. Homeland Security Presidential Directive – 13: Maritime Security Policy.
40. Homeland Security Presidential Directive – 14: Domestic Nuclear Detection.
41. Homeland Security Presidential Directive – 15: [on the war on terrorism]

B. State

1. West Virginia Executive Order 20-04, December 23, 2004.
2. West Virginia Code, Chapter 6, Article 1, Executive and Judicial Succession, as amended.
3. West Virginia Code, Chapter 15, Article 5, as amended.
4. West Virginia Legislature, House Bill 2018, March 3, 1982.
5. State of West Virginia Memorandum of Understanding, November 1966.

AUTHORIZATION

County Commission President _____ Date _____

Commissioner _____ Date _____

Commissioner _____ Date _____

LIST OF APPENDICES

Appendix 1: Sample Emergency Proclamation

Appendix 2: Glossary

SAMPLE EMERGENCY PROCLAMATION

The following sample emergency proclamation can be used if the need to declare a “State of Emergency” arises in Doddridge County. These instructions will assist in preparing the proclamation and notifying applicable agencies/organizations that a proclamation has been made.

1. Instructions for Completing the Proclamation:

- a. Date the proclamation where indicated.
- b. Indicate the type of hazard threatening the community (i.e. natural/technological/man-made).
- c. Formally adopt the proclamation in accordance with normal local governmental protocols.
- d. Sign where indicated.

2. Notification of Proclamation Declaration

- a. The governmental body declaring the state of emergency should notify neighboring jurisdictions (including those within Doddridge County) and the state.
 - I. As the agency to which emergency management tasks have been delegated, the DCOEM will notify neighboring jurisdictions and the WVDHSEM of a “State of Emergency” (via ETEAM) is declared by the county commission.
 - II. Of the governing body of an incorporated area declares a state of emergency, it is the responsibility if the CEO of that jurisdiction to notify neighboring jurisdictions and the WVDHSEM. That municipality should first notify the Doddridge County government in order, to obtain resource assistance that is available at the county level.

APPENDIX 1:

EMERGENCY PROCLAMATION

Doddridge County, West Virginia _____, 20_____

WHEREAS: Doddridge County, West Virginia has been or is immediately threatened by a natural/technological/man-made hazard, and

WHEREAS: a state of emergency has been declared by the County Commission of Doddridge Country.

NOW, THEREFORE, we, the Doddridge County Commission, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the West Virginia Code which are applicable to the conditions and have caused the issuance of this proclamation be in full force and effect in the county for the exercise of a necessary emergency authority for protection of the lives and property of the people of Doddridge County and the restoration of local government with a minimum of interruption. Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Chapter 15 Article 5 of the West Virginia Code. All public offices and employees of Doddridge County are hereby directed to exercise the utmost diligence in the discharge of duties required by them for the duration of the emergency and in execution of emergency laws, regulations, and directives.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and emergency management forces in executing emergency operations plans and to obey and comply with the lawful direction of properly-identified officers. All operating forces will direct their communications and requests for assistance and new operations directly to the Emergency Operations Center.

In witness, we have hereunto set our hand this _____ day of _____,
20_____ A.D.

Doddridge County Commission President _____

Commissioner _____ Commissioner _____

APPENDIX 2:
TO THE BASIC PLAN
GLOSSARY

A

Advisory – Information concerning potential disaster-causing destructive forces giving details on locations, intensity, and precautions that should be taken.

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

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

American Red Cross (ARC) – A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under a Congressional charter and is supported by the people. Internationally, it operates under the Treaty of Geneva.

Applicant – A state or local government-making request for Federal assistance under the Disaster Relief Act.

Area Command (Unified Area Command) – An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several incident management teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed. Area command becomes unified area command when an incident is multi-jurisdictional. Area command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment – The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assistant – Title for subordinates or principal command staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency – An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also “Supporting Agency”.

Available Resources – Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a staging area.

Avoidance – To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger or by other means.

B

Biological Agents – The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Branch – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the operations section, and between the section and units in the logistics section. Branches are identified by, the use of, Roman numerals or by functional area.

C

Categorical Grant – A project-by-project grant for debris removal, repairs, reconstruction, etc., after a major disaster.

Census Tract – A nonpolitical geographical subdivision of no standard size, but within a city, town, country, or other political jurisdiction. It is used by the U. S. Bureau of the Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. In most instances, a tract corresponds to a Standard Location Area (SLA).

Check-In – The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.

Chemical Agents – The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Chief – The ICS title for individuals responsible for management of functional sections: operations, planning, logistics, finance/administration, and intelligence (if established as a separate section).

Civil Air Patrol – Corporation created by Federal statute and established by law as a voluntary, civilian auxiliary of the United States Air Force. CAP has the major task of performing search and rescue missions.

Code of Federal Regulations – Title 44, refers to Emergency Management and Assistance and Homeland Security.

Command – The act of directing, ordering, or controlling by virtue, of explicit statutory, regulatory, or delegated authority.

Command Staff – In an incident management organization, the command staff consists of the incident commander and the special staff positions of command staff public information officer, safety officer, liaison officer, and other positions as required, who report directly to the incident commander. They may have an assistant or assistants, as needed.

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

Communications Unit – An organizational unit in the logistics section responsible for providing communication services at an incident or an EOC. A communications unit may also be a facility (e.g. a trailer or mobile van) used to support an incident communications center.

Comprehensive Emergency Management – An all-inclusive approach in combining the four phases of management. Mitigation: those activities, which eliminate or reduce the possibility of disaster. Preparedness: those activities which governments, organizations, and individuals develop to save lives and minimize damage. Response: to prevent the loss of lives and property and emergency assistance. Recovery: short and long-term activities, which return all systems to normal or improved standards.

Congregate Care Facilities – Public or private building in the host area that may be used to lodge and care for evacuees. Assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter”.

Consequence Management – Addressing the effects of terrorist threats or incidents on people, property, and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In a WMD/NBC incident, consequence management includes emergency management missions as described in the National Response Plan (NRP).

Construction Practices – Codes, standards and specifications applicable to repairs, or to alterations or new construction of a facility or structure.

Contamination, Radiological – The deposit of radioactive material on the surfaces of structures, areas, objects, or personnel following a nuclear explosion.

Contributions – Federal Financial Assistance, also called Matching Funds. These funds are provided by the Federal Government to match those provided by the State or Local government. They are used for the purchase of supplies, equipment, emergency administrative expenses, and reimbursement of student expenses while attending authorized courses.

Cooperating Agency – An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate – To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Counterforce Targets – The FBI conducts an interagency threat assessment that indicates that the threat is credible and confirms the involvement of a WMD in developing terrorist incidents.

Crisis Management- “The law enforcement response to the causes of terrorist incidents, terrorists and their weapons.” It includes measures to identify, acquire, and plan for the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism. In an incident, a crisis management response may include traditional law enforcement missions (i.e. intelligence, surveillance, negotiations, forensics, investigations relating to apprehending the terrorist, etc.) and technical support missions (i.e. agent identification, search, disablement, transfer and disposal, and limited decontamination relating to the weapons).

D

Damage Assessment – The appraisal or determination of the actual effects resulting from conventional or nuclear bombs or weapons.

Damage Classification – For the purpose of reporting damage assessments, damage to structures, or objects, (it) has been divided into three categories: Severe Damage – A degree of damage that precludes further use of the structure or object for its intended purposes without essentially complete reconstruction. Moderate Damage – A degree of damage to principal members that precludes effective use of the structure or objects for the intended purpose unless major repairs are made. Light Damage – A degree of damage to buildings resulting in broken windows, slight damage to roofing and siding, blowing down light interior partitions, and slight cracking of curtain walls. Damage, which does not prevent the use of equipment or installations for the purposes intended.

Damage Estimation – Forecasting the probable effects of enemy attack upon the human and material resources located in a specified area.

Decontamination, Radiological – The reduction or removal of contaminating radioactive material from a structure, area, object, or person.

Deputy – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the incident commander, general staff, and branch directors.

Disaster – An occurrence threatening the health, safety, or property of a community or larger area. Types include manmade, natural, or war-related; such as nuclear attack, earthquakes, floods, drought, mine cave-ins, landslide, tornado, severe winter storm, wildfire, civil disorder, dam failure, hazardous materials incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), and urban fire, as well as many others.

Disaster Assistance Center – A local center following a major disaster, staffed by various state and federal agencies to provide, assistance, to individuals.

Dispatch – The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division – The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the operations chief. A division is located within the ICS organization between the branch and resources in the operations section.

Dose – A quantity (total or accumulated) of ionizing (or nuclear radiation experienced by a person or an animal).

Dose Rate – The amount of ionizing (or nuclear) radiation to which an individual would be exposed, or which he/she would receive per unit of time.

Dosimeter – An instrument for measuring and registering total accumulated exposure to ionizing radiations.

E

Electromagnetic Pulse (EMP) – Energy radiated by nuclear detonation, which may affect or damage electronic components and equipment.

Emergency – Absent a Presidentially declared emergency, any incident(s), human caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property, public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Alert System (EAS) – Consists of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other, national emergency.

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

Emergency Operations Plan (EOP) – The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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

Emergency Response Provider – Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as “Emergency Responder”.

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

Evacuee – The individual who is moved to a less hazardous area. Also, may be called a relocate.

Event – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g. parades, concerts, or sporting events.

Executive Order – A rule or order having the force of law, issued by an executive authority of a government.

F

Federal – Of or pertaining to the federal government of the United States of America.

Function – Function refers to the five (5) major activities in ICS: command, operations, planning, logistics, and finance/administration. The term “function” is also used when describing the activity involved, e.g. the planning function. A sixth function – intelligence – may be established, if required, to meet incident management needs.

G

General Staff – A group of incident management personnel organized according to function and reporting to the incident commander. The general staff normally consists of the operations section chief, planning section chief, logistics section chief, and finance/administration section chief.

Grant-in-Lieu – In major disaster, the scope of work may include improvements.

Greenwich Mean Time – The solar time at the Greenwich Meridian. Also called ZULU time or Coordinated Universal Time.

Group – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the operations section. See “Division”.

H

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

Hazardous Material – Any substance or material a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, or explosive. Chemical – Toxic, corrosive, or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, mineral fibers, (asbestos). Biological – Microorganisms of associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like; imported unprocessed wool fibers. Radiological – Any radioactive substance emitting ionizing radiation at a level to produce a health hazard. Explosive – Material capable of releasing energy with blast effect in a split second upon activation the released energy usually damages or destroys objects in close proximity to the blast.

Host Area – A specified area unlikely to experience direct weapons effects (blast of 2 psi or more, heat and initial nuclear radiation) from a nuclear attack and designated for reception and care of risk area evacuees.

I

Incident – An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war related, disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

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

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

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

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

Incident Management Team (IMT) – The IC and appropriate command general staff personnel assigned to an incident.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action – The actions taken by those responders first to arrive at an incident site.

Initial Response – Resources initially committed to an incident.

Intelligence Officer – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g. classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

J

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

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

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

K

Key Worker – An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host county residents. To insure the continuance of the nation's production capabilities and preservation of the economic system.

L

Land Use Regulations – Includes zoning for purpose compatible with prudent hazard mitigation practices and both preventive and corrective restrictions on construction, repairs or alterations of facilities within specified areas. Preventive restrictions provide regulation of new land use such as use of high flood hazard areas for parks, farms and recreational areas. Corrective restrictions tend to address existing problems and include flood proofing, property acquisition, insurance and removal of non-conforming uses.

Liaison – A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer – A member of the command staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government – A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Local Warning Point – A facility in a city, town or community, which receives warnings and activates the public warning system in its area of responsibility.

Logistics – Providing resources and other services to support incident management.

Logistics Section – The section responsible for providing facilities, services, and material support for the incident.

M

Major Disaster – As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this act to supplement the efforts and available resources of states, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective – A management approach that involved a four (4)-step process for achieving the incident goal. The “management by objective” approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation – The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building

codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization – The process and procedures used by all organizations (federal, state, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Coordination Entity – A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination System – Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical response allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-Jurisdiction Incident – An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under unified command.

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

N

National – Of a nationwide character, including the federal, state, local, and tribal aspects of a governance and polity.

National Disaster Medical System – A cooperative, asset-sharing partnership between the US Department of Health and Human Services, the US Department of Veterans Affairs, the US Department of Homeland Security, and the US Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the National Response Plan.

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

National Response Plan (NRP) – A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one (1) all discipline, all-hazards plan.

National Warning Center – The facility staffed by Attack Warning Officers situated within the combat operations center at NOAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.

National Warning System (NAWAS) – The Federal portion of the civil Defense Warning System, used for the dissemination of Warning and other emergency information from the warning Centers of Regions to Warning Points in each State.

Nongovernmental Organization – An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

Nuclear Radiation – Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiations, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

Nuclear Weapon – A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both.

O

On-Site Assistance – A community readiness survey process, involving Federal, State and local personnel, to determine the current operational readiness of a, particular local, jurisdiction, to identify deficiencies, and to develop a course of future actions that will maximize capabilities to conduct coordinated operations in extraordinary operations.

Operation – The process of applying resources to events to achieve specific objectives.

Operational Period – The time scheduled for executing a given set of operation actions, as specified in the incident action plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

P

Peacetime Disaster – Peacetime disaster includes the national disasters as well as the explosions, nuclear accidents, aircraft crashes in populated areas, etc.

Personnel Accountability – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principle and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the incident action plan.

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the incident action plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols,

and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations – The groups and for a that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Presidential Declared Emergency – To avert or lessen the threat of major disaster.

Presidential Declared Major Disaster – Triggers the disaster relief act for state and local assistance.

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

Private Sector – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and information structures, commerce and industry, and private voluntary organizations.

Processes – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer – A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. A county-level public information officer may also be named to function from an activated EOC that supersedes the command staff public information officer.

Publications Management – The publications management subsystem includes materials development, publications control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident, regardless of the location or the responding agencies involved.

Q

Qualification and Certification – This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R

Radiation Exposure Record – The card issued to individuals for recording their personal radiation exposure doses.

Radio Amateur Civil Emergency Service (RACES) – An emergency service designed to make efficient use of the reservoir of skilled radio amateurs throughout the Nation in accordance with approved civil defense communications plans. Many of the stated and local governments have federally approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency or emergency condition.

Radiological Monitor (RM) – An individual trained to measure, record, and report radiation dose and dose rates. Provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and perform operator's maintenance of radiological instruments.

Radiological Protection Program (RPP) – The organization effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception areas provide accountability, security, situational awareness briefings, safety awareness, distribution of incident action plans, supplies and equipment, feeding and bed down.

Recovery – The development, coordination, and executing of service and site restoration plans; the reconstruction of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan – A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management – Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements; the use of special federal, state, local, and tribal teams; and resource mobilization protocols.

Resources Unit – Functional units within the planning section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

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

S

Safety Officer – A member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g. operations, planning, logistics, finance/administration, and intelligence (if established). The section is organizationally situated between the branch and the incident commander.

Shelter Facility – A building or subsurface enclosure, other than a single, family dwelling, which contains fallout shelter meeting fallout shelter criteria.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (under the NUMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area – Location established where resources can be placed while awaiting a tactical assignment. The operations section manages staging areas.

State – When capitalized, refers to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Statement – Information on developing severe weather, which has occurred or is in existence, which is disseminated to clarify rumors.

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

Strike Team – A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy – The general direction selected to accomplish incident objectives set by the incident commander.

Supporting Technologies – Any technology that may be used to support the NUMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

T

Task Force – Any combinations of resources assembled to support a specific mission or operational need. All resource elements within a task force must have common communications and a designated leader.

Technical Assistance – Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive or critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian populations or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

Tools – Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Traffic Control Points – Places along evacuation routes that are manned by law enforcement personnel. To direct and control movement to and from the area that is being evacuated.

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

Type – A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams; experience and qualifications.

U

Unified Area Command – A unified area command is established when incidents under an area command are multi-jurisdictional. See “Area Command”.

Unified Command – An application of ICS used when there is more than one (1) agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single incident action plan.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

V

Volunteer – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept, volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 USC 741f(c) and 29 CFR 553.101.

W

Warning – The alerting of civil defense forces and the public to the threat of extraordinary danger and the related effects of both the enemy caused and natural disorders.

Warning Point – A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with State and local plans.

Watch – An announcement indicating that conditions are such that a specific type of destructive force may develop.

Weapon of Mass Destruction – Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the above; (2) poison gas; (3) any weapon involving a disease

organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Y

Yield – The total effective energy released in a nuclear explosion. It is usually expressed in terms of the equivalent tonnage of TNT required to produce the same energy release in an explosion. The total energy yield is manifested as nuclear radiation, thermal radiation, and shock (and blast) energy. The actual distribution being dependent upon the medium in the explosion occurs (primarily) and, also, upon the type of weapon and the time after detonation.

Z

Zulu (Z) Time – Greenwich Mean Time

ACRONYMS

1. **AFRCC** – Air Force Rescue Coordination Center
2. **ALS** – Advanced Life Support
3. **ARC** – American Red Cross
4. **ARRS** – Aerospace Response & Recovery Services
5. **BOE** – Board of Education
6. **CAP** – Civil Air Patrol
7. **CEO** – Chief Executive Officer
8. **CMTF** – Crisis Management Task Force
9. **CO**- Communications Officer
10. **DAC** – Disaster Assistance Centers
11. **DOC** – Department Operations Center
12. **DPS** – Department of Public Safety
13. **EAS** – Emergency Alert System
14. **ECC** – Emergency Communications Center
15. **EMAC** – Emergency Management Assistance Compact
16. **EMP** – Electromagnetic Pulse
17. **EMS** – Emergency Medical Service
18. **EOC** – Emergency Operations Center
19. **EOP** – Emergency Operations Plan
20. **EPI** – Emergency Public Information
21. **FAA** – Federal Aviation Administration
22. **FBI** – Federal Bureau of Investigation

- 23. **FEMA** – Federal Emergency Management Administration
- 24. **FOG** – Field Operations Guide
- 25. **GIS** – Geographic Information System
- 26. **HAZMAT** – Hazardous Material
- 27. **HSPD-5** – Homeland Security Presidential Directive-5
- 28. **IAP** – Incident Action Plan
- 29. **IC** – Incident Commander
- 30. **ICAO** – International Civil Aviation Organization
- 31. **ICP** – Incident Command Post
- 32. **ICS** – Incident Command System
- 33. **IEMS** – Integrated Emergency Management System
- 34. **IFLOWS** – Integrated Emergency Flood Observing & Warning System
- 35. **IMT** – Incident Management Team
- 36. **JIC** – Joint Information Center
- 37. **JIS** – Joint Information System
- 38. **LNO** – Liaison Officer
- 39. **MSDS** – Materials Safety Data Sheet
- 40. **NAERG** – North American Emergency Response Guidebook
- 41. **NAWAS** – National Warning System
- 42. **NDMS** – National Disaster Medical System
- 43. **NGO** – Nongovernmental Organization
- 44. **NIMS** – National Incident Management System
- 45. **NRP** – National Response Plan

- 46. **NWS** – National Weather Service
- 47. **OES** – Office of Emergency Services
- 48. **OG** – Operating Guidelines
- 49. **ORM** – Other Radiological Materials
- 50. **PFR** – Protection Factor Rating
- 51. **PIO** – Public Information Officer (County or Command Staff)
- 52. **POLREP** – Pollution Report
- 53. **PVO** – Private Voluntary Organization
- 54. **R&D** – Research and Development
- 55. **RESTAT** – Resources Status
- 56. **ROC** – Regional Operations Center
- 57. **ROSS** – Resource Ordering and Status System
- 58. **SAR** – Search and Rescue
- 59. **SARA** – Superfund Amendment & Reauthorization Act
- 60. **SCBA** – Self Contained Breathing Apparatus
- 61. **SEOC** – State Emergency Operations Center
- 62. **SERC** – State Emergency Response Commission
- 63. **SITREP** – Situation Report
- 64. **SO** – Safety Officer
- 65. **TAG** – The Adjutant General
- 66. **UC** – Unified Command or Unified Commander
- 67. **USAR** – Urban Search and Rescue
- 68. **USDHS** – US Department of Homeland Security

- 69. **VHF** – Very High Frequency
- 70. **VLf** – Very Low Frequency
- 71. **WC** – Warning Coordinator
- 72. **WEAPON** – West Virginia Automated Police Network
- 73. **WMD** – Weapons of Mass Destruction
- 74. **WVDHSEM** – West Virginia Division of Homeland Security and Emergency Management
- 75. **WVDNR** – West Virginia Department of Natural Resources
- 76. **WVEOP** – West Virginia Emergency Operations Plan
- 77. **WVSP** – West Virginia State Police

Doddridge County Emergency Operations Plan

ANNEX A: Direction and Control

Related Federal ESFs

ESF #5: Emergency Management

Related State Annexes

N/A

Annex A: Direction and Control Purpose

This annex establishes the Incident Command System (ICS) as the preferred on-scene incident management tool and discusses responsibilities within it. This annex also discusses the activation, staffing, and operation of the county's Emergency Operations Center (EOC), a multi-agency coordination system. The interaction between the Incident Command Post (ICP); the Doddridge County EOC; and neighboring county, state, and/or federal multi-agency coordination systems is also addressed.

Primary Agencies

Doddridge County Office of Emergency Management (DCOEM)

Potential Incident Commanders from Local Response Agencies

Support Agencies

Local Fire Service

Local Law Enforcement

Local Health and Medical Organizations

Local Public Works Organizations

Doddridge County Schools

WV Div. of Homeland Security & Emergency Mgmt. (WVDHSEM)

American Red Cross (ARC)

US Department of Homeland Security (USDHS)

SITUATION AND ASSUMPTIONS

A. Situation

Many of the hazards which exist in Doddridge County have the potential for causing disasters of such magnitude as to make centralized command and control desirable or essential.

The Doddridge County Emergency Operations Center (EOC) is located at the Doddridge County Office of Emergency Management located in West Union at 105 Court Street, Suite 3. The Doddridge County Officer of Emergency Management has a mobile command vehicle available in the event it is needed. The secondary facility is the Doddridge/Ritchie 9-1-1 center at 4317 Lamberton Road, Pennsboro, WV 1-304-873-3253 and serves as the county's primary Dispatch.

In the event the primary EOC is unavailable, the Doddridge County Office of Emergency Services (DCOES) Director, in coordination with the county commission, may choose to establish an alternate EOC. The site of the alternate EOC can be determined on an as-needed basis.

B. Assumptions

Emergency responders are properly trained to implement and operate the Incident Command System (ICS).

Prior to the activation of the EOC, all operating/responding departments and mutual aid forces will report to the staging area or at the Incident Command Post (ICP).

The County EOC will be activated upon the occurrence or threat of occurrence of a major emergency that is (or is projected to be) beyond the capabilities of the on-scene ICS.

Once activated, the county EOC will operate on a 24-hour basis, either in two (2) 12 hour shifts or three (3) 8 hour shifts dependent on manpower.

Upon activation, the county EOC will be occupied by the Operations Section, Communications Section, and the Administration Section, who will work to implement the policy decisions and guidance as provided by the Executive Section.

All other components of the county's emergency management and response systems will operate from their normal facilities according to plans and Standard Operating Guidelines (SOGs).

CONCEPT OF OPERATIONS

A. General

The county EOC is a key component to successful response and recovery operations.

This plan posits a centralized EOC to facilitate the development of emergency response policy.

Within the EOC, decision-makers should work together to utilize resources and personnel as efficiently as possible and to lessen duplication of effort.

The EOC may also serve as the central point for obtaining, analyzing, reporting, and retaining Situation Report (SITREPS) and other disaster-related information (e.g. casualty information, property damage, fire status, number of evacuees, etc.) from field forces and/or external resources.

Direct tactical and operational decisions should not be made at the EOC. Such responsibilities rest with the incident commander and his/her staff, which remains in control of on-scene activities even after the EOC is activated.

B. Incident Command System (ICS)

In Doddridge County, the ICS should be used to manage near-term and long-term emergency operations. The ICS should be established during all emergency situations.

The most experienced or highest, ranking officer of the jurisdictional department/agency on-scene should serve as the Incident Commander (IC).

Situations in which a fire service representative may serve as the IC include, but are not limited to, the following:

1. Structure fires
2. Brush fires
3. Motor vehicle accidents (with extrication)
4. Aircraft accidents
5. Hazardous material incidents
6. Flooding
7. Transportation accidents

8. Commercial incidents (Oil & Gas)

Situations in which law enforcement representatives may serve as the IC include, but are not limited to, the following:

1. Investigations
2. Motor vehicle accidents (no extrication)
3. Terrorist incidents (domestic or foreign, until resources from higher levels of government arrive)
4. School related incidents (non-fire)

Incident command may transfer to the Emergency Medical System (EMS) or the local health organizations, if the incident is a mass casualty situation.

Representatives from other agencies may also serve as the IC under certain specialized circumstances or if command is transferred to them.

The IC should first establish an Incident Command Post (ICP) and a staging area at a nearby location safe from the direct effects of the incident. The IC should then notify the dispatching agency of the establishment of the ICS and the location of the ICP.

The IC should utilize such techniques as visual site surveys, air quality monitors (if available), interviews with eye witnesses, etc. to assess the immediate risks posed by a disaster and guide initial responder and protective actions.

The IC may determine the need for a command staff and general staff based on the situation.

The Command Staff would be comprised of the IC and selected of the following:

1. Public Information Officer (PIO)
2. Safety Officer (SO)
3. Liaison Officer (LNO)

The responsibilities for each of these positions are outlined in the “Roles and Responsibilities” section of this annex.

The General Staff may be assigned and organized by the four (4) remaining major functional elements of the ICS:

1. Operations Section
2. Planning Section
3. Logistics Section
4. Finance and Administration Section

General staff positions may be activated if or as an incident expands in size to provide for effective incident management.

Any section of the general staff can be activated at the discretion of the IC. Not all sections of the general staff may be necessary. The level of general staff involved is based on the size and complexity of the incident.

If the Operations Section is activated, the section chief should come from the jurisdiction with the greatest level of involvement when possible or can be assigned by the IC.

Each section of the general staff may also be broken into four (4) major elements.

Divisions and Groups are established when the number of resources exceeds the manageable span of control of the IC and the section chief (the target number of personnel under any single individual is five (5)). "Divisions" divide an incident into physical or geographic areas of operation. "Groups" divide an incident into functional areas of operation.

Branches are established when the number of divisions or groups exceeds the recommended span of control.

Resources may be organized in three (3) different ways, depending on the requirements of the incident:

1. Single Resources – is an individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.
2. Task Force – is a combination of mixed resources with common communications operating under the direct supervision of a Task Force Leader.
3. Strike Teams – is a set number of resources of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.

Under the ICS, an Incident Action Plan (IAP) should be developed to outline responder responsibilities, coordinate incident actions, and set measurable objectives for personnel to achieve during the response to an incident. The IAP should describe the system to incorporate the unplanned arrival of response assistance, including a standard recording process (Any on-scene arrivals during response should be immediately directed to the staging area).

The IC should ultimately be responsible for the development of the IAP.

If the planning section of the general staff is activated, the Planning Section Chief should develop the IAP. The IC would approve the IAP in this instance.

If the operations section of the general staff is activated, the Operations Section Chief should bear the responsibility if implementing the IAP.

The IC should establish a tracking/accountability system for on-scene personnel and resources, in an effort, to maintain accountability at the scene, at all times. (Such a responsibility may be delegated to another command staff member.)

The ICP should serve as a communications link between on-scene personnel if they cannot communicate directly. The IC should monitor direct communications between on-scene personnel (to the extent possible) to ensure that response objectives are being followed/achieved.

The IC may also ensure that communications are sufficient with off-scene agencies, such as hospitals, support agencies, etc. These responsibilities may be delegated to the Command Staff PIO or other designee.

The IC may directly request external resources from other response agencies as they are needed in accordance with mutual aid agreements. An accurate account of resources requested and deployed should be maintained in case the EOC is later activated. If resources from higher levels of government or from regional agencies are needed, the IC should notify the DCOEM Director (the representative of the Executive Section) and request activation of the county EOC. (resource requests to the state must be channeled through the county EOC.) Resource tracking and procurement may be delegated to the Logistics Section Chief.

The IC may request activation of the county EOC (partial or full) at any time for resource support or if the incident becomes multi-jurisdictional.

When the EOC is activated, it is the responsibility of the IC to maintain communications with appropriate representatives in the EOC. This responsibility may be designated to the Command

Staff PIO. Regular, periodic status reports should be provided to officials in the EOC (the format and frequency of reports should be specified in the IAP).

When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (USC) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact efficiently.

The Unified Commander (UC) should represent the jurisdiction of the functional agency with the greatest involvement.

In some instances, the original IC may transition to the UC. Exceptions include when resources from higher levels of government arrive on-scene (e.g. state arrival during hazardous materials incidents).

C. Emergency Operations Center (EOC)

The decision to activate the primary EOC or transfer operations to an alternate EOC can be made by the DCOEM Director or the county commission. The DCOEM Director should also formally deactivate the EOC.

Activation may be by request of the IC or by the DCOEM Director based on advanced warning of a hazard event to coordinate public information and resource deployed for a prolonged hazard event (e.g. flood, severe winter storm, etc.), or based on suggestions from higher levels of government.

The DCOEM Director should serve as the manager of the activated EOC.

Deactivation may be accomplished in stages. The DCOEM Director, as the EOC Manager, should determine what staff is necessary to clean-up and restore equipment, complete necessary documentation, etc. Unnecessary staff may be released upon the conclusion of major emergency operations. "Clean-up" staff would then be released upon the completion of assigned tasks.

The DCOEM Deputy Director may fulfill the responsibilities of the DCOEM Director, in relief, if the director is unavailable, or at the request of the director.

EOC staff should be organized into the Executive Section, Operations Section, Communications Section, and Administrative Section.

The Executive Section should be responsible for all policy decisions relating to the emergency management of the incident. Staff members include:

1. County Commissioner
2. Prosecuting Attorney
3. Mayors affected municipalities (if operating jointly with the county)
4. DCOEM Director
5. Doddridge County Public Information Officer (PIO)

The Operations Section should ensure that the policies developed by the executive section are implemented. Primarily, Operations Section staff would deploy resources to an IC, in an effort, to overcome the emergency, situation. Staff member include:

1. Fire Service Coordinator
2. Law Enforcement Coordinator
3. EMS Coordinator
4. Public Health Representative
5. Hospital Representative
6. Public Works Representative(s)
7. American Red Cross Representative
8. Doddridge County Schools Representative

The Communications Section should be responsible for supporting the communications needs of the EOC. It may also provide support to on-scene communications resources. Staff members include:

1. Communications Officer
2. 9-1-1 Center Supervisor
3. Dispatcher

The Administrative Section should be responsible for ensuring that accurate reports and records are kept, including the compiling of damage assessment information. Staff members include:

1. Resources Coordinator
2. Damage Assessment Coordinator
3. Messenger(s)
4. Plotter(s)

The DCOEM Director maintains a notification roster for EOC staff. Due to the sensitive nature of the notification roster, it is maintained separately from this plan by the DCOEM.

EOC staffing will operate on a 24-hour basis, either in to (2) 12 hour shifts or three (3) 8 hour shifts dependent on manpower.

Communications personnel within the Communications Section are responsible for maintaining communications with the ICP (or Unified Command Post) as well as other EOCs and support agencies.

One of the primary purposes of the activated EOC is to provide resource support to the ICP. The Resources Coordinator in the Administrative Section is responsible for providing appropriate situational awareness and status information so as, to properly allocate resources. This section should coordinate with the EOCs communications personnel, the Command Staff PIO (if activated), or the IC directly to establish a communications link to relay updated status information.

EOC personnel may also activate a Joint Information Center (JIC) to be managed by the county PIO to coordinate the dissemination of all public information. As such, frequent coordination would be required between the JIC and EOC.

In the event an alternate EOC is activated, direction and control authority should be transferred to the Executive Section at the alternate location. EOC representatives may transport themselves to the alternate EOC or they should be transported by emergency vehicles if circumstances make this necessary.

D. Area Command

Area command may be established when multiple incidents are being managed by a single ICS or when a very large incident includes multiple ICS organizations.

In many situations, it may be more appropriate to transition to an UCS or request the activation of the county EOC to support multiple ICs rather than transition to area command.

If desired, the IC (or UC) and the DCOEM Director should coordinate the transition to area command and the associated level of EOC support.

E. State and Federal Support

1. State

According to the West Virginia Emergency Operations Plan, jurisdictional governing bodies are expected to provide direction and control of county emergency response operations, typically from the local 9-1-1 center or EOC, when activated.

Responding local, state, and deferral resources should be integrated into the on-going ICS structure and accept tactical direction from the established IC.

In situations where multiple jurisdictions are involved, and state/federal agencies are providing significant response resources or technical assistance, the state would expect to transition to a Unified Command (UC) structure.

2. Federal

All local requests for federal resources should be channeled through the State EOC (SEOC). The determination to request federal resources will most likely be made in coordination with state resources that have already been deployed.

When federal response forces respond (or are requested to respond), those responders establish a federal-level incident management system that coordinates with state and local incident management systems (e.g. initial IP, county EOC, SEOC). The establishment of the federal incident management system is governed by Emergency Support Function (ESF) #5 of the National Response Framework (NRF).

Specific federal responsibilities to other federal agencies and within the JFO, National Response Coordination Center (NRCC), and Regional Response Coordination Center (RRCC) are detailed in ESF #5 of the NRF; however, these responsibilities are internal to federal agencies and do not directly affect the local response.

The on-scene, local ICP, county EOC, and SEOC are critical resources to the JFO and other federal multi-agency coordination systems. ESF #5 personnel should contact local

and state personnel (regardless of whether local and state personnel are requested to report to the JFO) to support local and state operations as effectively as possible.

Local and state “responsibilities” are not described by ESF #5. Due to the collaborative and support nature of the federal systems established by ESF #5, local and state responsibilities are delineated through coordination with ESF #5 personnel that are in response to an incident.

As a document, ESF #5 only assigns responsibilities applicable to operating federal incident management systems. Direct federal tactical responsibilities are also delineated through local, state, and ESF #5 personnel coordination.

ESF #5 forces should establish the Joint Field Office (JFO), which is where federal field force operations are coordinated. Thus, ESF #5 personnel may contact local and state emergency management personnel (likely in the county EOC and/or SEOC) to request a representative(s) to participate in JFO operations.

ESF #5 personnel are responsible for the facilitation of requests for further federal assistance.

ROLES AND RESPONSIBILITIES

A. Roles

The most experienced or highest-ranking officers of jurisdictional responding departments should assume the role of the IC when practical.

The EOC assumes a support role and assists the on-scene ICP as is necessary. A crucial planning assumption is that all agencies involved in the response to an incident would be operating under an ICS (including any private sector or quasi-governmental agencies that may be involved).

B. Responsibilities

1.Primary Agencies:

a. Doddridge County Office of Emergency Management

I. Activate the EOC (full or partial activation) when appropriate (in coordination with the county commission).

II. Provide for the timely notification of key EOC staff and local officials.

- III. Develop or make available an alternate EOC.
- IV. Maintain liaison and coordination with the local affected municipalities, adjacent jurisdictions, and the state.
- V. Authorize and control information given to the public via the county Public Information Officer (PIO).
- VI. Coordinate with the county commission to issue a proclamation declaring that an emergency or disaster exists.
- VII. On authority of the county commission, request a disaster or emergency declaration from the Governor only after a local declaration of emergency/disaster is issued.
- VIII. Advise decision makers on the situation and recommend actions to protect the public.
- IX. Deactivate the EOC upon the conclusion of emergency operations.

b. Fire Service:

- I. Assume an appropriate role in the ICS.
- II. See ICS staff position responsibilities below.
- III. See specific fire services responsibilities in Annex K.

c. Local Law Enforcement:

- I. Assume an appropriate role in the ICS.
- II. See ICS staff position responsibilities below.
- III. See specific law enforcement responsibilities in Annex J.

d. Local Health and Medical Organizations:

- I. Assume an appropriate role in the ICS.
- II. See ICS staff position responsibilities below.
- III. See specific EMS, public health, and other medical responsibilities in Annex G.

e. Doddridge County Schools:

I. Serves as an EOC staff member in the Operations Section if requested or if school system resources are involved or assisting in the incident.

II. See below for additional responsibilities.

f. WV Division of Homeland Security and Emergency Management (WVDHSEM):

I. Receives local resource requests.

II. Staffs and operates the SEOC.

III. Assists in the determination of the necessity of any federal resources.

IV. Requests federal resources.

g. American Red Cross (ARC):

I. Serves as an EOC staff member in the Operations Section.

II. See below for additional responsibilities.

h. US Department of Homeland Security (USDHS):

I. Coordinates ESF #5 operations.

II. Receives resources requests from the WVDHSEM.

2. Incident Command System Staff Positions:

a. Incident Commander (IC)

I. Establish the ICS upon arrival at the scene.

II. Conduct initial incident assessment (establish an ICP and a hazard zone, determine necessary public protective actions, and request resources support as necessary).

III. Assign a staging area near the ICP for those responding to the incident and designate a liaison officer to manage the area.

IV. Develop and/or approve the Incident Action Plan (IAP) to include an estimate of the duration of the incident.

V. Establish a communications link with the EOC, once activated (may be delegated to the Command Staff PIO).

VI. Develop, with the liaison and safety officers (if activated), a personnel accountability system to track personnel that are rehabilitating at the staging area,

VII. Coordinate and manage the activities of all field forces at the scene.

VIII. Prepare necessary Situation Reports (SITREPS) and coordinate them with the EOC, if activated.

IX. Conduct stand-down operations.

b. Command Staff Public Information Officer:

I. Develop accurate and complete information on the incident's cause and size, current situation, resources committed, etc.

II. Interact with the public and media and/or with pertinent agencies with incident-related information and requirements.

III. Represent and advise the IC on matters of public information.

IV. Relinquish public information responsibilities to the County PIO when the EOC is activated.

V. Serve as the on-scene link to the EOC when the EOC is active.

c. Safety Officer:

I. Ensure the general safety of the response by monitoring incident operations, including personnel tracking.

II. Implement procedures to ensure on-going assessment of hazardous environments.

III. Coordination of multi-agency safety efforts.

IV. Continual development of measures to promote responder safety.

V. TO the extent possible, stop and/or prevent unsafe acts during incident operations.

VI. Ensure that trained personnel from at least one (1) responding department reports to the staging area to oversee rest and rehabilitation of responders (e.g. provide oxygen, fluids, etc.) after backup personnel have been deployed.

d. Liaison Officer

I. Serve as the point of contact for governmental agencies, Non-governmental Organizations (NGOs) and/or private entities that arrive at the staging area with resource support.

II. Manage the influx of external resources support, in coordination with the IC, from the staging area.

e. Operations Section Chief

I. Manage all incident-related operations.

II. Coordinate with the IC and other section chiefs to establish tactical objectives.

III. Regularly brief the IC on the status of emergency operations, including the advent of major problems.

IV. Implement the IAP, as directed by the IC.

f. Planning Section Chief:

I. Collect, evaluate, and disseminate incident situation information and intelligence to the IC.

II. Regularly prepare SITREPS for the IC.

III. Maintain the status of resources assigned to the incident.

IV. Develop and document the IAP, as directed by the IC.

g. Logistics Section Chief

I. Coordinate with the IC to identify and order necessary external resources.

- II. Provide facilities, transportation, supplies, equipment maintenance, food services, communications, and information technology support to the IC.

- h. Finance/Administration Section Chief

- I. Provide finance and administrative support to the IC.

- II. Coordinate with the executive section in the EOC, if activated, on policy and other administrative issues.

- i. General Duties of ICS Staff:

- I. Respond in accordance with the IC's objectives and the IAP.

- II. Relay pertinent information back to the ICP, so as, to ensure effective decisions are made.

- III. Respond in accordance with individual agency Operating Guidelines (OGs).

- j. Emergency Operations Center Staff Positions:

- I. Executive Section (including county commissioners)

- II. Guide policy decisions relating to the response to an emergency incident.

- III. Issue a local emergency proclamation and request a state proclamation, if necessary.

- IV. Coordinate local government resources (with the resources section).

- V. Direct the use of available funds during emergency situations.

- VI. Approve and order public protective measures, if necessary.

- VII. Maintain communications with higher levels of government (SEOC, JFO).

k. Doddridge County Public Information Officer (PIO)

I. Establish and manage the Joint Information Center (JIC), if necessary.

II. Review all public information and instructions to prevent duplication or conflict of releases.

III. Coordinate and report all information to the DCOES Director.

IV. See Annex D for additional responsibilities.

3. Operations Section

a. Fire Service Coordinator

Obtain the following SITREPS:

I. Fire Control

II. Casualty handling

III. Victim treatment and transportation

IV. Emergency site operations

V. Brief EOC staff as necessary

b. Law Enforcement Coordinator:

Obtain the following SITREPS:

I. Traffic flow and overall control

II. Perimeter security

III. Incident Investigation (if necessary)

IV. Emergency site operations

V. Brief EOC staff as necessary

c. EMS Coordinator:

Obtain the following SITREPS:

I. Casualty information

II. Distribution of medical personnel

III. Need for medical supplies

IV. Brief EOC staff as necessary

d. Public Health Representative:

Obtain the following SITREPS:

I. Health hazards

II. Food and water inspection

III. Shelter facility inspection

IV. Public health advisors

V. Brief EOC staff as necessary

e. Medical Facilities:

Obtain the following SITREPS:

I. Medical support facilities

II. Distribution of medical personnel

III. Need for medical supplies

IV. Brief EOC staff as necessary

f. Public Works Representative:

Obtain the following SITREPS:

I. Road and bridge conditions

II. Need for debris clearance

III. Physical barrier placement

IV. Need for address identification

V. Utility services

VI. Salvage depot operations

VII. Brief EOC staff as necessary

g. American Red Cross Representative:

I. Identify sheltering needs

II. Activate ARC shelter volunteers

III. Coordinate with the county PIO to publicize the opening and availability of shelters

IV. Coordinate with the Resources Coordinator to procure resources needed by shelters

h. Doddridge County Schools Representative

I. Maintain status of schools

II. Coordinate the resource needs of schools with other facets of the response (through other EOC staff members)

III. Communications Section

IV. In general, see Annex B for additional responsibilities

i. Communications Officer

I. Support the communication needs of EOC staff

II. Brief EOC staff as necessary

j. 9-1-1 Center Supervisor

I. Relay messages, if appropriate, between the EOC staff and on-scene ICP

II. Disseminate messages as requested and required

k. Dispatchers

I. Operate in accordance with existing guidelines and protocols

II. Disseminate messages as requested and required

I. Administrative Section

- I. Utilize the county resource manual to locate necessary resources
- II. Maintain contact with potential resource providers
- III. Channel information on located resources to EOC staff members in the Operations Section
- IV. Assess damage to public and private buildings (damaged or destroyed), estimate number of people injured or killed, and estimate the amount of insured damage
- V. Report damage assessment information to the DCOEM Director
- VI. Prepare SITREPS and, in coordination with the DCOEM Director, transmit upward to the state
- VII. Support the administrative needs of other EOC staff

DIRECTION AND CONTROL

A. Field response units should always establish the ICS upon arrival at the scene. The IC should be the most experienced or highest-ranking officer of the first responding, jurisdictional department, until and if relinquished to a higher officer or an officer of a more appropriate response agency.

The DCOEM Director should be notified of a variety of emergency incidents, so as, to maintain the EOC in a state of readiness.

1. A partial activation should include the mobilization of the DCOEM Director and any other EOC staff position deemed necessary by the DCOEM Director.
2. The EOC would ordinarily be fully activated and the executive section would assume overall coordination of operations during, an emergency, situation that requires widespread mobilization of elements of local government other than those principally involved in emergency services on a day-to-day basis.

Direct tactical and operational responsibilities rest with the IC. The EOC is a support entity.

CONTINUITY OF GOVERNMENT

A. Lines of succession of EOC staff positions are maintained by the DCOEM. If a transition in command occurs within the ICS, successors should be named by the IC. Those leaving the post are responsible for briefing relief forces at the time of transition.

ADMINISTRATION AND LOGISTICS

A. Administration Reporting Requirements

1. All agencies should prepare and disseminate periodic SITREPS throughout a response operation, in an effort, to keep all involved agencies updated.
2. The DCOEM Director should compile SITREPS and cost recovery requests into proper submissions, to higher levels of government, following the conclusion of emergency operations.
3. All involved agencies should provide all documentation for these requests to the DCOEM Director, within ten (10) days of the conclusion of major operations.
4. The DCOEM Director should ensure that periodic communications occur with the WVDHSEM. The primary form of communication with the WVDHSEM and SEOC is via ETEAM.

B. EOC Forms and Records

1. Message forms should be used for all information coming to the EOC via telephone or radio.
2. Staff sending or receiving messages should maintain an individual message log recording every message sent or received.
3. An individual within the Administrative Section should coordinate message flow within the EOC. (*NOTE: Communications Section personnel focus on more technical, equipment-related issues.)
4. EOC function and operation is controlled through an Operating Guideline (OG) maintained by the DCOEM that includes the layout, duties of staff, security, message forms, the notification roster, etc.

C. Logistics

1. EOC Security

- a. Each authorized person entering the EOC should sign the registration log to maintain a record of who is in the EOC at all, times and sign out when departing.
- b. Media representatives should be directed to the designated media briefing points.
- c. The media should not be permitted access to the operations area(s) of the EOC.
- d. The DCOEM Director and the county PIO should be responsible for designating media briefing times and locations.
- e. The fully activated EOC has all necessary elements to efficiently provide logistical and administrative support to responding departments or agencies.
- f. The IC may activate the logistics section of the command staff to coordinate and manage logistical aspects and the finance/administrative section to coordinate administrative requirements when the EOC is not activated.

PLAN DEVELOPMENT AND MAINTENANCE

- A. The DCOEM Director is responsible for reviewing and updating this annex on a regular basis.

This annex is subject to revision at times when the rest of this plan is being reviewed.

Doddridge County Emergency Operations Plan

ANNEX B: COMMUNICATIONS

Related Federal ESFs

ESF #2: Communications Related State Annexes

Related State Annexes

N/A

Annex B: Communications Purpose

The purpose of this annex is to outline communications procedures and capabilities to be employed in the event of an emergency or disaster in Doddridge County.

Primary Agencies

Doddridge County Office of Emergency Management (DCOEM)

Doddridge/Ritchie Central Communications

Support Agencies

Local Amateur Radio Operators

WV Div. of Homeland Security & Emergency Management (WVDHSEM)

US Department of Homeland Security (USDHS)

Authorities

WV Code, §7-1-3cc, as amended

WV Code, §15-3, as amended

WV Code, §15-5-21, as amended

WV Executive Order No. 13-07

References

National Response Framework, USDHS, as amended.

National Plan for Telecommunications Support in Non-Wartime Emergencies.

Office of Science and Technology Policy (OSTP), as amended.

National Emergency Communications Plan, USDHS, July 2008.

Voice Radio Communications Guide for the Fire Service, US Fire Administration, October 2008.

West Virginia Emergency Operations Plan, WVDHSEM, as amended.

WV State Interoperability Plan, as amended.

SITUATION AND ASSUMPTIONS

A. Situation

1. The Doddridge/Ritchie Central Communications and Emergency Operations Center (EOC) are located, in the same facility as, 4317 Lamberton Road in Pennsboro.
2. There is sufficient capability within central communications to provide the communications necessary for most emergencies. In a severe or long duration emergency, augmentation may be required.
3. The hazards that are most likely to necessitate large-scale communications efforts are floods, severe winter storms, hazardous material incidents, and industrial accidents.

B. Assumptions

1. Central communications will be used to meet two (2) of the four (4) basic communications requirements for an emergency: the direction and control of units engaged in emergency operations utilizing communications and the interchange of information between units of government. The other two (2) requirements – warning and public – information – are addressed elsewhere in this plan.
2. During an emergency, amateur radio operators may be utilized to augment communications capabilities.

CONCEPT OF OPERATIONS

A. General

1. All emergency-related communications should be transmitted in plain language utilizing no codes or uncommon acronyms.

2. Central Communications is a continually staffed facility routinely used for the activation and coordination of emergency response personnel.
3. Information should be disseminated, as necessary, to emergency organization representatives present in the EOC.
4. Central Communications comprises the Communications Section of the EOC
5. The Communications Officer (CO) is responsible for serving as the link between central communications and EOC personnel.
 - a. The Doddridge County Office of Emergency Management (DCOEM) Director designates the EOC Communications Officer.
 - b. The Incident Commander (IC) should designate on-scene communications personnel and assign tasks to them.
6. Representatives may disseminate information to their respective organizations, as they deem necessary, by radio or some other available means. If an organization has no representative in the EOC, dissemination can be by telephone, radio or runner.
7. Primary emergency management reporting and tracking with the WV Division of Homeland Security and Emergency Management (WVDHSEM) is via ETEAM.

B. On-Scene Communications

1. The on-scene IC should ensure that communications are maintained on-scene.
2. The Incident Command Post (ICP) should serve as a communications link between on-scene personnel from the various responding departments.
 - a. On-scene personnel should communicate with each other through their normal mobile/portable radios.
 - b. On-scene personnel should communicate with central communications by using normal mobile radios on appropriate frequencies. Landline and cellular telephones may be used as backup systems between the scene and 911 Center/EOC.
 - c. Technical issues – including ensuring that radios are in working order, proper frequency usage, and interoperability – may be delegated to members of the Logistics Section of the command staff at the discretion of the IC.

3. The Command Staff Public Information Officer (PIO), if activated, should ensure that communications are sufficient with off-scene agencies such as hospitals and support agencies if the EOC is not activated.

a. The IC ensures adequate communications with off-site agencies if the Command Staff PIO is not activated.

b. The IC may choose to designate this task to another command staff member or retain it him/herself.

c. if the EOC is activated, the Command Staff PIO should serve as the direct communications link between the ICP and the Communications Section of the EOC.

C. Notification

1. Central Communications should appraise the DCOEM Director of emergency situations per EOC notification guidelines.

2. The DCOEM Director should make the decision to activate the EOC based on incident conditions. (See Annex A: Direction and Control)

3. If the EOC is activated, the DCOEM Director should notify staff members directly, utilizing primarily landline and/or cellular telephone.

4. Central Communications should notify on-scene units that the EOC is activated and begin operating as the Communications Section. Central Communications can relay messages to EOC staff via the Communications Officer.

D. 911 Inter Capabilities (including alternate facility designation)

1. In the event the primary 911 Center/EOC is not available, a backup communications center should be established at the same location or as close as possible to the alternate EOC. The old 911 center at Lois Lane is available and can be manned and operational within minutes. Doddridge County also has a mobile command unit that can be utilized as a backup EOC.

2. Fire service and law enforcement personnel are tasked with providing backup communications, as they are available, if Central Communications/EOC becomes unable to communicate with on-scene personnel.

3. The Communications Officer is responsible for ensuring that communications shortfalls are quickly identified and overcome during response operations. To rapidly resolve any shortfalls that do arise, the Communications Officer should maintain contact with resource personnel (and the DCOEM Director) if procuring backup communications resources (including available fire and law units) is necessary.

4. The following systems and capabilities are present or readily available in Central Communications.

a. Commercial Telephone Service – Used as a backup system for field units and as the primary system for communications between units of government and other fixed sites (including neighboring county EOCs).

b. National Warning System (NAWAS) – Dedicated telephone circuit providing state and national information.

c. Emergency Alert System (EAS) - A federally-coordinated warning system using commercial and public radio and television stations to broadcast emergency warnings to the general, public.

d. WEAPON/NLETS – An IP-Based telephone system used by law enforcement agencies to transmit data on a statewide and nationwide basis.

e. West Virginia State Police – Monitoring capabilities are present in Central Communications, as well as, at WV State Police Troop 1 in Fairmont, WV.

f. Doddridge County Fire Frequency – Radio system used for dispatching county fire departments.

g. ETEAM – A network-based computer program utilized for transmitting messages to the WVDHSEM and as an additional means of communicating county to county.

h. There is a WVIRP radio in the CCI center, CCI mobile, RCOES Mobile Trailer, and 2 portables.

E. State and Federal Involvement

1. State

a. Various state agencies provide oversight and support for the WVIRP.

b. These agencies are working diligently to provide the system in all areas of the state.

c. The WV Interoperable Steering Committee (ISC) and WV Interoperability Working Group (IWG) have been formed to monitor the implementation of the West Virginia State Interoperability Plan and to determine statewide priorities related to interoperable communications.

d. The State Emergency Operations Center (SEOC) has access to a variety of communications systems that can receive warning information. If warnings are received, the WVDHSEM may disseminate that information to potentially affected areas in the state.

e. The state's mobile operations center and other equipment may be available to provide mobile communications throughout the state.

f. The WVDHSEM also coordinates the ETEAM software for use throughout West Virginia. This coordination includes the provision of training and ensuring that the system is periodically upgraded and working properly.

2. Federal

a. The General Services Administration/Federal Technology Service appoints a Department of Homeland Security/Information Analysis and

b. Infrastructure Protection/National Communications System (DHS/IAIO/NCS) Regional Manager in each of the ten (10) federal regions and the National Capital Region. This Regional Manager is a telecommunications specialist who can assume the duties of the Federal Emergency Communications Center (FECC). The FECC is the single federal point of contact in the incident area.

c. The FECC coordinates the federal communications industry's response in the incident area.

d. Emergency Support Function (ESF) #2 coordinates federal actions to provide temporary National Security and Emergency Preparedness (NS/EP) telecommunications and restoration of general telecommunications infrastructure.

e. The FECC may be located at either the Regional Response Coordination Center (RRCC) or in the Joint Field Office (JFO), as directed by incident needs.

f. The FECC coordinates with state communications officials to ensure federal communications requirements do not conflict with state needs.

g. Local officials access the FECC through the WVDHSEM.

ROLES AND RESPONSIBILITIES

A. Communications Officer

1. Manage the Communications Section of the EOC and supervise the communications personnel assigned there.
2. Support any Joint Information Center (JIC) operations on an as-needed basis.
3. Ensure that the communications staff properly operates their assigned equipment.
4. Ensure that communications staff follow established radio protocols and procedures for voice transmissions and message handling.
5. Ensure that communications staff screens and logs information as is appropriate and routes incoming calls (or gives messages) to the appropriate Officer in Charge (OIC).

B. EOC Sections

1. Doddridge County Office of Emergency Services
 - a. Coordinate, as necessary, with Central Communications when activating the
 - b. EOC
 - c. Designate the Communications Officer and alternates.
 - d. Relocate the EOC if necessary.
 - e. Doddridge/Ritchie Central Communications
 - f. Dispatch responders
 - g. Appropriately relay communications messages.
 - h. Relocate 911 Center if necessary.

2. Local Amateur Radio Operators

- a. Follow proper communications protocols (delineated by the county, state, and FCCO if utilized as a backup communications system).

3. WV Division of Homeland Security and Emergency Management

- a. Supports local requests for communications resources.
- b. Manages MIARRS and the SEOC, when activated.
- c. Identifies state communications (and telecommunications) needs.
- d. Maintains communications Operating Guidelines (OGs) for the state.
- e. Coordinates, as necessary, with federal personnel.

4. US Department of Homeland Security

- a. Coordinates ESF #2 operations.

DIRECTION AND CONTROL

A. The communications Officer should report to the EOC upon its activation. He/she should primarily serve as a liaison between 911 Center and EOC personnel. He/she provides direction and control over all communications activities.

B. Field forces of supporting agencies/departments should report activities and current, status of operations to the EOC through the ICP, 911 Center, and Communications Officer.

CONTINUITY OF GOVERNMENT

A. See Basic Plan.

B. The DCOEM Director designates the Communications Officer as well as alternates to the position; therefore, a line of succession is not necessary.

ADMINISTRATION AND LOGISTICS

A. Administration

- 1. Message logs and other records should be kept in order, to maintain an accurate account of the response, including the support that was provided.

2. Communications records should be provided to the DCOEM Director within 10 days of the conclusion of major operations.

B. Logistics

1. Equipment that is purchased should be NIMS compliant. Also, per homeland security grant requirements, equipment should be compliant with the state interoperable communications system.

2. Communications Protection

a. Radio

1. Using standard lightning protective techniques during severe weather can guard against lightning, wind and other hazards can damage antennas, but these can be quickly replaced. With sufficient warning, protective measures can be taken.

b. Telephone

1. Jammed circuits are possible during emergency situations since telephone use increases dramatically. To prevent an overload condition from jamming availability telephone circuits, a procedure known as the "Line Load Limit Control" can be imposed by the telephone company. This restricts telephone usage to essential callers.

2. Priority of service restoration should be negotiated by the appropriate telephone company and the EOC.

c. Cellular Telephone

1. Cellular towers can be damaged by a variety of hazards, including high winds, significant snowfall, and significant rainfall.

2. With sufficient warning, protective measures can be taken.

3. The EOC, if using cellular telephones as a backup form of communication, will coordinate the correction of service interruptions with the appropriate company, if it is known.

d. Internet (Network)

1. Network maintenance is necessary due to ETEAM requirements.

II. The EOC is served by a secure connection.

III. In the event the system goes down, the EOC can coordinate with CCI.

C. Security

1. Because of the role of communications and warning and the vulnerability of communications facilities and equipment during emergency operations, particularly during incidents of national and/or state significance, security is necessary.

2. If available, local law enforcement can provide security to Central Communications/EOC (and alternate facilities).

3. The DCOEM Director reserves the right to have background investigations run on any person assigned to work in the EOC and CCI is responsible for the checks on employees working in Central Communications, Inc.

D. Training

1. CCI should ensure that 911 dispatchers are properly trained.

2. Additional, response-oriented training and practice may be required and may be scheduled as necessary by the DCOEM Director.

PLAN DEVELOPMENT AND MAINTENANCE

A. The Communications Officer should be responsible for assisting the DCOEM Director in the maintenance and improvement of this annex.

B. The annex should be reviewed, updated, and modified as necessary, but not less than annually.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX C: NOTIFICATION and WARNING

Related Federal ESFs

ESF #2: Communications

ESF #5: Emergency Management

Related State Annexes

Annex B: Notification and Warning

Annex C: Notification and Warning Purpose

The purpose of this annex is to describe the process for the dissemination of warning information to emergency services organizations and the general, public in Doddridge County during emergency conditions.

Primary Agencies

Doddridge County Office of Emergency Management (DCOEM)

Support Agencies

Doddridge/Ritchie Central Communications

Local Media Outlets

Authorities

Public Law (PL) 93-288, Section 202, as amended

SITUATION AND ASSUMPTIONS

A. Situation

The Doddridge County warning point is located at the Central Communications facility at 4317 Lamberton Road in Pennsboro.

The following print and broadcast media are available locally:

1. Emergency Alert System (EAS): WXIL (FM95)

2. Newspaper: The Doddridge Independent, Herald Record, West Union; Exponent Telegram, Clarksburg

3. Radio (AM): 1490, WTCZ, 920, WMMN

4. Radio (FM): WVGW 89.7 (West Union), 101.3 (Clarksburg), 103.3 (Clarksburg), 106.5 (Morgantown), 97.9 (Morgantown), 97.1 (Sutton), 100.9 (Harrisville), 103.1 (Parkersburg), 105.7 (Salem)

5. Television: WBOY 12, WDTV 5, WTAP 52

EOC staff members are accessible by landline telephone, cellular phone, radio, and/or pager.

Any hazard incident could necessitate the dissemination of warnings.

B. Assumptions

1. Existing forms of warning will require augmentation in order, to provide sufficient warning to large segments of the population.

2. The use of mobile public-address systems and/or door-to-door notification by emergency response personnel will be required when a quick onset emergency (e.g. hazardous material spill) occurs necessitating an evacuation.

3. The warning system will withstand the effects of most hazards that could affect the county.

4. Some people directly threatened by the hazard may misunderstand, not hear, or ignore warning information.

CONCEPT OF OPERATIONS

A. General: Warnings can be disseminated by one (1) or a combination of the following:

1. National Oceanic and Atmospheric Administration (NOAA) weather radio

2. AM and FM commercial radio stations

3. Cable television providers

4. Commercial television stations

5. Emergency Alert System (EAS or IPAWS)

6. Siren and Public Address (PA) system-equipped emergency vehicles

7. The Health Department's WARN system

8. Heads Up Emergency Notification System

* The West Virginia State Police (WVSP) is the point of contact for the National Warning System (NAWAS) and operates the West Virginia portion of the system.

B. Activation and the Warning System

1. Emergency services organizations (i.e. law enforcement, Emergency Medical Services [EMS], and the fire service) should be notified of emergency incidents by dispatchers in Central Communications.

a. Support agencies can be notified as follows:

I. North Central WV Chapter ARC: WV Bureau for Public Health, Centers for Disease Control (CDC), telephone, cellular phone, or emergency services providers

II. American Red Cross: Telephone; 304-624-7689, 304-366-2060

III. Doddridge County Schools: Telephone; 304-873-2300

IV. Nursing Homes: Telephone or emergency services providers

V. Covered Facilities: Telephone or emergency services providers

b. The DCOEM Director should be notified of the following situations:

I. Weather alerts, watches, or warnings

II. Hazardous material spills, releases, or fires (including biohazard threats and vehicle accidents)

III. Confirmed explosions

IV. Confirmed explosive devices located

V. Reports (and/or confirmation) of wide areas of air, water, or soil contamination or odors

VI. Multiple reports received of illnesses in a specific area of the county

VII. Aircraft incidents

VIII. When there is a request from the US Environmental Protection Agency (USEPA) or WV Division of Environmental Protection (WVDEP) for action

IX. Reports of widespread electricity outages

X. Terrorism alerts

XI. Structure fires (including multiple buildings, schools, nursing homes, hospitals, apartment complexes, industrial sites, etc.)

XII. Brush Fires

XIII. Search or rescue operations

XIV. Vehicle Accidents with injury or entrapment

XV. Request for mutual aid response from outside agencies

XVI. Anytime there is any significant changes in emergency conditions (vehicle accident turning into a hazmat operation, structure fire into a building collapse, etc.)

*The DCOEM Director should notify additional EOC staff members via radio, telephone, cellular phone, or pager.

c. Notifications to the State

I. Prior to the activation of the EOC, the DCOEM Director should notify the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).

II. Once the EOC is activated, the Communications Section of the EOC should assume the responsibility for maintaining communications with the State EOC (SEOC).

III. The SEOC should be notified on any significant changes in emergency conditions.

IV. ETEAM should be used whenever possible to notify the state (especially since ETEAM posts can be viewed throughout West Virginia).

V. Additional means of notifying the state include, IRP/SIRN radio, cellular phone, landline telephone, facsimile, or email.

VI. Warnings to nursing homes can be provided via weather radio, telephone, AM/FM radio, and/or television. Staff in nursing homes can disseminate warnings to residents.

D. State and Federal Support

1. State

- a. State resources may be notified of an incident in many ways, including county, local, and other sources.
- b. According to the West Virginia Emergency Operations Plan, local and county warning points are to relay warnings to the state level.
- c. If a notice is received by the state warning point, it should activate the NAWAS warning terminals to disseminate messages to county warning points.

2. Federal

- a. If federal assistance is necessary, the appropriate state agency should make requests for those resources
- b. The US Department of Homeland Security (DHS) is responsible for notifying/deploying federal agencies via guidelines outlined in Emergency Support Function (ESF) #5 of the National Response Framework (NRF).
- c. ESF #2 communications guidelines may be employed internally by federal agencies. Local and state communication with federal forces should be coordinated at the incident when federal forces arrive.

ROLES AND RESPONSIBILITIES

A. Roles

- 1. Those that receive the notifications outlined in this annex should ensure full notifications of their personnel.

2. Doddridge/Ritchie Central Communications and DCOEM are the primary agencies responsible for disseminating warnings.

B. Responsibilities

1. Primary Agencies

a. Doddridge County Office of Emergency Services

- I. Notify local support agencies if necessary.
- II. Provide notifications and warnings to the WVDHSEM.
- III. Notify EOC staff as necessary.
- IV. Coordinate with local media outlets as necessary.

2. Support Agencies

a. Doddridge/Ritchie Central Communications

- I. Dispatch emergency services organizations.
- II. Receive warning information via telephone, NAWAS, EAS, Weapons/NLets, etc.
- III. Notify the DCOEM Director of significant emergency incidents.

3. Local Media Providers

- a. Publishes emergency press releases as requested by the DCOEM.
- b. Relays accurate information to the public.

DIRECTION AND CONTROL

A. The shift supervisor in Central Communications should ultimately coordinate the warnings that are issued by the center.

B. The DCOEM Director should maintain control over the warning information released from either the DCOEM or EOC.

CONTINUITY OF GOVERNMENT

A. The following agencies serve as the warning point for Doddridge County:

1. Doddridge/Ritchie Central Communications
2. Doddridge County Sheriff's Department
3. DCOEM
 - a. DCOEM Director
 - b. DCOEM Deputy Director
 - c. Designated on-call EOC staff person

* The DCOEM Director should notify Central Communications if another EOC staff member is on-call (as well as provide the name of the on-call staff person).

ADMINISTRATION AND LOGISTICS

A. Administration

1. Individual agencies should maintain their own internal protocols for documenting the receipt of warnings.
2. DCOEM personnel (including EOC staff) should keep records of when they provide notifications to support agencies and the state.

B. Logistics

1. Most notifications should be provided via radio, landline telephone, cellular phone, text messaging, or email.
2. The following warning systems are available in Central Communications:
 - a. National Warning System (NAWAS) – Dedicated telephone circuit providing state and national information.
 - b. Emergency Alert System (EAS/IPAWS) – A federally-coordinated warning system using commercial and public radio and television stations to broadcast.
 - c. The Health Department can utilize the WARN system.
 - d. The Heads Up Emergency Notification App.

C. Plan Development and Maintenance

1. The DCOEM Director and the Central Communications Director should collaborate in the maintenance and improvement of this annex.
2. The annex should be reviewed, updated, and modified as necessary, but not less than annually.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX D: PUBLIC INFORMATION

Related Federal ESFs

ESF #5: Emergency Management

ESF #15: External Affairs

Public Affairs Support Annex

Related State Annexes

Annex M: Public Information

Annex D: Public Information Purpose

The purpose of this annex is to describe the county's public information system and local capabilities to be employed in the event of an emergency or disaster. This annex also describes the procedures necessary for activating the county's Joint Information Center (JIC) at the EOC/Central Communications in Pennsboro, WV (or at a remote location) if necessary.

Primary Agencies

Doddridge County Public Information Officer (PIO)

Support Agencies

Doddridge County Office of Emergency Management (DCOEM)

WV Division of Homeland Security & Emergency Management (WVDHSEM)

US Department of Homeland Security (USDHS)

Authorities

WV Code, §15-5

References

West Virginia Emergency Operations Plan, WVDHSEM, as amended.

National Response Framework, USDHS, as amended.

SITUATION ASSUMPTIONS

A. Situation

1. Doddridge County is vulnerable to a wide variety of hazards.
2. Media outlets exist which can be used to inform the population of events that are occurring and how they may best respond to them.
3. There are two (2) newspapers, fourteen (14) radio stations, and two (2) television stations in or near Doddridge County that may provide instructions during emergencies.
4. Additional media outlets outside of Doddridge County may also be utilized to provide emergency instructions.
5. The Doddridge County Office of Emergency Management (DCOEM) periodically distributes a variety of emergency public information materials in order, to prepare citizens to protect themselves during emergencies.

B. Assumptions

1. During periods of emergency, the public needs complete information regarding protective actions to be taken for minimizing loss of life and property.
2. The public will respond positively to orders and requests from public officials.
3. There are times when an emergency strikes without warning and the normal public information system cannot react rapidly enough to properly inform the public about the hazard.
4. Local print and broadcast media will cooperate in broadcasting and publishing detailed emergency/disaster-related instructions to the public.
5. Some members of the media that are anxious to obtain information may create problems on-scene or release inaccurate reports.
6. There may be a need to coordinate public information with neighboring jurisdictions during large emergency/disaster incidents.

7. As members of the community, local emergency responders know the locations of special needs individuals within their community.

CONCEPT OF OPERATIONS

A. General

1. The intent is to provide consistent, accurate, and timely information to the public. All emergency services personnel should work together to release concise, beneficial information and eliminate contradicting public information releases. To accomplish this, Doddridge County may employ a Joint Information System (JIS) to ensure that all parties in response to an incident with a specialized area of expertise can be involved in the dissemination of information.

2. Public Information should originate as follows:

- a. If the county Public Information Officer (PIO) has been activated at either the County Emergency Operations Center (EOC) or Joint Information Center (JIC), all public information should originate from that individual at that location.

- I. The county PIO should maintain contact with public information representatives from all agencies involved to solicit their input on public information releases.

- II. The network of the county PIO and these public information representatives can be referred to as a Joint Information System (JIS). The JIS may be physically established at the JIC or, during small-scale incidents, the JIS can be established remotely with frequent coordination between all participants.

- b. If the JIC has not been activated, the county PIO may release information from the EOC.

- c. If the EOC has not been activated, the on-scene Incident Commander (IC) may release public information from the command post. The IC may delegate a command staff PIO for such responsibilities or request the activation and assistance of the county PIO. In any event, the IC should make the DCOEM Director aware of any information that is released from the command post.

3. Potential Problems

a. There are times, during quick onset emergencies, when the normal venues for disseminating public information cannot react quickly enough. For this reason, it is important that, prior to the occurrence of an incident, the public be made aware of potential hazards and the protective measures they can take.

b. Local radio and/or television stations normally used to disseminate public information may not have access to backup and may be out of operation during emergency incidents. For this reason, it is important to identify multiple venues for public information and establish redundancy when information is released.

c. Rumors may be started and spread regarding the emergency incident. The public information system should be flexible enough to identify rumors and quickly (and definitively) issue corrective messages.

4. Periodic media briefings may be scheduled. The briefings should, if possible, be held from a single, easily-accessible location. Uncontrolled media access to the scene should be strongly discouraged.

5. Coordination between governmental entities within Doddridge County and with neighboring jurisdictions is through the county EOC (or between neighboring EOCs).

6. Coordination between the local level and the state should be between the county EOC and the State EOC (SEOC). Doddridge County officials in the county EOC may also be put into contact with officials from other counties through the SEOC.

B. Joint Information Center Concepts and Operations

1. The Doddridge County JIC serves as the county's primary source for public information.

2. The county commissioners (with input from the DCOEM Director and Doddridge County PIO) should decide when the JIC should be activated.

3. The county PIO serves as the manager of the activated JIC.

4. The JIC coordinates extensively with the Executive Section of the EOC.

5. Normally, the JIC would not be activated if the EOC is not activated.

6. The DCOEM Director and county PIO may choose to coordinate the public information function from the EOC and not activate the JIC. Such a decision is acceptable; however, the public information tasks and regular EOC operations should not hinder each other. If confusion arises, the JIC should be activated.

7. The physical JIC can either be a separate room in the EOC or an off-site location.

C. Public Information for Special Needs Populations

1. Visually Impaired: Emergency Alert System (EAS) messages and news releases via radio, NOAA weather radio, and door-to-door notification.

2. Hearing Impaired: EAS messages and news releases via television, print media, and door-to-door notification.

3. Group Populations (e.g. nursing homes, school facilities, etc.): EAS messages and news releases via radio, television, and print media; NOAA weather radio, and through liaison with the head of that agency/facility.

D. State and Federal Capabilities

1. As incidents expand and, naturally, public information needs increase, state and federal resources should be integrated into the overall JIS.

2. State

a. State assets respond under the appropriate sections of the West Virginia Emergency Operations Plan.

b. Normally, state agencies release public information regarding either a state response or with regard, to state assets that have been affected by the incident.

c. As in other annexes throughout the plan, state assistance with the public information function is requested through the local EOC.

3. Federal

a. Emergency Support Function (ESF) #15 of the National Response Framework (NRF) ensures that sufficient federal assets are deployed during incidents requiring a coordinated federal response to provide accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace.

b. External affairs resources are coordinated from the National Response Coordination Center (NRCC).

c. Local assets generally reach federal assets through state authorities. In most cases, federal assets may issue public information regarding federal response activities or other federal involvement in the incident. Local assets should continue to release information regarding the local situation.

ROLES AND RESPONSIBILITIES

A. Doddridge County Public Information Officer

1. Continually develop and disseminate public information during emergency incidents.
2. Assist in the development and maintenance of pre-disaster emergency public information and education programs.
3. Develop and maintain working relationships with local and regional media.
4. Provide information releases to the media.
5. During an incident, review all media reports for accuracy.
6. Maintain a record of emergency- related events (including a media release log).
7. Supervise public information responsibilities within the EOC and/or JIC.
8. Monitor for rumors and issue corrective messages should they be discovered.
9. Designate personnel to handle public inquiries and supply them with updated information.
10. Make, arrangements for appropriate local officials to speak with the media.
11. Disseminate public information materials for special needs population.

B. Doddridge County Office of Emergency Services

1. Coordinate pre-disaster emergency public information.
2. Assist the county PIO in the supervision of the public information function.
3. Ensure the approval of all public information released during incident operations (by serving as liaison with commissioners).

4. Appoint, in coordination with the county commission, the Doddridge County PIO.

C. WV Division of Homeland Security and Emergency Management

1. Receives local requests for assistance within the public information function.
2. Coordinates state resources serving in a public information capacity.
3. Participates, as necessary, in the overall JIS.

D. US Department of Homeland Security

1. Coordinates ESF #15 activities.
2. Participates, as necessary, in the overall JIS.
3. Manages public information regarding federal assets in response to an incident.

DIRECTION AND CONTROL

A. Whenever it is deemed necessary by the county commissioners (with input from the DCOEM Director), the county PIO should be activated.

1. The county PIO should be available to advise local officials and EOC personnel on communications with the media and public.
2. The county PIO may coordinate with on-scene personnel, local government representatives, and other experts to ensure that messages are accurate and that agencies participating in a JIS are included.
3. The county PIO has no authority over state and federal resources as well as public information representatives supplied by participating agencies. The county PIO simply serves as a coordinator and liaison to those individuals. The county PIO releases information as accurate as possible with the data that is available. Any agency involved in the response has the right to choose not to participate in the JIS.

B. The on-scene IC may request activation of the county PIO by contacting the DCOEM Director, who should coordinate it with the county commissioners.

C. If the IC activates the command staff PIO position or disseminates any public information from the scene (when the EOC is not activated), he/she should coordinate with the DCOEM Director. The DCOEM Director should coordinate with pertinent other local officials to ensure appropriate monitoring of public information.

D. Upon EOC activation, the command post relinquishes all public information responsibilities.

CONTINUITY OF GOVERNMENT

A. Backups to the county PIO are appointed by the DCOEM Director and county commission on an as-needed basis.

B. It is possible that an individual serving in the EOC may be tasked with public information responsibilities on the absence of the county PIO or a backup. This individual should then operate in accordance with this annex and under the supervision of the DCOEM Director and Executive Section.

ADMINISTRATION AND LOGISTICS

A. Administration

1. All press releases should be reviewed and approved by the IC when the EOC is not activated before they are released and subsequently coordinated with appropriate local officials.
2. All press releases should be reviewed and approved by the Executive Section when the EOC or JIC is activated, again before they are released.
3. Copies of all press releases should be maintained by the county PIO or IC.
4. Public information representatives from state, federal, and private sector organizations may be asked to coordinate information for release to the public (as part of the overall JIS). Such information includes (but is not limited to) health risks related to the hazard; type and availability of assistance; and geographic, geological, meteorological, and demographic information related to population protection.

B. Logistic

1. The county EOC contains the appropriate equipment necessary for managing the public information function.
2. If the JIC is activated and moved to an off-site location, the county PIO should ensure that the equipment necessary for operations (e.g. telephones, fax machines, computer terminals, media briefing space, tables/chairs, etc.) is available.

PLAN DEVELOPMENT AND MAINTENANCE

A. The DCOEM Director is responsible for reviewing and updating this annex on a periodic basis. The director may solicit the assistance of the county commission, current county PIO, and/or the local media when conducting this review.

B. The DCOEM Director should forward changes to the appropriate people.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX E: EVACUATION

Related Federal ESFs

ESF #1: Transportation

Mass Evacuation Incident Annex

Related State Annexes

Annex E: Evacuation and Re-entry

Annex Y: Urban to Rural Migration

Annex E: Evacuation Purpose

This annex was developed to help provide for an orderly and coordinated evacuation of the people of Doddridge County. The need to evacuate all or parts of the county may arise because of a natural hazard, technological hazard, or other major incident. This annex includes provisions for a mass evacuation, partial evacuation, and site-specific evacuation.

Primary Agencies

Potential Incident Commanders

Local Government

Support Agencies

Local Law Enforcement

Local Fire Service Providers

Doddridge County Office of Emergency Management (DCOEM)

Doddridge County Schools

WV Div. of Homeland Security & Emergency Management (WVDHSEM)

WV Department of Transportation (WVDOT)

US Department of Transportation (USDOT)

Authorities

WV Code, §15-5-6

WV Code, §15-5-8

Pets Evacuation and Transportation Standards Act of 2006

References

Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans: Comprehensive Preparedness Guide (CPG)-101. USDHS, March 2009.

WV County Profiles, Workforce WV,

<http://www.wvbep.org/bep/lmi/CNTYPROF/DEFAULT.HTM>.

<http://www.City-Data.com/>

SITUATION AND ASSUMPTIONS

A. Situation

1. There are three (3) types of evacuations that may occur in Doddridge County
 - a. Mass Evacuation: An evacuation is termed a “mass evacuation” when all of Doddridge County needs to be evacuated due to a threat or when a nearby area (neighboring county, state, etc.) is completely evacuated and it is anticipated that evacuating population will pass through or shelter in Doddridge County.
 - b. Partial Evacuation: An evacuation is termed “partial evacuation” when a portion of Doddridge County should be evacuated to protect that segment of the population from an impending hazard.
 - c. Site-Specific Evacuation: A “site-specific evacuation” occurs when a specific area should be evacuated in direct response to a hazard event (e.g. when a small area is evacuated due to rising flood waters).
2. Primary responsibility for evacuation lies within the senior executive official of the political subdivision of the state that has an established emergency services organization and program, as enumerated in West Virginia Code, Chapter 15, Article 5, Section 8.
3. The governor may also order the evacuation of a threatened area (WV Code 15-5-6).

4. It is possible that Doddridge County may be called upon to act as a reception area for evacuees from another area.

B. Assumptions

1. The fundamental assumption for evacuation is that sufficient warning time will be available to evacuate the population that is threatened.

2. The public will both receive and understand official information related to an evacuation. The public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities.

3. Pick-up points where evacuees without cars can obtain transportations; locations where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and sanitary facilities; and staging areas which will serve as holding points for resources during major evacuations will generally be determined at the time of an emergency/disaster.

4. As much as 80% of those evacuating will do so in their own vehicles; the other 20% may need transportation assistance.

5. Family pets are an important consideration when implementing evacuation orders.

CONCEPT OF OPERATIONS

A. There are several factors that must be considered when planning for an evacuation. Among these are the characteristics of the hazard. Magnitude, intensity, speed of onset, and duration are also significant elements; they should determine the number of people to be evacuated and the time and distance of travel necessary to ensure safety.

B. General

1. Hazard Analysis:

a. Flooding and weather-related hazards (including cascading events stemming from weather incidents) are the most likely emergencies or disasters that would require the evacuation of large numbers of people in Doddridge County.

b. Flooding

I. Areas within the 100-year floodplain may repeatedly and frequently evacuate due to high waters.

II. Communities within the 100-year floodplain include (but are not limited to) the following.

III. Most evacuations regarding flooding are localized or incident-specific evacuations.

c. Severe Winter Weather

I. Severe winter weather affects all of Doddridge County equally.

II. Those areas accessed by narrow, one (1) lane roads are more susceptible to isolation during winter storms.

III. The cascading effects of winter storms are more likely to cause evacuations (e.g. power outages, heating and cooling problems, etc.) than the actual storm.

d. Severe Wind

I. Tornados or strait line winds may damage homes, forcing people to evacuate.

II. All of Doddridge County is equally susceptible to severe wind.

III. Sufficient warning time often does not exist to order evacuations due to severe wind.

IV. Evacuations may occur following the event due to property damage, etc.

V. Evacuations due to severe wind are likely to be incident-specific evacuations.

e. Extreme Temperatures

I. Evacuations due to extreme temperatures are actually due to the cascading effects surrounding extreme temperatures events (i.e. heating and cooling problems, water line ruptures, etc.).

II. The entire county is susceptible to extreme temperature events.

f. Utility Outages

I. Long-term utility outages can force an evacuation due to lack of running water, lack of electricity, or lack of gas/electricity for heating and cooling.

II. Utility outages, while they can be widespread, are often localized. An evacuated population can usually shelter in another part of the county or with friends and family.

III. All areas served by electricity and natural gas as well as public water are susceptible to utility outages.

g. Hazardous Material Incidents

I. Hazardous material incidents may force a shelter-in-place or evacuation, depending on the material involved in the incident and the method of release. The duration of public protective measures may be relatively short (i.e. days or weeks).

II. Areas along US 50 may be susceptible to transportation hazardous material incidents.

h. Industrial Explosions

I. Large industrial explosions may significantly damage the surrounding community.

II. Industrial accidents, including explosions, may result in a significant hazardous material incident.

III. Areas along US 50 may be susceptible to such incidents.

i. Fires

I. Large fires may include wildfires and urban fires.

II. Doddridge County is very rural with steep mountainous regions and susceptible to wildfires.

III. Areas in Greenwood, Smithburg, and West Union are more susceptible to urban fires. Also, due to the age and close, proximity of buildings in these downtowns, they may be more susceptible to spreading mass structure fires.

2. Types of Evacuations

a. Mass Evacuation

I. Mass evacuations are unlikely. The primary evacuation route in and through Doddridge County is US 50.

II. Mass evacuations are most likely ordered by the governor of West Virginia (or possibly the governor of another state) in coordination with the WV governor.

III. Mass evacuations are likely to be of long duration.

IV. Sheltering will most likely be necessary and significant if a population is relocated to Doddridge County.

V. Sheltering will likely be necessary if a large portion of the population of Doddridge County is ordered to evacuate.

b. Partial Evacuation

I. Partial evacuations are likely to be more common than mass evacuations but not as common as site-specific evacuations. The following scenarios may force a partial evacuation:

- * Flooding

- * Severe Winter Weather

- * Utility Outages

- * Hazardous Material Incidents (i.e. fixed facility or transportation incidents)

- * Industrial Explosions

- * Large Fires (e.g. wildfires or urban fires)

II. Partial evacuations may be ordered by the governor of West Virginia, the Doddridge County Commission, a combination of the county commission and the municipal council of an affected municipality (if the incident affects both jurisdictions), or a municipal council (if the incident is wholly contained within a municipality).

III. Partial evacuations may be of short or long duration. Sheltering may or may not be necessary.

c. Site Specific Evacuations

I. Site-specific evacuations are likely to be the most common type of evacuation. They are often quickly implemented and of short duration.

II. The following situations may warrant a site-specific evacuation:

- * Flooding
- * Severe Winter Weather
- * Severe Wind
- * Extreme Temperatures
- * Utility Outages
- * Hazardous Material Incidents (i.e. fixed facility or transportation incidents)
- * Industrial Explosions
- * Fires (e.g. wildfires or urban fires)

III. These types of evacuations may be ordered by an Incident Commander (IC), the Doddridge County Commission, or a municipal council (depending upon the location of the incident).

IV. Sheltering may or may not be necessary, depending on the situation.

d. Field and/or EOC personnel should coordinate with the Doddridge County Humane Society to ensure that pets left in the evacuated area are provided with basic needs (see Annex M – Animal Care)

C. Security and Coordination of an Evacuation

1. Direction and Control

a. Ensuring direction and control is of the utmost importance when implementing an evacuation.

b. As with all emergency incidents, an Incident Commander System (ICS) should be established on-scene. The Incident Commander (IC) should be in overall charge at the scene.

I. For most evacuations, law enforcement would act as the implementing agency. A law enforcement representative may not, however, be filling the role of IC. In such a case, the IC will likely designate a law enforcement official to serve on the command staff (possibly within the operations section) as the "Evacuation Group Leader".

II. All resources implementing an evacuation should serve at the direction of the Evacuation Group Leader, who would answer to the Operations Section Chief, who answers to the Incident Commander.

III. The county Emergency Operations Center (EOC) should be activated to assist in the coordination of evacuations.

c. Mass Evacuations

I. The governor may place the state in charge of direction and control of a mass evacuation.

II. If a large portion of Doddridge County's population must be evacuated, the Doddridge County Commission should maintain direction and control.

III. The evacuation would most likely be coordinated from the Doddridge County Emergency Operations Center (EOC).

d. Partial Evacuations

I. The governor may place the state in charge of direction and control of a partial evacuation.

II. The Doddridge County Commission provides direction and control for partial evacuations when the affected area is wholly within county jurisdiction or when a municipal and county area are involved, and the county area is the larger of the two.

* The commission may also provide direction and control if requested by a municipality.

* The county commission may request that such an evacuation be coordinated at the Doddridge County EOC.

III. Municipal councils provide direction and control for partial evacuations when the affected area falls entirely within their jurisdiction.

e. Site-Specific Evacuations

I. The governor may place the state in charge of direction and control of a site-specific evacuation.

II. The county commission may provide direction and control if the area is entirely under county jurisdiction.

III. A municipal council may provide direction and control if the area is entirely within municipal boundaries.

IV. An incident Commander (IC) may provide direction and control if a localized evacuation was ordered directly because of on-scene conditions.

f. On-scene resources may be supported by the county EOC, especially if the county commission is in charge, of the overall situation. The EOC serves as a coordinating entity for the evacuation, managing external resource procurement, media relations, public interface, etc.

2. Emergency Public Information

a. Public Information should be released by the Doddridge County Public Information Officer (PIO) via normal channels of emergency public information (see Annex D).

b. Residents in the affected area may be notified by emergency response personnel who are going door-to-door or traveling through neighborhoods with public address systems. This type of notification is normally done during incident-specific evacuations and may be done for localized evacuations.

c. All public information must be reviewed by the individual or agency providing direction and control (or the DCOEM Director, if such delegation of authority is made).

3. Security

a. Definition

I. Security may be needed within an evacuated area to ensure that personal and public property is not disturbed while the area is evacuated.

II. Security must also be ensured during an evacuation (i.e. traffic control, perimeter security, crowd control, etc.)

b. In general, during evacuations for which the county commission is providing direction and control, security is provided by the Doddridge County Sheriff's Department with assistance from the West Virginia State Police.

c. Security may be provided by a municipal police department if the evacuation is entirely within the municipal jurisdiction.

d. A combination of law enforcement, fire services personnel, and Emergency Medical Services (EMS) personnel may provide security for a localized, site-specific evacuation ordered by an IC.

e. Resource Support

I. The Doddridge County EOC is the main means for access to resource support.

II. Law enforcement agencies maintain mutual aid agreements that may be needed to provide adequate security for an evacuation.

III. Such responses include the Doddridge County Sheriff's Department, WV State Police, and municipal police departments.

IV. The WV Division of Highways (WVDOH) may also be requested to assist in security by erecting barricades along roadways.

D. Evacuation Route

1. The following evacuation routes provide a means for residents of Doddridge County to evacuate or for residents of an affected area to "pass through" Doddridge County while evacuating.

a. Primary Route: US 50

b. Suggested Secondary Routes: SR(s) 18 and 23

2. All the designated evacuation routes are also the most susceptible to transportation incidents that could force or significantly hamper an evacuation effort.

3. Considerations for Road Closures

a. Initially, there are no plans to pre-determine which roads would be closed or if any roads would be turned into one-way routes.

I. If a situation such as what is termed “westward migration” were to occur, it is possible that some roadways would be turned into one-way routes.

II. Such a decision is made at higher levels of government than the county.

III. Local resources will be utilized to the extent possible to carry out such a designation.

b. The decision to close a roadway is left with an on-scene IC. Such a decision is coordinated with the county EOC.

I. Items to consider when suggesting road closures:

* Which roads serve as feeder routes to secondary or primary evacuation routes?

* Is the affected area fully evacuated?

* The location and availability of alternate routes.

* Availability of resources to enforce the closure(s).

* Road conditions

II. Road closures may be a more suitable tool for perimeter control than traffic control. Closing roadways may actually create additional congestion during an evacuation.

III. If necessary, the county EOC can serve as liaison between field personnel and other resources (such as the WVDOT) that may be necessary to officially close a road.

E. Considerations for Special Needs Individuals

1. A list of special needs individuals should be developed for Doddridge County. (This list should be as comprehensive as possible and updated regularly.) It should contain a characterization of the need so that emergency managers can allocate proper resources to those individuals (as and if available). The DCOEM is generally responsible for ensuring that this list is compiled. The DCOEM may use whatever resources are available (e.g. ARC, etc.) to compile the list.

a. Private individuals (i.e. mentally handicapped and physically disabled) may need assistance during an evacuation. On-scene personnel should attempt to provide, assistance (within reason), or request assistance through the incident command staff (and, subsequently, the EOC).

b. Incarcerated populations are the responsibility of the facility holding them. If resources are necessary, normal resource procurement channels (i.e. the ICS and EOC) are available.

2. Schools

a. Doddridge County contains five (4) school facilities.

b. if an evacuation of a school facility is necessary, bus transportation should be utilized as is normally done upon the close of regular school days. As, such transportation of school children is coordinated by the county board of education.

c. Emergency services personnel in an affected area should coordinate with the board of education and bus drivers if the areas into which students are normally bused are to be evacuated. Ad hoc staging areas (or collection points) may have to be established in a safe area to allow parents and children to reunite. The locations of these areas, by nature, would be determined on an as-needed basis.

3. Nursing Homes

a. There is one (1) licensed nursing home with forty (40) beds near Doddridge County. (Source: WV County Profiles)

b. Nursing homes should utilize their own transportation resources, if applicable.

- c. Some nursing home residents may be ambulatory. The director of the appropriate nursing home should notify emergency services personnel if ambulances are needed.
- d. Nursing homes in need of assistance are likely to ask it from emergency services personnel operating in the area. Emergency services personnel should relay such resource requests to the Incident Commander (IC) or Emergency Operations Center (EOC), if activated.

4. Day Care Facilities

- a. There are two (2) licensed day care centers in Doddridge County. (Source: WV Profiles)
- b. The directors of day care facilities should utilize their own transportation, if applicable.
- c. Day care directors must contact parents to pick up children to the extent possible.
- d. If parents are unable to pick up children and the center has no suitable transportation available, they will likely ask for assistance from emergency services providers in the area. Emergency services personnel should relay such resource requests to the Incident Commander (IC) or Emergency Operations Center (EOC), if activated.

F. Considerations for Animals-see Annex M

1. Assumptions

- a. Up to 25% of an affected population may fail to evacuate because of their animals.
- b. Approximately 30-50% of pet owners will leave their pets behind if the need to evacuate arises.

2. Risks

- a. Many individuals may evacuate and then attempt to return to their homes for their pets. These individuals are thus unduly exposed to hazardous conditions, especially if options for pet care are made available at the time of the initial evacuation.

- b. Unattended animals as well as the carcasses of dead animals can cause a significant public health risk, such as the transmittal of diseases (e.g. rabies, Lyme disease, plague, etc.).
- c. Livestock losses can have significant negative effects on the local economy.
- d. Disregarding the needs of pets during emergency operations can attract negative media attention.

3. Concepts

- a. Considerations must include small animals (e.g. pets) and large animals (e.g. livestock).
- b. Pet owners are generally responsible for ensuring that they take adequate food and other supplies with them and their pet upon evacuation.
- c. County animal control personnel should be integrated into the evacuation group of the incident command staff.
- d. In most cases, ARC disaster shelters do not accept pets (except for service animals), but other shelters, such as church groups, may accept animals.
- e. With the lack of shelters that accept animals, such resources as kennels become crucial.
 - I. At the time it is necessary, pet owners will be provided with information on local kennels to which they can safely house their pets.
 - II. The EOC maintains a list of animal resources. Pertinent information will be provided to on-scene responders on an as needed basis.
- f. If an evacuation of the entire county is necessary, animal control personnel and other applicable resources should coordinate with their counterparts in the host area in an effort, to gather information for evacuees.

G. Deactivation and Recovery

1. The implementation of recovery efforts would vary according to the nature of the specific emergency, situation. Recovery operations should be implemented over whatever timeframe is appropriate.

2. Terminating Protective Actions

a. Protective actions may be terminated for a variety of reasons, including (but not limited to) the following:

I. The emergency condition has been resolved.

II. The need for future protective actions has been reduced.

III. The cost of maintaining protective actions becomes excessive and outweighs the anticipated benefit of maintaining the action.

b. External resources may be available to assist in making the determination to terminate protective actions. Such resources may include facility representatives (if a facility is involved in the incident), WVDHSEM personnel, WV Bureau for Public Health (WVPBH) personnel, WVDOT representatives, etc.

c. Previously identified methods for disseminating public information should be utilized for notification of the suspension of protective actions.

d. Emergency services providers working in the affected area may be able to spread the word that protective action requirements are being lifted.

3. Re-Entry

a. Re-entry should only be allowed after protective actions have been terminated and it is deemed that the affected area is no longer susceptible to the hazard.

b. On-scene emergency services personnel should ensure that no one re-enters an affected area until the evacuation order has been lifted.

c. Those issuing the evacuation order are responsible for notifying on-scene resources when the order is lifted, and re-entry can begin.

d. Previously identified methods for disseminating public information should be utilized for notification of an allowable re-entry.

4. Decontamination may be necessary prior to re-entry.

H. State and Federal Support

1. State

a. The State Emergency Operations Center (SEOC) may be activated and coordinate activities statewide of the evacuation impacts a significant portion of the state's population or geography. In this scenario, the SEOC functions as a Multi-Agency Coordination System (MACS) with the local Unified Command (UC) elements functioning as the Incident Commanders (ICs).

b. During mass migrations from urban areas to rural areas, the state can assist in monitoring and should receive resource requests for localities.

2. Federal

a. Federal support may be available for the movement of resources and transportation equipment needs through Emergency Support Function (ESF) #1 of the National Response Framework (NRF).

b. ESF #1 personnel may also assist with the restoration of the transportation infrastructure during or following hazard events.

c. The Mass Evacuation Incident Annex of the NRF outlines the steps which federal resources coordinate the many federal assets that may respond to a mass evacuation.

d. Federal assets are accessed through state authorities. Local officials request state assistance through the county EOC to the WVDHSEM in the State EOC (SEOC). WVDHSEM personnel distribute requests, as necessary.

ROLES AND RESPONSIBILITIES

A. Incident Commander

1. Determine the need for public protective actions, including evacuation, at the scene.
2. If an evacuation is warranted, coordinate with the jurisdiction's CEO to order the evacuation.
3. If the CEO cannot be reached, direct law enforcement personnel at the scene to conduct the evacuation.

B. Doddridge County Commission

1. Issue evacuation order (or approve evacuation order recommendations from field personnel).
2. Develop in-depth evacuation plans.
3. Coordinate evacuation efforts.
4. Coordinate relocation into other jurisdictions, if necessary.
5. Designate county personnel (e.g. maintenance, public works) to assist law enforcement in conducting the evacuation.
6. Maintain timely and accurate public information through the Doddridge County Public Information Officer (PIO).

C. Municipal Councils

1. Provide direction and control for the evacuation, in coordination with the Incident Commander (IC) and the Emergency Operations Center (EOC), if the affected area is entirely contained within the municipality.
2. Designate municipal personnel (e.g. public works) to assist law enforcement in conducting the evacuation.
3. Assist with public information tasks, as necessary.

D. Law Enforcement

1. Coordinate the on-scene components of the evacuation in coordination with jurisdiction officials.
2. Coordinate, with other on-scene emergency services personnel, the notification of individuals to be evacuated.
3. Ensure the orderly flow of evacuees from the affected area.
4. Maintain law and order.
5. Provide security for the evacuated area (including perimeter and traffic control).
6. Provide liaison to the EOC for coordination of efforts.
7. Assist in the determination of when the area is safe for the return of evacuees.

E. Fire Service Providers

1. Maintain fire security in evacuated areas.
2. Assist in the notification of individuals to be evacuated.
3. Assist in ensuring the orderly flow of evacuees from the affected area.
4. Provide search and rescue services for lost individuals and for those unable to evacuate without assistance.
5. Provide liaison to the EOC for coordination of efforts.
6. Assist in the determination of when the area is safe for the return of evacuees.
7. Assist in recovery operations.

F. Doddridge County Office of Emergency Services

1. Activate the county EOC during all evacuation situations to provide support.
2. Coordinate evacuation efforts, if delegated the responsibility by the county commission.
3. Coordinate resource requests and recovery efforts with on-scene personnel.
4. Coordinate public information efforts with the County PIO.
5. Assist in the staffing of staging/rest areas (by delegating staff, volunteers, etc.).

G. Doddridge County Schools

1. Ensure the safety of students during an evacuation.
2. Provide buses and drivers for evacuation, if necessary and available.
3. Assist the American Red Cross (ARC) in establishing disaster shelters and support facilities, if needed.

H. WV Department of Homeland Security and Emergency Management

1. Coordinates the resources of state agencies through the SEOC if requested by the county EOC.

I. WV Department of Transportation

1. Provides personnel and equipment resources, if needed and requested.
2. Assists in the maintenance of the transportation infrastructure.
3. Assists in the provision of security by erecting barricades along roadways (at the request of field response personnel and upon approval by state authority).

J. American Red Cross

1. Identifies potential shelter locations and negotiates agreements for their use.
2. Coordinates with the DCOEM to determine which shelter facilities should be opened on an incident-specific basis.
3. Prepares shelters for operation.
4. Staffs and operates disaster shelter facilities.
5. Coordinates periodically with the DCOES during operation periods to ensure that shelters have adequate resources.
6. Facilitates the deactivation of operations at shelter facilities.

K. US Department of Transportation

1. Provides transportation resources as requested by the state and directed by ESF #1.
2. Assists in the maintenance of the transportation infrastructure.

DIRECTION AND CONTROL

A. For mass evacuations, direction and control rests with the county commission, who should coordinate extensively with other affected governmental jurisdictions (including the state).

B. For partial evacuations that are completely contained within the boundaries of a municipality, the municipal council should maintain direction and control. If the affected area spans more than one (1) municipal jurisdiction, direction and control rests with the municipal council of the jurisdiction with the larger affected area. Under such a circumstance, the municipal councils would coordinate extensively. If a municipality and county jurisdiction are affected, the county should maintain direction and control and coordinate extensively with the municipal council.

C. Site-specific evacuations are under the direction and control of the CEO of the jurisdiction in which the affected area is located.

D. If an on-scene Incident Commander orders a localized evacuation based on rapidly escalating incident conditions, that individual should maintain direction and control from the scene. He/she must coordinate to the extent possible with the CEO of the applicable jurisdiction.

E. In general, law enforcement personnel would be responsible for implementing and coordinating an evacuation order. Law enforcement personnel would ultimately serve as the direction of the on-scene Incident Commander and work with other field resources as necessary. During circumstances where the evacuation is coordinated from the EOC, law enforcement should work extensively with EOC staff.

CONTINUITY OF GOVERNMENT

A. Lines of succession for all EOC staff positions are maintained by the DCOEM.

B. If a transition in command must occur within the Incident Commander System (ICS), successors would be named by the IC. Those leaving the post are responsible for briefing relief forces at the time of transition.

C. Other lines of succession are covered by state law and individual agency Operating Guidelines (OGs).

ADMINISTRATION AND LOGISTICS

A. Administration

1. Records regarding reimbursement must be submitted to the head of the applicable jurisdiction (county commission or municipal council) within 10 days of the conclusion of response operations. Documentation should include man hours, equipment hours, materials and supplies consumed, and any damages incurred.

2. The DCOEM Director, in coordination with the county commission and other pertinent agencies, develops and maintains applicable agreements with such agencies as the American Red Cross (ARC), WVDOT (Division of Highways), etc. to ensure that an evacuation proceeds as smoothly as possible. Such agreements include (but are not limited to) the following.

- a. Communications protocols
- b. Guidelines for opening and using shelters
- c. Guidelines for temporarily closing or rerouting roadways
- d. Guidelines ensuring the timely release of public information

B. Logistics

1. The county Emergency Operations Center (EOC) should be activated to assist in the coordination of and provide support to an evacuation under the direction and control of the county.
2. Transportation for essential workers to and from risk areas should be provided by their respective organization. Should additional transportation be required, requests should be made through the on-scene Incident Commander to the activated EOC.

3. Resource Management

- a. The DCOES maintains extensive information on the availability of resources locally and in the surrounding region. This information is kept in the ETEAM software and is easily accessed during county EOC operations.
- b. Resource requests will be processed by county EOC staff in the order in which they are received unless the on-scene IC indicates a special, extremely high priority need.
- c. Once resources are procured, county EOC staff will coordinate with the on-scene IC regarding deployment of such resources.
- d. External resources that respond to an incident in Doddridge County will be required to maintain their own records for inventory of their respective resources.

4. Public Information

- a. Public information for localized and mass evacuation will be managed at the county JIC in coordination with the county EOC.
- b. The JIC is outfitted with the equipment and supplies necessary to release public information and facilitate media briefings, and sufficient communications equipment to coordinate with the county EOC and on-scene IC.
- c. The county PIO will coordinate with county EOC staff and on-scene incident command personnel to distribute public information (that is necessary to be disseminated at the scene, e.g. evacuation routes, care and aid stations, etc.).

PLAN DEVELOPMENT AND MAINTENANCE

- A. The DCOEM Director should ensure the maintenance and improvement of this plan.
- B. This plan should be reviewed, updated, and modified as necessary, but not less than annually.

LIST OF APPENDICES

Appendix 1: Evacuation Planning Checklist

ANNEX F: SHELTERING

Related Federal ESFs

ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services

Related State Annexes

Annex F: Mass Care

Annex X: Animal Services

Annex F: Sheltering Purpose

This annex outlines the process by which Doddridge County Emergency Manager access shelter facility resources.

Primary Agencies

American Red Cross

Support Agencies

Doddridge County Office of Emergency Management (DCOEM)

WV Department of Agriculture

WV Department of Health and Human Resources (WVDHHR)

US Department of Homeland Security (USDHS)

Authorities

WV Code, §15-5-12, as amended

References

West Virginia Emergency Operations Plan - WVDHSEM, as amended

American Red Cross Program Guidance - American Red Cross, as amended

National Response Framework - USDHS, as amended

Developing and maintaining State, Territorial, Tribal, and Local Government Emergency Plans: Comprehensive Preparedness Guide (CPG)-101, USDHS - March 2009

SITUATION AND ASSUMPTIONS

A. Situation

1. During an emergency, a portion of the population (or the entire population) of Doddridge County may be required to evacuate.
2. Severe winter storms, floods, severe thunderstorms, power outages, and hazardous material incidents, are among the most likely incidents to prompt sheltering activities in Doddridge County. As such, a variety of shelters have been designated so that some should be available, regardless of the hazard event.
3. The American Red Cross (ARC) is the primary agency for operating shelter facilities in Doddridge County during emergencies.

B. Assumptions

1. The ultimate responsibility for sheltering rests with local governments.
2. If a hazard threatens the entire county, the population may be evacuated and sheltered in a neighboring reception county.
3. Sufficient warning time may be available to ensure that shelter facilities are opened in time to provide shelter and other services for evacuees, especially for those displaced by flood waters, etc.
4. Approximately 80% of evacuees will seek shelter with friends or relatives rather than go to shelter facilities.

CONCEPT OF OPERATIONS

A. General

1. ARC Organization

- a. During large-scale emergencies with significant sheltering demands, the ARC would likely operate from either its Wheeling/Parkersburg locations for Doddridge County
- b. The regional ARC operations division (in Wheeling/Parkersburg) staffs and operates its own Emergency Operations Center (EOC) to coordinate ARC functions.

c. During larger operations, an ARC Operations Manager may report to the Doddridge County EOC to act as a liaison with the ARC EOC.

d. Resources

I. There is a small inventory of resources (such as cots, blankets, etc.) located within the North Central WV Chapter's regions.

II. ARC personnel receive standard human resources training.

III. The ARC maintains a list of shelters in its shelter surveys. This information is also entered into a national database.

2. Notification of the ARC

a. To notify the ARC, contact their dispatch at (304-494-7428 or 304-481-6205)

b. The caller should be able to provide an estimated number of evacuees.

c. The caller should also be able to provide the basic conditions of the incident (e.g. hot zone, prevailing wind, etc.).

3. Considerations for Special Needs

a. During an emergency, if it is suspected that special needs populations may be impacted, the DCOEM and ARC should plan to open a shelter that can serve those special needs individuals.

b. If a special needs individual needs to be evacuated, field responders can coordinate with EOC personnel to arrange for recovery and transport to a shelter facility.

c. In general, nursing homes, schools, and other special needs populations should be transported to a reciprocal facility outside of the threatened area.

4. Volunteers

a. The ARC staff includes a "Volunteer Services Coordinator", who interfaces as necessary with ARC volunteers.

b. If additional volunteers are necessary for sheltering operations, the ARC should coordinate with any Volunteer Reception Center (VRC) that may be established.

B. Shelter Facilities

1. General Operations

- a. “Shelter facilities” are defined as public or private structures used to lodge and care for evacuees on the basis, of approximately forty (40) square feet or space per person.
- b. All shelter facilities should be supplied with essential items and materials on an as-needed basis from an inventory maintained by the ARC.
- c. Generally, the ARC and the local OEM maintains a list of facilities that can be used as shelter facilities in the Doddridge County Shelter Survey.
 - I. The ARC and the local OEM maintains agreements with the facility owners for access and usage.
 - II. The ARC also maintains a list of volunteer shelter staff.
 - III. Operations at shelter facilities opened by the ARC should be managed by the ARC and the shelter management team.
- d. The ARC utilizes the “national shelter system” to track the opening of shelter facilities, shelter populations, and the closing of shelter facilities.
- e. A liaison at the Doddridge County EOC should be tasked with maintaining on-going coordination with ARC resources at the ARC EOC in Wheeling/Parkersburg (during large-scale emergencies).
 - I. The liaison may be designated from the pool of EOC staff or may be provided by the ARC.
 - II. An ARC Operations Manager may also report to the Doddridge County EOC to serve as this liaison.

2. Reception Centers

- a. Clients at shelters should be registered to maintain accountability.
- b. The ARC generally manages the reception and registration of clients at shelter facilities. The ARC may request assistance, if necessary.

c. Reception may include a brief health and mental health assessment (most likely performed by ARC health services personnel).

d. If a shelter is activated quickly (due to a quick onset emergency) temporary reception centers may be established in a safe location.

3. Feeding

a. The ARC may establish fixed feeding sites when shelter facilities are operating.

b. Additionally, the ARC may deploy mobile feeding units to other locations (upon request).

4. Animals

a. Domestic and/or farm animals are not allowed at disaster shelters.

b. Pet and animal owners are ultimately responsible for the care of their animals.

c. The ARC does make provisions for service animals.

d. For all other pets/animals, the ARC coordinates with the local humane society regarding animal concerns (including resources for pet sheltering) through the county EOC. See Annex M for additional information on animal sheltering

C. State and Federal Involvement

1. State

a. According to the West Virginia Emergency Operations Plan, the WV Department of Health and Human Resources (WVDHHR) and ARC share the lead responsibility for coordinating relief services. This includes, but is not limited to:

I. Assisting local communities with the provision of sheltering for victims and pets who need to be temporarily relocated

II. The mass distribution of food, water, and other basic relief services.

b. Services for special needs individuals may include (but not be limited to) the following:

I. Acquisition and delivery of supplies such as cots and blankets.

II. Delivery of basic medical supplies.

III. Provision of equipment

IV. Additional staffing

THIS IS IF THE SHELTER IS ACCESSIBLE

c. The West Virginia Department of Agriculture may facilitate state and local emergency response teams to assist with the evacuation and sheltering of animals. Additional assistance may include the following:

- I. Facilitate plans and procedures to provide shelter and care to companion animals and livestock during emergencies.
- II. Assist local jurisdictions in identifying potential locations for fixed-facility and temporary companion animal and livestock shelters.
- III. Assist local jurisdictions in developing guidelines for returning pets to owners.

2. Federal

- a. As mentioned above, the ARC is a support entity for implementing Emergency Support Function (ESF) #6 of the National Response Framework (NRF).
- b. Local ARC personnel should be familiar with ESF #6 and respond in accordance with it.
- c. The ARC may have access to federal resources for the provision of short and long-term housing assistance and human services such as counseling, identifying support for persons with special needs, expediting the processing of federal benefits claims, and expediting mail services in affected areas.
 - I. If other federal resources (for housing and/or human services) are deployed, federal representatives may coordinate with the appropriate state agency.
 - II. As such, the coordinating ARC representative and DCOEM should coordinate if additional resources are needed (i.e. if such services are needed, the coordinating ARC representative should notify the DCOEM, who requests the deployment of state resources prior to the coordinating ARC representative requesting additional federal support).

ROLES AND RESPONSIBILITIES

A. Organization

1. The ARC and the local OEM are the primary agencies for sheltering in Doddridge County.
2. The DCOEM support sheltering operations via the dissemination of public information and resource procurement in the county EOC.
3. Other local agencies may support shelter facility operations through the EOC.

B. Responsibilities

1. American Red Cross

- a. Maintains lists of available shelter facilities in Doddridge County.
- b. Coordinates with appropriate emergency personnel to open shelter facilities as needed.
- c. Employs internal policies and guidance to staff and operates shelter facilities.
 - I. Registers clients at shelter facilities.
 - II. Provides basic health assessments and mental health assessments to clients in shelter facilities.
- d. Establishes fixed feeding sites or mobile feeding routes to serve those housed in shelter facilities.
- e. Staffs and operates the chapter EOC in Wheeling/Parkersburg to support the needs of ARC resources and to maintain liaison with the county EOC.
- f. Closes shelter facilities when appropriate.

2. Support Agencies

- a. Doddridge County Office of Emergency Management (DCOEM)
 - I. Coordinate with the ARC should shelter facilities need to be opened in Doddridge County.

II. Receive external resource requests from ARC personnel if ARC resources are exhausted.

III. Provide liaison between the affected jurisdictions and state resources.

b. WV Department of Health and Human Resources

I. Coordinates Annex F operations

II. Assists local communities with the provision of medical care in a mass setting for persons with special needs.

III. Provides support, staffing, supplies, and resources to local governments if their capabilities are overwhelmed.

c. WV Department of Agriculture

I. Coordinates Annex X operations.

II. Coordinates with the WV Division of Homeland Security and Emergency Management in the State EOC (SEOC).

III. Facilitates state and local response teams to assist with the evacuation and sheltering of livestock and companion animals.

IV. Facilitates plans and guidelines to provide shelter and care to livestock and companion animals.

V. Assists local jurisdictions in the development of guidelines for reuniting pets with their owners.

d. US Department of Homeland Security

I. Serves as the coordinator of ESF #6 of the NRF.

II. Coordinates and leads federal resources to support local and state governments and voluntary agencies in the performance of mass care, emergency assistance, housing, and human services missions.

C. Direction and Control

1. The ARC has developed and maintains a system for managing activated shelter facilities.

2. The ARC can activate its own EOC at its Parkersburg office during large-scale incidents to manage ARC resources.
3. If the ARC's EOC is activated, it should establish communications with the Doddridge County EOC. (The local EOC may initiate said communications.)
4. More details regarding the ARC's internal management structures are contained in various plans and other documents maintained by the North Central WV Chapter.

CONTINUITY OF GOVERNMENT

- A. County EOC staff positions are filled on an as needed basis by personnel that are available at the time. A line of succession for those positions, therefore, cannot be developed.
- B. The Wheeling/Parkersburg office maintains its own personnel roster, complete with backups to essential positions.

ADMINISTRATION AND LOGISTICS

A. Administration

1. ARC personnel are expected to maintain their own internal reporting policies throughout an emergency. Such records may include volunteer time records, lists of expended supplies, logs for shelter activation/deactivation, etc.
2. ARC personnel should interface with the national shelter database if any shelters are activated. Such an operation allows for an on-going record of accountability for sheltering resources.
3. Requests for Cost Reimbursement
 - a. Doddridge County may be eligible for cost reimbursement following some declared emergency incidents, in which cases accurate reports are critical.
 - b. The DCOEM compiles such requests for Doddridge County (in coordination with pertinent local agencies).
 - c. Reports and records to be included in reimbursement requests should be submitted to the DCOEM no later than 10 days following the conclusion of response operations.

B. Logistics

1. Communications systems such as telephones, cellular phones, email, and facsimile will serve as the primary forms of communication during emergencies.

2. Resource Management

a. ARC resources are managed by the ARC EOC.

b. External resources that are unavailable through ARC channels may be requested through the Doddridge County EOC.

c. All local resources should be committed prior to requesting external resources.

d. When requesting resources, the ARC should provide the EOC with the following information:

I. Name and title of individual making the request.

II. Brief description of the situation.

III. Actions taken.

IV. Specific type of assistance needed.

V. Estimated number of affected persons.

PLAN DEVELOPMENT AND MAINTENANCE

A. The DCOEM and North Central WV Chapter of the ARC should coordinate revisions to this annex.

B. An annual review of this annex should be conducted.

C. This annex may be subject to revision at times when the rest of the plan is being reviewed.

Insert Page

Insert Page

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX G: HEALTH AND MEDICAL

Related Federal ESFs

ESF #* Public Health and Medical Services

Related State Annexes

Annex G: Emergency Health and Medical Services

Annex G: Health and Medical Purpose

The purpose of this annex is to outline the local organization, operational concepts, responsibilities and guidelines to accomplish coordinated public health and medical services during emergency situations.

Primary Agencies

North Central WV Chapter, ARC, (NCWVC)

Doddridge County Emergency Medical System (EMS)

Support Agencies

Doddridge County Office of Emergency Management (DCOEM)

WV Board of Pharmacy

WV Department of Health and Human Resources (WVDHHR)

WV National Guard (WVNG)

US Department of Health and Human Services (USHHS)

Authorities

WV Code, §6-12, as amended

WV Code, §9, as amended

WV Code, §15-5, as amended

WV Code, §16, as amended

SITUATION AND ASSUMPTIONS

A. Situation

1. This annex applies primarily to large-scale accidents and/or large scale public health emergencies, man-made or naturally occurring, which may result in sufficient casualties and/or fatalities that overwhelm local medical, health, and mortuary service capabilities, thus requiring maximum coordination and efficient use of resources.
2. By statute, the Doddridge County Commission has the overall responsibility for the protection of lives and property and the health and wellbeing of all citizens of the county.
3. Large-scale and/or public health emergencies may affect large areas of the jurisdiction, the state, or other states, requiring a coordinated response from various resources including the potential use of mutual aid.
4. During the first fifteen (15) to thirty (30) minutes of the disaster in which large numbers of injuries have occurred during the initial phases. It is vital that Emergency Medical System (EMS) and other supportive services, such as fire and law enforcement, are available to implement a systematic rapid assessment tool, such as "START", and appropriately allocating available medical resources while implementing necessary contingency plans to care for all injuries.
5. The initial medical care during large-scale medical emergencies will most likely be rendered by family, friends, neighbors, and/or co-workers. The 2nd phase of medical care will most likely be provided by fire service and/or law enforcement or others with basic first aid skills with the 3rd phase most likely being rendered by EMS personnel, if required.
6. The term "Special Needs Populations" now is used to represent a large diverse group of individuals who often live among the general population who may or may not require one or more special accommodations. While on a day to day basis, individuals who fall somewhere in the classification of "Special Needs" may function in the general population un-noticed and self-sufficient, during an emergency situation, individuals who have one or more life challenges which are considered under the broad classification of "Special Needs" while normally self-sufficient, can require the assistance of the emergency response community if injured, or as often the case, if accommodations normally available to them fail. It is imperative that as part of the planning process it is understood that individuals with "Special Needs" are reluctant to

identify themselves during pre-emergency planning efforts for multiple reasons, including, but not limited to, the stigma often associated with the term as well as be considered a vulnerable (at-risk) population.

B. Assumptions

1. Doddridge County is predominately classified as a “rural area” which while having a county- based Emergency Medical System (EMS) primarily requires emergency medical patients to be transported out-of-county to access hospital-based emergency health care services. In the event of a large-scale emergency where significant numbers of injuries occur in the population, alternate treatment facilities might be required to be established to provide medical care to injured individuals until they can be transported and treated at more advanced facilities. While in Doddridge County there are several private physician offices and several clinics, these offices and facilities are not designed to care for medical emergencies, during a large scale medical emergency, medical professionals employed within these businesses may be available to assist by providing trained health care professionals and/or equipment/supplies to staff and support “alternate” emergency medical care centers.

2. While normally available, during a large-scale emergency event, it is likely that portions, if not entire county may not have access to out-of-county hospital facilities for up to seventy-two (72) hours if not longer. Additionally, it is also likely that during a large-scale emergency select areas of the county could be isolated not only from hospital resources, but also from resources established in other parts of Doddridge County itself for extended periods of time. During emergencies under such plausible conditions, in all likelihood, individuals located in Doddridge County will be exclusively dependent upon local and area resources, to establish and maintain some ability to address the medical need of the county.

3. By proclamation, the Doddridge County Commission has mandated that all emergencies within Doddridge County shall be managed using a federally recognized “Incident Command System” (ICS). During a disaster or large-scale emergency occurring in Doddridge County, it shall be the responsibility of the Incident Command structure (most likely a Unified Command System) to take such actions, when possible, to assure that emergency medical services are available to those individuals located in the county. Under normal conditions, emergency response operations operating under the Incident Command System (ICS) can request “Mutual Aid” assistance from other emergency response agencies from both within Doddridge County as well as surrounding counties.

Even under “ideal” conditions, requests for mutual aid, either internal or external to Doddridge County requires a minimum of fifteen (15) minutes to arrive, and in many cases significantly longer. During a disaster or large-scale emergencies, often “spontaneous” volunteers will come forward and offer their assistance. When appropriately managed and supported, volunteers can provide numerous services, often releasing emergency services personnel to perform more essential tasks. Unmanaged volunteers, despite their good intentions can be more detrimental to emergency response operations.

CONCEPT OF OPERATIONS

A. General

1. The release of information concerning public health and medical operations on-scene shall be managed by the Incident Command System (ICS) implemented within the county to manage the emergency. During the initial stages of an emergency the County Public Information Officer (PIO) will be the primary individual responsible for the release of information to the media and the general, public, as approved by the Incident Command Structure. Public information should be released in accordance with the guidelines outlined in Annex D: Public Information for a Joint Information System (JIS).
2. During emergencies of significant size, duration and/or complexity, especially where the (ICS) structure involves multi-agency unified command, as directed by the ICS structure, the County Public Information Officer shall be responsible to activate a Joint Information Center (JIC) at a location deemed safe and suitable. It shall be the responsibility of the Joint Information Center (JIC), under the direction of the County Public Information Officer, to assemble appropriate agency representatives and technical experts as necessary and develop comprehensive/coordinated information to be released to the media and general, public and to make such releases as appropriate upon approval of the Incident Command System (ICS). Informational releases made to the media shall be made primarily as a coordinated message by a single selected spokesperson. When necessary, other formats can be used, such as technical experts or panels to support the spokesperson to assure that complex technical questions and/or issues are communicated appropriately. All media and/or media inquiries shall be directed to the Joint Information Center (JIC) and the Joint Information Center (JIC) shall be responsible for ALL releases of information to the media and/or public relative to the emergency.

B. Public Health Considerations

1. The North Central WV Chapter, ARC, and the Doddridge Co. Health Dept. are the responsible agencies for public health related issues, during large emergencies when such emergency(s) pose a danger to the public health or individuals within the county. When activated, the North Central Chapter WV ARC functions within the agency under an Incident Command System (ICS) methodology, and as requested to provide representation to function as a liaison within the Doddridge County Incident Command System (ICS) and/or Emergency Operations Center (EOC).

2. Emergency operations of the North Central Chapter WV, ARC is mainly extension of the day to day services. In addition to these day to day services, (NCEVCARC) provides special services directly related to emergency management. Listed below by Division are some of the services provided by NCWVCARC related to emergency management divisions within PACT REG.

a. Environmental Services

- * Food and Food Service Safety
- * Public Health Issues within Public Shelters
- * Potable Water Safety
- * Public Sanitation Vector Control

b. Epidemiology

- * Detection and identification of illness within the general, public.
- * Coordination of laboratory testing to confirm and/or rule out the presence of disease threats to the general, public. Epidemiology tracking to define and identify potential sources of disease and/or illness within the general, public.
- * Provides technical assistance relative to identification and casual factors related to disease and illness within the general, public and control measures to contain and/or to treat such disease or illness within the general population.

c. Clinical Services

- * Mass vaccination and/or medication of the general, public to prevent disease or illness.

- * Mass and/or select vaccination and/or medication to control disease and/or illness outbreaks in the general, public.

- * Provides direct clinical services, such as examinations and health screenings to control, identify and treat disease and illness within the general, public; DCHD.

- * Provides direct advanced medical care in support of established “Off-Site Triage and Treatment Centers”.

d. WIC-Women, Infant and Children

- * Provides support for health and nutrition related issues for women, infants and children.

e. Regional Threat Preparedness Unit

- * Provides, assistance in the identification and response to accidental and/or intentional release of biological, chemical, radiological and/or explosive agents into the general population.

- * Provides technical support for the medical decontamination and/or treatment of individuals exposed to biological, chemical, radiological and explosive agents.

- * Coordinates the activation and implementation of the Region V Hospital Off-Site Triage and Treatment Plan.

- * The DCHD maintains active lists of Medical Reserve Corp and Threat Preparedness Volunteers and provides for their activation in the event of a large-scale emergency that affects or potentially affects the health and/or safety of the general, public.

- * Maintains and implements the Strategic National Stockpile and Managed Inventory Program in the event an emergency exceeds and/or has the potential to exceed local vaccine medication and/or medical supply inventories.

- * Implements plans for the large-scale vaccination and/or medical prophylaxis of the general, public in the event of a natural or man-made disease outbreak.

- * Maintains and provides, when necessary, stockpiles of medical and associated supplies necessary to support large-scale emergency operations.

3. Mobilization of Additional Public Health Assets:

a. In the event normal Emergency Medical System (EMS) capabilities are exceeded or have the potential of being exceeded such as during disaster situations and/or large public health emergencies, mobilization of additional resources may be implemented using one or more of the following methods.

b. An emergency has or has the potential to occur that will surpass the capabilities of normal Emergency Medical System (EMS) capabilities and the Doddridge County Emergency Operations Plan has been activated with the support of an Emergency Operations Center (EOC). In such case, activation of the Doddridge Co. Health Department emergency response capacity can be requested thru the Doddridge County Health Department representative assigned to the Emergency Operations Center (EOC) or by contacting the Doddridge County Emergency Manager at (304) 873-1343 office or (304)281-7407 mobile.

c. In the event the potential for, or an actual event has been identified by the Doddridge County Health Department or other public health components that will or will likely exceed capacity to manage such situation, the Doddridge County Health Department may request the activation of the Doddridge County Emergency Operations Plan and if needed the Doddridge County Emergency Operations Center (EOC) by either contacting the Doddridge/Ritchie County 911 Center and/or the Doddridge County Emergency Management Director.

4. The Doddridge County Health Department in cooperation with the West Virginia Department Bureau of Public Health is recognized under the Emergency Support Function (ESF) #8 of the National Response Framework (NRF) and therefore can access supplemental assistance to in meeting identified public health needs if victims during incidents where local, regional and state response resources may be inadequate, and a federal response is required.

a. Doddridge County Health Department's Local capabilities are supplemented by the WV Bureau for Public Health (within the WV Department of Health and Human Resources). The state health department in conjunction with the Doddridge County Health Department, if necessary, would make the decision to request support from the US Department of Health and Human Resources (USHHS).

b. It is the responsibility of the Regional Epidemiologist assigned to the Doddridge County Health Department to monitor existing medical surveillance systems and if necessary, to implement any additional surveillance systems they deem necessary to monitor the health of the general population and special, high-risk populations; carry out field studies and investigations; monitor injury and disease patterns and potential disease outbreaks; and provide technical assistance and consultations on disease and injury prevention and precautions in response to the emergency.

c. If necessary, the Regional Epidemiologist may request additional assistance from the West Virginia Bureau of Public Health to support surveillance and investigative operations deemed necessary. If determined to be necessary, the Doddridge County Health Department may make requests of the West Virginia Bureau of Public Health support for public health operations associated with the emergency including such areas as food safety and security, agriculture safety and security, vector control, potable water/wastewater, solid waste disposal, and protection of animal health.

C. Medical Considerations

1. During large-scale emergencies and/or disasters, it is primarily the responsibility of the Doddridge County Emergency Medical System (DCEMS) that is responsible to initiate initial triage operations, and to begin triaging injured individuals as they are identified. Triage operations shall be managed as part of the overall Incident Command System (ICS).

2. Upon being triaged, victims shall be prioritized as deemed appropriate and as coordinated with Med-Com Medical Command (1-304-598-4100) shall be transported by the most appropriate method to the designated receiving hospital or other facility.

3. Large-scale emergencies or disasters within Doddridge County that involve sick or injured individuals will be especially problematic since Doddridge County does not itself have a hospital or other more advanced care medical facility within the county itself and is dependent on transporting sick or injured patients a considerable distance to hospitals and/or other more advanced medical facilities outside of Doddridge County itself. Emergencies that or have the potential to involve large numbers of sick or injured have the potential to rapidly overwhelm the current Emergency Medical System (EMS).

D. Additional Resources

1. While primary responsibility for victim triage is the responsibility of Doddridge County Ambulance Authority (DCAA), during large-scale events that exceed or have the potential to exceed the capabilities of Doddridge County Ambulance Authority (DCAA), they may request that the State of West Virginia Emergency EMS system disaster support system be activated.

2. The Doddridge County Incident Command System either directly or the Doddridge County Emergency Operations Center when activated can request thru the PACT REG. that they activate their Incident Command System (ICS) and provide any appropriate assistance that is available thru their resources, both internal and external to that organization. These resources include, but are not limited to:

- a. Activation of the DCHD emergency medical stockpile.
- b. Activation and utilization of the Health Alert Network.
- c. Activation and utilization of the DCHD WARN database.
- d. Activation of Med-Com Mobile Communications, Suite 1.
- e. Activation of the Medical Reserve Corp.
- f. Activation of the DCHD Threat Preparedness Volunteers.
- g. Coordination of requests for assistance from the Region 5 Hospital Emergency Response Plan.
- h. Requests to other regional resources for assistance and/or support.
- i. Activation of one or more "Off-site triage and Treatment Centers.
- j. Requests for State Department of Health Resources.
- k. Requests for activation of the Strategic National Stockpile or Managed Inventory resources.

And/or

- l. Request for and/or activation of any other available assets that are deemed appropriate.

ROLES AND RESPONSIBILITIES

A. Organization

1. The Regional Threat Preparedness Unit staff of the Doddridge County Health Department is responsible for developing regional plans, (Doddridge County being part of Doddridge County Health Department's service region). Necessary to implement and support a cohesive and comprehensive health response to acts of, or the potential acts of terrorism, and/or new or emerging diseases. Plans developed by the Threat Preparedness Unit are developed to bridge between plans developed locally within Doddridge County, and plans developed at the regional, state and federal levels.

a. In addition to planning activities, the Regional Threat Preparedness Unit of DCHD works in conjunction with other private, local, regional, state and federal emergency response and support agencies to test, evaluate and modify emergency plans, and when necessary to act as facilitators, to assure that emergency plans and actions are accurate, coordinated and as comprehensive as possible to meet local and regional needs during potential emergency situations.

b. Local emergency medical providers located within Doddridge County, such as the Doddridge County Emergency Medical System and primary care facilities, are responsible for developing necessary emergency medical response plans that detail actions and methods that will be implemented by them in case of a major medical emergency and how those plans will coordinate with other local, county, regional, state and federal plans if and/or when they are implemented.

B. Responsibilities

1. Doddridge County Health Department working in conjunction and coordination with other emergency response and support agencies during large scale emergencies will:

a. When and if deemed necessary will work with other community partners to activate and support the operations of Off-Site Medical Triage and Treatment Facilities, Emergency Points of Distribution and/or other sites as deemed necessary to meet the medical and health needs of individuals within Doddridge County by providing the most appropriate response available under any given conditions.

- b. Implements and supports necessary actions to provide Epidemiological tracking and evaluation during emergencies that involve the possible presence of disease, illness or potential acts of terrorism.
- c. If deemed necessary, to activate the Regional Strategic National Stockpile and/or Managed Inventory Plan or portions thereof to support emergency actions within Doddridge County and the surrounding region.
- d. Work in conjunction with the Doddridge County Office of Emergency Management and if activated, the Doddridge County Emergency Operations Center, to maintain, and if necessary, provide for the health and safety of individuals within Doddridge County.
- e. To assist shelter operators to provide safe and sanitary conditions in shelters if activated.
- f. Work in conjunction with other agencies to assure the safety of potable water both from public utility sources as well as private wells and other sources.
- g. Work in conjunction with other agencies to monitor, evaluate and expedite when necessary public and private sanitary services.
- h. Work in conjunction with other agencies to monitor and assure the safety of food services and products.
- i. Within its ability, support and render assistance to other response and/or support agencies to assure the best possible response to the emergency is achieved.

2. Doddridge County Emergency Medical System (EMS)

- a. When activated; assume appropriate role(s) in the incident command system structure.
- b. Evaluate medical situation(s) relative to the emergency and if necessary establish medical triage area(s) and/or use other “tools” as necessary.
- c. Provide for the triage of casualties.
- d. Establish necessary resource and support transport operations to provide for the transport of all patients to appropriate facilities; direct, coordinate, or support medical care to patients as appropriate; implement medical emergency

plans, either in total or as appropriate, to provide appropriate medical care and transport for patients.

3. Doddridge County Office of Emergency System

- a. Develop overall situational awareness relative to the emergency.
- b. Assure that all three (3) County Commissioner's and others as directed, are notified and fully briefed with current information relative to the emergency.
- c. Assure that a functional Incident Command System has been established and is functioning.
- d. If the situation merits, assure that an Emergency Operations Center is activated, and mechanisms are in place to maintain required documentation.
- e. Utilizing the Incident Command System and the assets and resources of the Emergency Operations Center, receives, classifies, requests and manages requests from within the Incident Command Structure for assets and resources to aid in resolving issues related to the emergency response.
- f. Acts as the legal representative for the Doddridge County Commission in making requests to the State of West Virginia for assets and resources.
- g. Is the focal point to receive, maintain and utilize as necessary time sheets, purchase receipts and other related documentation required to request reimbursement for materials and services utilized to mitigate the emergency.

CONTINUITY OF GOVERNMENT

A. The implementation and operational plan for the Doddridge County Emergency Operations Center are more fully delineated in other portions of this plan. In general, the structure of the Doddridge County Emergency Operations Center is structured using the Incident Command System (ICS) and the EOC staff is comprised of an operational core of individuals who represent primary response, support and technical aspects of emergency management. This structure then can be enhanced or modified by the addition and/or deletion of representatives of different agencies, organizations and/or technical expertise as dictated by the emergency.

PLAN DEVELOPMENT AND MAINTENANCE

A. The DCOEM in conjunction with the North Central WV Chapter, ARC, DCAA and other appropriate agencies are responsible for the maintenance of this annex.

B. The annex should be reviewed and updated at least annually.

C. The DCOEM Director is responsible for disseminating revised materials to recipients on the plan distribution list.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX H: RESOURCE MANAGEMENT

Related Federal ESFs

ESF #7: Logistics Management and Resource Support

Volunteer and Donations Management Support Annex

Related State Annexes

Annex Q: Resource Management

Annex GG: Donations Management

Annex H: Resource Management Purpose

The purpose of this annex is to provide guidelines, which are based on the National Incident Management System, for the procurement and deployment of external resources in order, to effectively respond to an emergency/disaster.

Primary Agencies

Doddridge County Office of Emergency Management (DCOEM)

Support Agencies

WV Div. of Homeland Security & Emergency Mgmt. (WVDHSEM)

US Department of Homeland Security (USDHS)

US General Services Administration (GSA)

Voluntary Organizations Active in Disaster (VOAD)

Authorities

WV Code, §15-5

References

West Virginia Emergency Operations Plan, WVDHSEM, as amended.

Emergency Management Assistance Compact (EMAC).

National Response Plan, USDHS, as amended.

Nationals Incident Management System Response Definitions: 120 Resources, FEMA National Mutual Aid and Resource Management Initiative, 2004.

SITUATION AND ASSUMPTIONS

A. Situation

1. Available resource inventories should include the anticipated needs for all types of emergencies/disasters.
2. Considering the demands placed on local government in response to a major disaster, detailed identification and effective utilization of limited available resources is important.
3. Essential services, supplies, materials, and equipment likely to be needed in emergency operations will vary with the type and size of the disaster, location, time of year, and any number of variables.
4. Resource planning should be able to take all factors into consideration, developing a capability for the worst-case scenario.

B. Assumptions

1. Local government does not possess the necessary resources to handle a major disaster; thus, resource management can become one of the limiting factors in the effective response by local agencies.
2. No degree of planning, training, and exercising can result in successful operations if essential resources are not available at the time and place required.
3. State and local codes provide for the procurement of essential resources via emergency allocations, appropriations, etc. during times of declared emergencies.
4. Essential supplies, personnel, materials, and equipment are available from other governmental resources, private businesses and industries (Non-Governmental Organizations [NGOs]), and volunteer agencies.
5. The private sector has the capability through its day-to-day economic pursuits to provide expertise for continued handling and distribution of their respective resources in times of emergency.

6. Resources acquired and/or used by a jurisdiction during an emergency may require payment upon termination of the emergency activity.

CONCEPT OF OPERATIONS

A. General

1. Local government is responsible for commanding all, or any part necessary, of its available resources to protect lives and property and to relieve suffering and hardship in its jurisdiction.

2. In the event all local resources have been expended or committed, assistance can be sought from outside the jurisdiction. The Doddridge County Office of Emergency Management (DCOEM) Director, as the Emergency Operations Center (EOC) Manager, should coordinate first with neighboring county jurisdictions for the procurement of resources or donations management.

3. The DCOEM maintains a resource list that includes the quantity of and access consideration for resources that are available locally.

a. Governmental agencies are tasked with maintaining resources on a daily, routine basis. It is assumed that these resources can be ready for deployment (if they are available) when requested during emergency operations.

b. Private sector organizations, such as utility companies, general contractors, equipment rental companies, etc. may be contacted to fill resource needs that are not available at the local/county government level.

c. Data collection sheets for several categories of resources are listed in Appendix 2 of this annex. These sheets may be used to ensure a standard method of collecting resource data from potential public and private sector resource providers.

4. All department/agencies should maintain records of resources used during an emergency or disaster.

B. Resource Inventorying

1. Resource inventorying includes categorizing available resources by NIMS types, when applicable (i.e. many resources have corresponding NIMS categories while some do not).

- a. The DCOEM resource list is categorized according to NIMS types and definitions.
 - b. The manual also contains specifications for the equipment that does not have a corresponding NIMS type so that emergency managers can accurately procure those resources when necessary.
- 2. A key component of resource inventorying is deciding whether a particular resource should be stocked and warehoused or simply procured at the time it is needed.
- 3. Resources should be denoted as either expendable or non-expendable. In basic terms, non-expendable resources can be re-used while expendable resources cannot.
- 4. Another component of inventorying resources is that certifying and credentialing of personnel resources.
 - a. Credentialing includes the training and certifications that responders have.
 - b. Credentialing also includes physical fitness programs for which are often provided by a responder's home (law enforcement, fire, EMS, etc.) department.

C. Identifying and Ordering Resources

- 1. The DCOEM should identify and inventory available resources during pre-disaster periods.
- 2. Requests for items that can be filled locally may be requested directly by the Incident Commander (IC) if the EOC is not activated. If the EOC is activated, all resource requests should be channeled through the EOC.
- 3. Requests for resources that cannot be filled locally should be made known to the EOC. Again, all external requests should come from the EOC.
 - a. The resources of responding departments should first be fully committed.
 - b. Secondly, the resources of other Doddridge County departments should be fully committed (through mutual aid).
 - c. Thirdly, the county EOC may request resources from neighboring jurisdictions.
 - d. Fourthly, state assistance should be requested if all local and regional resources are committed or unavailable. For state assistance to be rendered, a

local “state of emergency” must be declared. See Appendix 1 of the Basic Plan for more information on declaring a “state of emergency”.

e. State authorities will likely coordinate requests for federal resources. Determining if federal resources are necessary should be a joint decision made by local and state representatives.

4. All resource requests should be tracked on form ICS 259-3 to ensure a standard record is kept. The form also provides an organized means of simultaneously managing multiple resource requests. See Appendix 3 for a sample of the form.

5. All requests for resources from higher levels of government should be made in accordance with NIMS types and categories, where applicable.

D. Tracking and Reporting Expended Resources

1. EOC staff is responsible for displaying the resources they have requested as well as the status of those resources.

2. Incident command personnel should keep a record of the resources that are requested by the command post.

3. All EOC staff should maintain records of resources that were ordered and deployed, including any fees associated with the deployed resources. As stated, above, form ICS 259-3 should be utilized.

4. All resource tracking and reporting information should be made available to the DCOEM Director following the completion of emergency and recovery operations for inclusion into reimbursement requests, where possible.

E. Donations Management

1. The Executive Section of the EOC, in coordination with the Resources Section, (or DCOEM Director during the recovery period following the deactivation of the EOC) should direct the county Public Information Officer (PIO) to disseminate instructions for those members of the public wishing to make donations, including cash contributions.

2. On a sporadic basis, non-emergency basis, those wishing to provide donations may be directed to the DCOEM Director. During emergencies, public instructions should direct all donations and inquiries to the EOC.

3. As the EOC Manager, the DCOEM Director may establish a “Donations Management Group” within the EOC’s Resources Section if the number of donations becomes too numerous for the DCOEM Director to manage.

a. The need may also arise to establish donations coordination centers throughout the county to effectively receive and manage donations. If necessary, the DCOEM Director can coordinate their opening with church groups, the Salvation Army, and other volunteers and Voluntary Organizations Active in Disaster (VOAD), as available.

I. Donations coordination centers should establish individual guidelines for collecting, sorting, and managing donations as the designated center leader sees fit.

II. These guidelines should be conveyed to emergency management personnel at the time the donations are collected for distribution.

b. Staffing for the donations management group or coordination centers can be determined by the DCOEM Director and the head of any other involved agency/organization.

4. During times of emergency, many individuals may offer volunteer assistance. However, because those assisting with emergency operations must be certified and properly credentialed, the widespread use of volunteers during tactical emergency operations is not anticipated. Volunteers may be effectively used to staff donations coordination centers, mass care support facilities, etc. Volunteers should be managed by the head of the station/facility/area to which they are sent.

a. Such organizations as the Salvation Army or American Red Cross (ARC) may establish volunteer registration centers. Those organizations are responsible for coordinating volunteer assistance with on-scene command and EOC personnel.

b. Personnel at volunteer registration centers should credential all persons wishing to volunteer, to include such items as applicable emergency training and/or experience, etc.

5. Federal support may be available from the US Department of Homeland Security (USDHS) under the Volunteer and Donations Management Support Annex of the National Response Framework (NRF). Federal support for the management of

donations and/or volunteers should not be requested until all local or regional support is exhausted.

- a. Requests for federal assistance are channeled through the county EOC, which should relay them to the State EOC (SEOC).
- b. Support may include establishing volunteer and donations coordination centers (including hotlines), managing large corporate offers or large collection drives, expedited training of volunteers, etc.

F. State and Federal Capabilities

1. State

- a. Resource management at the state level is primarily the responsibility of the WV Division of Homeland Security and Emergency Management (WVDHSEM).
- b. Under Annex Q: Resource Management of the West Virginia Emergency Operations Plan, the WVDHSEM can:
 - I. Receive resource requests from local jurisdictions.
 - II. Distribute and manage resources.
 - III. Identify resource distribution centers.
 - IV. Coordinate resource requests with local governments.
 - V. Document records of services and resources utilized during an emergency.
- c. Under Annex GG: Donations Management of the EVEOP, the WVDHSEM can request assistance via the Emergency Management Assistance Compact (EPAC).

2. Federal

- a. In general, federal support is requested by state authorities. State authorities determine what resources are needed by requests from local officials (or state agencies that are in response to the incident).
- b. Federal support resources are detailed in other annexes of this plan based on the functional area under which they are organized.

c. Emergency Support Function (ESF) #7 of the NRF provides resource support that is not described by other portions of the NRF. ESF #7 support includes the use of federal property for emergency purposes (staging, office space for administrative tasks, etc.), office equipment, telecommunications support, contracting services, security services, and personnel.

d. All ESF #7 support is coordinated by the General Services Administration (GSA).

e. The determination of resource needs is made at the federal Regional Response Coordination Center (RRCC) level, with input from representatives at the Joint Field Officer (JFO).

I. The JFO makes its resource determinations based on coordination with state representatives (i.e. state-made resource requests).

II. State representatives make resource determinations based on coordination with local representatives (i.e. local resource requests).

ROLES AND RESPONSIBILITIES

A. General

1. The day-to-day operations of DCOEM personnel include planning and personnel training to obtain the maximum use of available resources and materials in the event of an emergency/disaster.

2. During the emergency, local government, specifically the Executive and Resources Sections of the EOC, should coordinate and identify essential resources to be rendered to on-scene response personnel and emergency/disaster victims.

3. The aim of this resource management annex is to use resources and trained personnel to carry out each assignment effectively.

B. Assignment of Responsibilities

1. Doddridge County Office of Emergency Management (DCOEM)

a. Assure that a resource list is developed and properly, categorized and that overall resource management takes place.

b. Retain the resource list in the EOC with other pertinent information in case the EOC is activated.

- c. Determine resource needs based on preliminary information, damage assessments, and past, experience.
- d. Coordinate with emergency response organizations, Non-Governmental Organizations (NGOs), and VOADs for the development of Operating Guidelines (OGs) that detail how resources are ordered and deployed.
- e. Request additional resources through the emergency managers of neighboring counties and higher levels of government.
- f. Manage donations or delegate associated tasks to other EOC staff and/or volunteer groups.

2. WV Division of Homeland Security and Emergency Management

- a. Receives resource requests from the county EOC.
- b. Coordinates resource requests to other state agencies and puts appropriate state resources in touch with local officials.
- c. Requests resources from the federal government, if necessary.

3. US Department of Homeland Security

- a. Receives resource requests from state authorities.
- b. Provides volunteer and donations management assistance, if requested.

4. US General Services Administration

- a. Coordinates ESF #7 resource support.

5. Voluntary Organizations Active in Disaster (VOAD)

- a. Provides services during emergency operations at the direction of local leaders in the EOC.
- b. Staffs donations centers at the direction of the county EOC.

DIRECTION AND CONTROL

A. The major responsibility of resource management is to identify available sources from which needed resources can be obtained during an emergency/disaster situation.

1. The county's resource list contains a listing of resource availability.
2. The resource list is properly typed and categorized according to NIMS standards.

B. An Incident Commander (IC) may designate a Logistics Section of the command staff to manage resources if the EOC is not activated (but only for small, localized events). The EOC staff generally manages resources during large events when the EOC is activated.

C. The county commissioners are responsible for coordinating resources within the county during an emergency/disaster (including making county-owned resources available as well as approving emergency resource expenditures). This is done through the EOC (as the Executive Section in coordination with the Resource Section).

D. Municipal Chief Executive Officials (CEOs) are responsible for coordinating the resources of their jurisdictions with on-scene command staff and/or officials in the county EOC.

CONTINUITY OF GOVERNMENT

A. The DCOEM Director designates individuals to fill staff positions within the EOC.

B. As such, the DCOEM Director also designates backups to these positions.

ADMINISTRATION AND LOGISTICS

A. Administration

1. Mutual aid agreements and/or emergency procurement guidelines should be negotiated during pre-disaster periods to ensure efficient delivery during an emergency, situation.

2. EOC staff should utilize form ICS 259-3 to ensure that records are kept and standardized.

3. Detailed reports listing the amounts of resources expended during a response should be maintained by the individual response agencies involved and submitted to the DCOEM within ten (10) days of the conclusion of operations for inclusion into reimbursement requests.

- a. The EOC staff maintains records on those resources that are deployed to an emergency scene.

- b. The individual agencies that ultimately utilize the deployed resources must keep records on the amounts of resources expended.

B. Logistics

1. Communications

- a. The resource management network of communications is a responsibility of the DCOEM and the EOC staff (if activated) and should be effectively functional during an emergency/disaster situation.
- b. Amateur radio operators serve as additional communications resources during emergency situations.
- c. Refer to Annex B: Communications for more detailed information.

2. Resources

- a. A list of suppliers of materials and equipment is located, in the Doddridge County Resource list. Assistance may be requested by activating mutual aid agreements with neighboring jurisdictions, NGOs and VOADs.
 - I. Examples of resources on the resource list include: heavy equipment, emergency services equipment (fire and EMS apparatus), sheltering capabilities, food distribution capabilities, and medical equipment/facilities.
 - II. Other specialized resources include equipment for hazardous material analysis, environmental assessment, biological sampling, plume movement tracking, and contamination surveys.
- b. Each department of county and municipal governments are responsible for specifying guidelines for the inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.
- c. Requests for resources from governmental and NGOs in neighboring counties should be made through the DCOEM (specifically the EOC). State and federal assistance is available when local and regional resources are exhausted or when such assistance is mandatory to protect the lives and welfare of the population. A local “state of emergency” must be declared before requesting state/federal resources. These requests should be made to and managed by the WVDHSEM.

PLAN DEVELOPMENT AND MAINTENANCE

A. The DCOEM Director is responsible for updating this annex based on deficiencies identified through exercises or responses and changes in government structure and emergency organizations.

B. The DCOEM Director should coordinate with emergency organizations, NGOs, and VOADs in the maintenance of resource/service inventories.

LIST OF APPENDICES

Appendix 1: Resource Definitions – 120 Resources (FEMA National Mutual Aid and Resource Management Initiative Document)

Appendix 2: Data Collection Sheets

Appendix 3: Resource Ordering Form (ICS 259-3)

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX I: DAMAGE ASSESSMENT

Related Federal ESFs/WV Annexes

ESF #14: Long-Term Community Recovery and Mitigation

ESF #6: Mass Care, Emergency Assistance, Housing, and Human Services

Related State Annexes

Annex AA: Damage Assessment

Annex I: Damage Assessment Purpose

The purpose of this annex is to describe those guidelines to be followed in the assessment of damages resulting from natural, technological, or man-made hazards, or other major incidents. The information obtained during the survey is essential in assessing the extent of damage within the county and is required when requesting state and federal assistance.

Primary Agencies

Doddridge County Office of Emergency Management (DCOEM)

Support Agencies

Local Law Enforcement

Local Fire Departments

Local Emergency Medical Services (EMS)

Doddridge County Assessor

WVU Extension Service

WV Division of Homeland Security & Emergency Management (WVDHSEM)

American Red Cross (ARC)

US Department of Homeland Security (USDHS)

Authorities

WV Code, §15-5, as amended.

References

West Virginia Emergency Operations Plan, WVDHSEM, as amended.

National Response Framework, USDHS, as amended.

SITUATION AND ASSUMPTIONS

A. Situation

1. Most hazard events that can affect the county have the potential to cause damage. A planned damage assessment protocol is essential for effective response and recovery operations.
2. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to those needs.
3. A preliminary damage assessment produces a descriptive measure of the severity of an incident, the effectiveness of initial response operations, and requirements for supplemental assistance.
4. Many financial assistance programs at the state and federal levels require extensive damage assessment information.
5. Damage assessment covers two (2) broad categories of information: public damage and private damage.

a. Public Damage

- I. Estimates of damage to government-owned facilities, such as public buildings, sewage and water treatment plants, and other publicly-owned utilities, roads, bridges, parks, public schools, etc.
- II. Estimates of cost to government's emergency response (i.e. cost of debris removal, police and fire overtime, protective measures taken, etc.)
- III. The impact of the disaster on the public sector.
- IV. Lost Tax Base

* The affected government's annual and maintenance budget.

- * Lack of resources available from public sector to meet the needs of the private sector.

- * Economic conditions of the community.

- * Substantial loss of public-owned utilities to private sector (water, sewer, power), which could create hardship on even those residents who sustained minimal or no damage.

b. Private Damage

I. Estimates of people displaced and in need of housing; also, number of potential persons in disaster shelters or support facilities.

II. Number of person injured.

III. Number of confirmed fatalities.

IV. Degree and dollar estimates of damage to private property, including single family homes, multi-family homes, mobile homes, and business operations.

- * Destroyed: Permanently uninhabitable

- * Major Damage: The structural damage is such that the resident/business cannot repair the structure in thirty (30) days or less; uninhabitable without major repairs.

- * Minor Damage: The structural damage can be repaired within a thirty (30) day time, period.

- * Affected: The structural damage does not prevent habitation, repairs needed are minimal and can be accomplished in a relatively short period of time.

V. The degree of structural loss, as defined above for damage assessment purposes, is based on actual structural damage and not on financial capability of the victim to make the repairs.

VI. The impact of the private sector stricken, including (1) unemployment estimated due to businesses shut down because of the disaster, (2) number of stricken in fixed income, (3) lack of insurance, (4) needs of the elderly, (5)

minority problems, and (6) general update on unmet needs in the community, as a result, of the incident.

B. Assumptions

1. The prompt and accurate assessment of damage to public and private property following a disaster is of vital concern to local officials. A rapid response has a direct bearing on the manner, in which recovery is affected in the county.
2. Comprehensive damage assessment evaluations are necessary to support accurate damage assessment and, also, post-disaster mitigation efforts that attempt to reduce much of the structural damage that could result from future disasters.
3. Higher levels of government should provide, assistance, in developing damage assessment reports to support requests for major disaster declarations.

CONCEPT OF OPERATIONS

A. General

1. Responsibility for damage assessment ultimately lies with local government entities.
2. Damage assessment personnel should be trained, in order, to provide fast and accurate information to the county Emergency Operations Center (EOC) so that effective response and recovery efforts may be utilized.

B. Initial Assessment

1. Local government officials should conduct the initial damage assessment using all available resources (e.g. fire, police, DCOEM, etc.) as soon as possible following an emergency.
2. Early identification of problems affecting the population can enable the Executive Section to make prompt and efficient decisions concerning resources available and needed.
3. Items to Consider for the Initial Assessment:
 - a. Estimate of homes effected
 - b. Estimate of businesses affected
 - c. Road closures

d. Infrastructure (e.g. power line, water main, etc.) damage

e. Various verbal reports from first responders

4. This initial report (or windshield report) should be submitted to the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM) within twenty-four (24) hours of the incident.

C. Comprehensive (Detailed) Damage Assessment

1. Subsequent, to rescue and damage-limiting operations, a comprehensive damage assessment survey should be made to develop specific information on the severity and magnitude of the disaster.

2. The comprehensive assessment may be consolidated for unincorporated areas in the county.

3. The detailed report should be forwarded to the WVDHSEM within seventy-two (72) hours of the incident and serves as the primary instrument to request assistance from the state and subsequently the federal government (if established criteria are met).

4. Comprehensive damage assessments should include (but may not be limited to) the following:

a. Area: Rural, urban, or combination

b. Debris: The cost of removing it; does it pose a health hazard, prevent access to homes/businesses, or block roads

c. Damage to roads and bridges

d. Damage to water control facilities

e. Damage to utilities (public, private, and non-profit)

f. Damage to public buildings

g. Emergency work performed

h. Damage to parks and recreation areas

i. Deaths/Injuries

j. Budget information

- k. Nature of remaining threat
- l. Personal Property: Estimate of losses
- m. Businesses: Estimate of losses and unemployment
- n. Agricultural: Crops, livestock, and equipment
- o. Estimate of Insurance coverage

D. Reports and Records

1. Survey Team Reports

- a. Each damage assessment team should collect data using a standard form.
- b. Formats for reports may be developed at the time of an emergency.
- c. All survey team reports should be forwarded to the county EOC.

2. Two (2) maps should be prepared.

- a. One (1) should illustrate public damage and graphically display where the worst and minimal damage is located.
- b. The second map should address the same for private damages.

3. Supporting Documentation

- a. Damage assessment record keeping is a vital activity when used as a means of substantiating and justifying assistance requests.
- b. Standard administrative guidelines such as those listed below support the activity.

I. Accomplishment and retention of activity logs

II. Accomplishment and retention of assessment forms and reports

III. Status boards

IV. Retention of assistance requests and declarations

V. Detailed accounting of emergency fiscal expenditures

E. Release of Information

1. Private appraisers, insurance adjusters, reporters, and others may obtain damage assessment information from the county Public Information Officer (PIO), with the consent of the Executive Section only.
2. The county PIO may set up a Joint Information Center (JIC) and arrange to have periodic press briefings, during which damage assessment information could be discussed. See Annex D: Public Information.

F. During emergency situations, county EOC staff coordinates damage assessment activities. All damage information should be forwarded to the EOC.

G. Repairs to public facilities may begin as soon as possible. Priority should be given to those facilities that are critical to emergency response activities. County and municipal resources as well as the private sector will likely be relied upon for most of the work, with resource support from state, federal, and Non-Government Organizations (NGOs), as it is available.

H. State and Federal Support

1. Both state and federal assistance to county residents may be coordinated by the DCOEM Director, or a designee, who is responsible for contacting state and federal programs during the recovery period on an as needed basis.
2. State
 - a. According to the West Virginia Emergency Operations Plan, all state agencies should assign a damage assessment coordinate and assess damages to their facilities.
 - b. State agencies compile damage assessment information for submission to the Governor.
 - c. State and local representatives may be accomplished by federal personnel to verify damage assessments.
 - d. The state EOP contains reports, forms, and instructions that state agencies may use to report damage assessment information. Those forms are reproduced as part of this annex to be used for local assessments (in an attempt, to make local/state coordination more efficient).

3. Federal

a. Emergency Support Function (ESF) #6 of the National Response Framework (NRF) includes provisions for federal housing aid programs for those impacted and/or displaced by an incident requiring a federal response.

b. ESF #14 of the NRF provides a framework for federal government support to local governments, NGOs, and the private sector to enable community recovery from long term consequences of large-scale incidents.

I. Although federal damage assessment recovery resources may be requested during or nearing the end of a response through appropriate state representatives (excluding services, housing, and other aid programs), ESF #14 personnel are most likely mobilized based on information gathered from other federal ESF personnel in response to a major incident.

* The ESF #14 Coordinator (US Department of Homeland Security/Federal Emergency Management Agency) and other primary agencies meet to determine the need to activate ESF #14 elements when the nature of the incident is likely to require federal long-term recovery assistance.

* It is likely that the ESF #14 Coordinator will contact local (as well as state) officials to assist in the determination of recovery needs.

* ESF #14 personnel organize within the Operations Section of the federal Joint Field Office (JFO). They may coordinate with appropriate damage assessment staff in the county and state EOCs.

II. A variety of federal assistance may be available under ESF #14.

* Assessment of the social and economic consequences in the impacted area.

* Advise on long-term recovery implications and assist in coordinating the transition from response to recovery operations.

* Work with local and state governments to conduct a comprehensive market disruption and loss analysis and develop a market-based recovery plan.

- * Identify appropriate federal programs to support the recovery plan.
- * Assist in identifying gaps in available recovery resources.

c. Specific federal responsibilities are outlined in ESF #14 and do not affect local (or state) damage assessment or recovery operations. If local assistance is needed, the appropriate ESF #14 personnel contact local officials through the EOC.

ROLES AND RESPONSIBILITIES

A. Roles

1. The “damage assessment staff” may be comprised of regular public employees or officials who assume damage assessment responsibilities whenever an emergency of major proportion strikes the community. Mobilization occurs upon notification by the DCOEM Director.

2. Assessment of damage is the responsibility of the affected government. Reports of property damage in total numbers and degree of damage (destroyed, major, and minor) are required. Total dollar losses in current replacement or repair costs and the uninsured portion of the dollar loss are also needed. The dollar amounts should be estimates for the total replacement cost of each type of property.

a. Local government makes assessment for public and private property within its jurisdiction.

I. Assessment of damages to public buildings (municipal or county) can be the responsibility of maintenance staffs or retained engineering consultants.

II. Damage assessment of county roads, bridges, and culverts may be accomplished by the county detachment of the WV Division of Highways (WVDOH) and assessment of municipal streets may be accomplished by street commissioners, maintenance staff, or retained engineers.

III. Assessment of damages to public utilities should be accomplished by public works departments. Privately owned utilities, such as public service districts, should also be assessed by public works officials with heavy assistance from the utility’s own personnel.

b. State departments and agencies assess damage to properties under their cognizance.

3. The American Red Cross (ARC) may conduct an independent damage assessment survey to analyze the situation and determine human necessities. The result of the ARC Survey can be useful as a cross check.

4. Insurance company adjusters/appraisers may be another source of damage information.

B. Responsibilities

1. Doddridge County Office of Emergency Management (DCOEM)

a. Establish a point of contact with officials of affected jurisdictions (e.g. commission president, mayors) and determine the approximate area affected.

b. Alert and activate damage assessment teams. Include information on the following:

I. Guidelines, checklists, and forms

II. Points of contact in affected areas

III. Specifics of emergency

IV. Schedule for reporting information

V. Guidelines for verifying damage assessment information

c. Provide updated disaster information to the Executive Section. Information should also be posted in the EOC to provide readily available data to all EOC staff.

d. Collect and consolidate missing person's information and submit it to the appropriate authority.

e. Coordinate with the county PIO to keep the public informed of hazardous conditions (i.e. unsafe roads, bridges, etc.).

f. Provide for the posting of unsafe roads, buildings, bridges, etc.

g. Coordinate priority debris removal and emergency work with the Executive Section.

h. Assist in the collection of damage assessment data and preparation of reports to be forwarded to the WVDHSEM.

2. Local Law Enforcement, Fire Service Providers, EMS

a. Collect and report the following information to the EOC:

I. Number of fatalities (by name and address, if possible, to avoid duplications)

II. Number of injured (by name and address, if possible, to avoid duplications)

III. Any other pertinent information to compiling an accurate damage assessment.

b. Assist damage assessment teams to verify public and private damages, if personnel are available.

3. Doddridge County Assessor

a. If requested by the EOC, research and report the value of affected properties.

4. WVU Extension Service

a. Assists damage assessment staff if the agricultural community has been affected (upon request) to ensure that operating farm losses are included in the damage assessment report.

5. WV Division of Homeland Security and Emergency Management

a. Receives damage assessment information from the county EOC.

b. Directs state damage assessments.

c. Assigns teams to assess damage to private, non-profit facilities, as required.

d. Briefs, coordinates, and supervises federal/state inspection teams in the preparation of damage survey reports.

e. Compiles final damage assessments for the Governor's use.

f. Coordinates requests for state/federal assistance from the local level during recovery.

6. American Red Cross

a. Provides internal ARC damage assessment information to the EOC.

7. US Department of Homeland Security

a. Activates ESF #14, if necessary.

b. Coordinates requests for federal assistance (from states) during recovery.

DIRECTION AND CONTROL

A. Damage assessment survey team members should be designated by the Executive Section of the EOC.

B. The deployment of survey teams should always be coordinated with the on-scene Incident Commander.

C. A “Damage Assessment Group” may be organized under the Disaster Analysis Section of the EOC should coordination of damage assessment information necessitate it.

CONTINUITY OF GOVERNMENT

A. Damage assessment teams are designated at the time of an emergency; as such, lines of succession cannot be pre-determined.

B. Damage assessment staff members operate within the Doddridge County Emergency Operations Center (EOC). The county EOC should operate in accordance with the Operating Guidelines (OGs) maintained by the DCOEM. These OGs include job aids for damage assessment personnel to ensure that any member of the EOC staff can successfully fill in for the role.

ADMINISTRATION AND LOGISTICS

A. Administration

1. EOC staff should compile damage assessment reports for the county and submit them, as appropriate, to the WVDHSEM.

2. In the event, that, the county officially requested federal assistance through the WVDHSEM, it is the state's responsibility to compile the information needed by federal agencies. This may establish whether, or not the criteria exist for a Presidential Declaration or other federal program assistance.

3. The state often uses local damage assessment information in their reports. As such, the importance of timely information (that is as accurate as possible) is paramount.

B. Logistics

1. Damage assessment survey teams may consist if designated county employees and volunteers.

2. Private sector personnel can be used to supplement survey teams as necessary.

3. Survey teams should collect field data and forward it to the EOC by telephone or radio.

PLAN DEVELOPMENT AND MAINTENANCE

A. The DCOEM Director should review and update this annex on a periodic basis.

B. The DCOEM Director should forward changes to the appropriate agencies.

LIST OF APPENDICES

Appendix 1: Damage Assessment Reports/Forms from WVEOP

APPENDIX 1: DAMAGE ASSESSMENT REPORTS/FORMS FROM WVEOP

This appendix contains copies of damage assessment reports and forms that are used by state agencies per the West Virginia Emergency Operations Plan. The use of these forms at the local level may increase efficiency and effectiveness when relaying local damage assessment information to the WVDHSEM.

*Note: These forms are taken directly from the WVEOP. Appropriate credit is hereby given to the WVDHSEM and the authors of the plan.

ANNEX AA

APPENDIX 1 – Damage Assessment Procedures – Housing

Damage assessors are to follow the general instructions below to complete the Tally Sheets:

1. Enter in the space titled “Disaster Area Covered by this Tally Sheet”, the area assigned to you to assess. It is vital that the area be clearly defined by using street and road names.
2. Use the hash mark system, e.g. four (4) vertical lines and one (1) diagonal line to represent a linear count of five (5).
3. Trace in your map the areas you assessed so that the limits of the damaged areas can be graphically portrayed.
4. Print all information legibly. Completed Tally Sheets should have your name, date, and the time of the damage assessment and a readily discernible description and location of the damaged area(s) assessed.

Damage assessment teams are normally composed of two (2) or three (3) members, one of whom is to be familiar with the damaged area(s).

Although it is important to obtain accurate damage assessment, teams are not able to spend a long time at any one location. Normally, interior inspections should not be made. In some cases, particularly if access has been obstructed, it may be necessary to walk through apartment complexes and mobile home parks. Nevertheless, damage assessments should be as factual and concise as possible, keeping in mind that it is merely an estimate of the damage situation.

If you encounter unusual situations that you are unable to handle satisfactorily, it is important that you apprise the WVDHSEM of the situation. Do not hesitate to talk to local people about what happened in a particular area during the disaster. Their information helps complete the Tally Sheet. **However, under no circumstances, should you make a comment regarding, whether, or not, federal assistance will be provided.**

Filling out the Tally Sheet

Personnel performing a drive-through assessment of a portion of the disaster area should use the Tally Sheet to record their findings. Three decisions must be made:

1. What degree of damage has the structure sustained
2. The type of structure
3. Whether, or not, the structure is habitable

The number of individual units which have sustained damage is tallied with respect to the severity of damage, and the status of their habitability. Making these three decisions, however, does not provide the user of this data with a complete understanding of the true impact of, and needs created by, the disaster in the area observed. Related assessment data on impacts and needs are covered on the second page of the Tally Sheet. It is essential that this information be provided as a part of the drive through, since this information is required to interpret the numerical data in a meaningful way.

For the damage assessment data to be meaningful, it is important that all personnel involved have a common understanding of damage criteria and of the categories of private structures. For purposes of this procedure, the damage criteria are defined as follows:

1. Destroyed

Item/Building is a total loss or is damaged to the extent that it is not usable and not economically repairable.

2. Major Damage

Item/Building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.

3. Minor Damage

Item/Building is damaged and may be used under limited conditions; may be restored to service with minor repairs.

4. Affected Habitable

Homes only – minor damage to structure (porch, roof, underpinning, minor basement flooding) and suspected damage to contents. Structure is usable without repairs.

The Tally Sheet contains two categories: Homes and Recreational Dwellings

1. Homes

Damage to personal possessions within a home is not considered in assessing the percent of damage to a home. Limit damage assessment to the structure itself. Townhouses, condominiums, mobile homes (only those used as primary residence), rental units and farm dwellings, fall under Category 1. Damage to farm improvements, farm land and crops are obtained from the Agriculture Stabilization and Conservation Service. The assessment for this category is confined to damage to the farm home itself.

2. Recreational Dwellings

Record damage to recreational dwellings, trailer and motor homes are in this category.

The assessment data section on the Tally Sheet contains several questions which should be answered as accurately and concisely as possible. The seven items are as follows:

1. Estimate the percentage of utilities that have been rendered inoperable due to the disaster.
2. Specify the high-water mark level on the houses. When possible, if facilities are located upstream, (i.e. industries, sewage package plants, etc.), note if the water mark level indicates the presence of sewage or chemicals. Comment on the destructiveness of the flood waters.
3. Specify the prevalent types of damaged home structures or construction, i.e., single family dwelling, frame and stucco or Lewinsky, etc.
4. Specify whether damaged homes have basements and whether they are raised floor or concrete slab.
5. Comment on the presence of mud, silt and debris in and around the homes.
6. Comment on all types of insurance coverage on homes, farms, and contents.
7. Comment on unusual conditions and other factors that may be helpful for a complete understanding of the nature and severity of the damage.

PRELIMINARY DAMAGE ASSESSMENT

State:_____County:_____City:_____Subdiv:_____

Type of Disaster:_____Date of PDA:_____

PDA Team:_____

Homes Damage Category Status Ins Income

Single

Family Pri Sec Affected Minor Major Dest. %Own %Ins %Low\$

Apts/

Condo

Mobile

Homes

Totals

No. of Households affected

No. of bridges

ROADS/

BRIDGES

ANNEX AA

APPENDIX 2 – Damage Assessment Procedures – Business

Damage assessors are to follow the general instructions to complete the Tally Sheet.

1. Enter in the space titles “Disaster Are Covered by this Tally Sheet”, the area assigned to you to assess. It is vital that the area be clearly defined by using street and road names.
2. Trace on your map the areas you assessed, so the limits of the damaged areas can be graphically portrayed.
3. Print all information legibly. Completed Tally Sheets should have your name, date and the time of the damage assessment and a readily discernable description and location of the damaged area(s) assessed. Damage assessment teams are normally to be composed of two (2) or three (3) members, one of whom should be familiar with the damaged area(s).

Since the urgency of obtaining accurate damage assessment is paramount, you are not able to spend an inordinate amount of time at any one location. Damage assessments should be as factual and concise as possible, keeping in mind that it is merely an estimate of the damage situation.

If you encounter unusual situations which you are unable to handle, you should apprise the WVDHSEM.

Under no circumstances should you make a comment regarding whether, or not Federal assistance will be provided.

BUSINESS DAMAGE ASSESSMENT

TALLY SHEET

Areas Assessed (include Street/Highway
Boundaries): _____

Date: _____ Time: _____ Assessor: _____

Business	Number Of
Employees	Structural
Damage	Inventory
Loss	Equipment
Machinery	Total
Losses Degree	
Damage	

ANNEX AA

APPENDIX 3 – Agriculture Natural Disaster Damage Assessment Report

A. COUNTY EMERGENCY BOARD (CEB)

1. When required by the State Emergency Board (SEB) Chairperson, prepare report within time specified by SEB Chairperson. Consult with other board members and indicate CEB concurrence in report.
2. Reproduce form for Damage Assessment Report locally, as needed.
3. Use term “farm” or “farmers” to cover farms, farmers, ranchers or agriculture operations.
4. Report losses of agriculture damages separately, completing only items 1 through 9 and other applicable items of the form.
5. Complete specific items as follows:
 - a. Item 3 Enter:
 - 1) Total number of farmers in county
 - 2) Number of farmers who sustained losses as a result of natural disaster, based on a general survey, including discussions with knowledgeable persons.
 - b. Item 4:
 - 1) Indicate:
 - a) Type of natural disaster. Example: Drought, flood, windstorm, excessive rainfall, hailstorm, blizzard, early freeze or frost, hurricane, or tornado. If a major animal or poultry disease outbreak occurs, immediately following a natural disaster, state how abnormal weather may have contributed to the spread of disease to epidemic stages.

b) Actual date or dates on which natural disaster occurred. Enter for use in incident period.

2) Where only part of county is involved, attach map delineating area affected.

c. Items 5 through 9

List all principal commercial crops, including pastures and timber, in the order of their importance to the county's agricultural economy.

d. Items 5 through 14:

1) Crops and livestock – Use price information furnished by the SEB Chairperson in establishing dollar losses of crops (including pastures and timber) and livestock.

2) Agriculture Operations – Use information furnished by the SEB Chairperson in estimating unit and dollar losses of agriculture operations.

e. Items 15 through 20:

Use the value of farm buildings and equipment as determined by the CEB in estimating dollar losses.

f. Item 21:

Include damage and losses to farmland, fences, timberland, drainage outlets, irrigation, systems, etc.

6. Submit written report to SEB Chairperson with copies to:

a. Appropriate county government representatives.

b. CEB members.

ANNEX AA

APPENDIX 4 – Guide to Public Assistance Damage Assessment Categories

CATEGORY A: DEBRIS CLEARNACE

Debris clearance includes residue deposited as a result, of flood, hurricanes and tornadoes and snow and ice storms. It also includes:

- * Clearance of channels and waterways when danger to improved property exists.
- * Clearance of water supply reservoirs.
- * Clearance of public roads, streets, highways and drainage ditches alongside.
- * Clearance from other public property such as County Courthouse and municipal buildings.
- * Clearance of private property, when in the public interest.
- * Removal of debris from private non-profit facilities.

CATEGORY B: PROTECTIVE MEASURES

Protective measures include action taken to preserve life or to prevent imminent damage to public and private property. It also includes:

- * Cost of barricades and sandbagging
- * Pay for additional police and guards (Separate regular and overtime costs)
- * Cost of evacuation
- * Cost of pumping
- * Cost of search and rescue
- * Cost of boarding up windows in public facilities
- * Emergency demolition costs
- * Emergency stream and channel clearance costs

- * Costs associated with Emergency Operations Centers
- * Cost associated with emergency mass care and sheltering operations

CATEGORY C: ROADS AND BRIDGES

Roads and bridges include damage to the Federal Aid System (FAS), non-FAS, local government and orphan facilities. Report FAS and non-FAS separately. It also included:

- * Cost of constructing detours and bypasses
- * Cost of gravel or bituminous materials to repair damaged shoulders to prevent erosion
- * Shoulders, embankment and drainage ditches washed out
- * Bridges damaged or destroyed
- * Mud slides covering roads
- * Culverts washed out
- * Manholes, curbs, sidewalks, and gutters washed out
- * Roads, streets and highways washed out

CATEGORY D: WATER CONTROL FACILITIES

- * Dams or reservoirs destroyed or damaged
- * Levees or dikes destroyed or damaged
- * Drainage channels destroyed or damaged

CATEGORY E: PUBLIC BUILDINGS AND EQUIPMENT

Public buildings and equipment includes all publicly owned buildings, equipment, vehicles, supplies and inventory. It also includes:

- * Local government owned buildings destroyed or damaged
- * Public schools destroyed or damaged
- * Public institutions of higher education destroyed or damaged
- * Hospitals and other health facilities destroyed or damaged

- * Penal institutions destroyed or damaged
- * Armories destroyed or damaged
- * Publicly owned bus and trolley lines destroyed or damaged

CATEGORY F: PUBLIC UTILITY SYSTEMS

- * Storm drainage systems destroyed or damaged
- * Sewage systems destroyed or damaged
- * Water systems destroyed or damaged
- * Public telephone, electric and/or gas utility systems destroyed or damaged

CATEGORY G: RECREATION/OTHER

- * State owned parks and recreational facilities destroyed or damaged
- * Local government owned parks and recreational facilities destroyed and damaged
- * Cost of providing emergency communications
- * Cost of providing temporary public transportation

ANNEX AA

APPENDIX 5 – Public Assistance Damage Assessment Report

Agency: _____

Date: _____

Name: _____ County: _____

Provide as much detail as possible. Use descriptive words where dollar figures are not available. Provide statistical data, as outlined below for each requested county.

Category A. Debris Clearance

1. Public Property \$ _____

2. Streams \$ _____

Category B. Protective Measures

Life and safety,

Health, property

Stream/drainage \$ _____

Category C. Road Systems FAS NON-FAS

1. Shoulder Damage \$ _____ \$ _____

2. Bridges \$ _____ \$ _____

a. # destroyed _____

b. # damaged _____

3. Slides (not to be included in Category A)

a. Estimated # _____

b. Cost of Removal \$ _____ \$ _____

4. Roadway Washouts

(Do not include bridge approaches)

Approximate # _____

Total Cost – Category C \$ _____ \$ _____

County: _____

Category D. Water Control Facilities

(Dikes, levees, dams, drainage
channels, and irrigation works) \$ _____

Category E. Public Buildings & Equipment

(Buildings, supplies, inventory,
vehicles, equipment, transportation
systems) \$ _____

Category F. Public Utility Systems

(Water, storm drainage, sanitary
sewage, light/power/telephone) \$ _____

Category G. Recreation/Other

(Park and recreational
Facilities) \$ _____ \$ _____

Other – Describe \$ _____ \$ _____

Public Assistance Totals \$ _____

PUBLIC ASSISTANCE DAMAGE ASSESSMENT

PUBLIC FACILITIES REPORT

County: _____ Town: _____ Date: _____

Name of Facility: _____ Category: _____

Address: _____

Owner or Contact: _____

Construction Type: Wood Frame _____ Lewisry _____ Other _____

1. Bldg. Condition: _____ Safe for Occupancy

_____ Habitable, Repairs Necessary

_____ Uninhabitable – Keep Out

_____ Demolition Recommended

_____ Estimated Repair Costs

2. Exterior Wall Condition: _____ No Damage _____ Windows Gone

_____ Siding Damage _____ Holes in Wall

_____ Wall Bowed (which wall) _____ _____ Wall Unsafe (which wall) _____

_____ Wall Gone (which wall) _____

Comments: _____ \$ _____

3. Roof Condition: _____ No Damage _____ Holes in Roof

_____ Roof Gone _____ Shingle Damage _____ Structural Damage

_____ Roof Unsafe

Comments: _____ \$ _____

4. Foundation Condition: _____ No Damage _____ Crawl Space

_____ Basement _____ Building Shifted _____ Building off Foundation

_____ Foundation Cracked

(which walls) _____ \$ _____

Comments: _____ \$ _____

5. Floor Condition: First Floor _____ No Damage Second Floor _____ No Damage

_____ Holes in Floor _____ Floor Shifted _____ Structural Damage

6. Interior Walls: _____ No Damage _____ Shifted _____ Structural Damage

Comments: _____ \$ _____

7. Heating System: _____ No Damage _____ Duct Damage _____ Appliance Damage

Comments: _____ \$ _____

8. Plumbing System: _____ No Damage _____ Fixture _____ Piping Damage

Comments: _____ \$ _____

9. Electrical System: _____ No Damage _____ Fixture Damage

_____ Circuit Breaker Box Damage

Comments: _____ \$ _____

10. Utilities Condition: Gas _____ No Damage Electric _____ No Damage

Water _____ No Damage Sewer _____ No Damage

Telephone _____ No Damage

Comments: _____ \$ _____

11. Additional Comments: _____

Total \$ _____

Field Inspector: _____

Reporting Agency: Name: _____

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX J: LAW ENFORCEMENT

Related Federal ESFs

ESF #13: Public Safety and Security

Related State Annexes

Annex H: Law Enforcement

Annex J: Law Enforcement Purpose

This annex defines the roles, assigns responsibilities, and defines the interaction between the law enforcement agencies in Doddridge County during emergency or disaster situations.

Primary Agencies

Doddridge County Sheriff

Support Agencies

Municipal Police Departments

WV Department of Natural Resources (WVDNR) Law Enforcement

WV Department of Transportation (WVDOT) Enforcement Division

WV State Police (WVSP)

WV Department of Agriculture (WVDOA)

Federal Bureau of Investigation (FBI)

US Department of Homeland Security (USDHS)

US Department of Justice (USDOJ)

WV Department of Agriculture (WVDOA)

US Forreest Service Law Enforcement

Authorities

WV Code §8-14

WV Code §15-10

References

WV Emergency Operations Plan, WVDHSEM, as amended

National Response Framework, USDHS, as amended

SITUATION AND ASSUMPTIONS

A. Situation

1. During emergencies, law enforcement agencies should expand their operations to provide the increased protection required by emergency conditions.
2. Numerous federal, state, and county law enforcement agencies are available to support local law enforcement agencies within the county.

B. Assumptions

1. Activities of local law enforcement agencies will increase significantly during major emergencies.
2. Local forces may be augmented by federal, state, and other local agencies when requested through proper channels.
3. Nearby communities may assist with or without mutual aid agreements.

CONCEPT OF OPERATIONS

A. General

1. Law enforcement during an emergency will likely consist of the following:
 - a. Maintaining law and order
 - b. Protecting life and Property
 - c. Providing perimeter security
 - d. Maintaining traffic control
 - e. Assisting in evacuation

2. Law enforcement is also responsible for providing security to the Emergency Operations Center (EOC) and other critical facilities.

3. On-scene law enforcement personnel should assume an appropriate role within the Incident Command System (ICS).

4. Law enforcement personnel may serve as the Incident Commander (IC) for such instances as civil disturbances, large traffic accidents, etc.

B. The Doddridge County Sheriff should coordinate police activities with law enforcement agencies when both the county and a municipality are involved.

C. If the emergency occurs within a municipality, the Sheriff and West Virginia State Police (WVSP) may assist the senior officer.

D. Municipal police have the primary responsibility for police services within their jurisdiction, unless they choose to relinquish it.

E. State law enforcement resources, such as WVDNR Law Enforcement and the WVDOT Enforcement Division, can be accessed via the WVDHSEM through the State EOC (SEOC).

F. The sheriff or a designated representative may serve as the Law Enforcement Coordinator within the Operations Section of the EOC. State and federal support should be requested through the EOC, but only after local resources have been expanded or deployed.

1. Requested State Resources

a. The WVSP provides police services when requested by local authorities when an emergency, situation is beyond local capability or upon request of the Director of the WV Division of Homeland Security and Emergency Management (WVDHSEM).

b. Depending on the requests for services and its operational capabilities, state law enforcement assistance may consist of the following:

I. On-scene needs assessment

II. Administrative support and/or full mobilization

III. Deployment of personnel and equipment

IV. Such support may include law enforcement in security of the disaster area, traffic control activities, anti-looting activities, and other related operations (as appropriate).

c. More details are contained in Annex H of the West Virginia Emergency Operations Plan.

2. Requested Federal Resources

a. Emergency Support Function (ESF) #13 of the National Response Framework (NRF) provides a mechanism for coordinating and providing federal support to state and local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual incidents for which a federal response is necessary. The following assistance can be provided by ESF #13 personnel, if activated.

I. Pre-Incident Coordination: Support to the development of operational and tactical public safety and security and/or vulnerability assessments, and appropriate deployment of federal public safety and security resources.

II. Technical Assistance: Expertise and coordination for security planning efforts.

III. Public Safety and Security Assessment: Identification of the need for further ESF #13 support.

IV. Bagging and Credentialing: Assisting in the establishment of personnel tracking processes and access control systems.

V. Access Control: Security forces to support local and state forces

VI. Site Security: Perimeter security to support local and state forces

VII. Traffic and Crowd Control: Resource support to local and state forces

VIII. Force Protection: Protection support of emergency responders in high-threat environments

b. ESF #13 personnel are requested by state authorities. Local requests for federal assistance are channeled through these state authorities.

c. When ESF #13 is activated, federal representatives deploy to the Regional Response Coordination Center (RRCC) and coordinate mission assignments with the Joint Field Office (JFO). As these temporary offices are established, federal personnel may notify state personnel of their location and access, who may notify local personnel of the same.

G. Auxiliary and volunteer forces that are not covered by mutual aid agreements should work under the supervision of the county Sheriff.

H. Military forces not covered by mutual aid agreements should work under the direct control of their supervisors. The supervisors serve in coordination with the chief law enforcement official of the jurisdiction to which they are sent. Before military forces can be utilized, they should be called to State Active Duty (SAD) by the Adjutant General on the authority of the Governor.

ROLES AND RESPONSIBILITIES

A. Doddridge County Sheriff

1. Oversee and coordinate law enforcement activities at the county level.
2. Maintain and review OGs and checklists for the Sheriff's department.
3. Coordinate and prepare mutual aid agreements between local, county, state, and federal law enforcement agencies.
4. Coordinate agreements with military and private security forces detailing the extent of aid expected and the control of those forces during operations.
5. Coordinate and prepare agreements with volunteer organizations and private citizens with special skills, particularly for search and rescue activities.
6. Arrange for the protection, relocation, and housing of prisoners during emergency situations.
7. Maintain law and order.
8. Provide for traffic control.
9. Provide security for facilities.
10. Disseminate warnings by mobile police radio.

11. Support other emergency response and recovery activities.
12. Train law enforcement personnel, including NIMS and ICS requirements.
13. Monitor NAWAS for information and warning.
14. Authenticate all information to be channeled to the EOC, particularly to the county Public Information Officer (PIO).

B. Municipal Police Departments

1. Maintain law and order.
2. Provide mobile units for warning.
3. Secure critical and key facilities.
4. Provide traffic control and crowd control.
5. Support other response activities.

C. WVDNR Law Enforcement

1. Supports local law enforcement activities, as and when required.
2. Provides wildlife law enforcement support.

D. WVDOT Enforcement Division

1. Assists with motor vehicle law enforcement.

E. West Virginia State Police

1. Supports local law enforcement activities, as and when required.

F. Federal Bureau of Investigation

1. Coordinates investigation activities if the incident is believed to be a terrorist incident.

G. US Department of Homeland Security

1. Coordinates ESF #5 with ESF #13 and other federal response efforts.
2. Serves as a coordinating agency for the implementation of ESF #13.

H. US Department of Justice

1. Coordinates ESF #13 operations.

CONTINUITY OF GOVERNMENT

A. Doddridge County Sheriff

1. Chief Deputy
2. Designee

B. All law enforcement agencies should designate and be prepared to equip and staff alternate command posts. Such actions, should be covered in the organization's OGS.

C. All law enforcement agencies should protect their essential records. The determination of the records to be preserved rests with the respective agency chief, department head, or custodian of the records. The appropriate records should be kept as safe as possible from fire, water, and other destructive forces.

ADMINISTRATION AND LOGISTICS

A. Law enforcement agencies' administrative guidelines should be conducted in accordance with normal OGs. During declared emergencies (see Basic Plan), monetary expenses and other records pertaining to the declaration should be maintained separately. This will enable the jurisdiction to take advantage of any state or federal reimbursements that may be available.

1. All law enforcement agencies should use their communications systems to help during emergency situations and coordinate such use with the Doddridge County Office of Emergency Management (DCOEM).
2. Law enforcement agencies may provide security for the EOC and all restricted areas. This includes developing personnel accountability guidelines and developing and issuing badges and passes, as appropriate.
3. A law enforcement inventory for the county needs to be maintained. This listing can be used as the basis for allocating resources, determining security needs and establishing priorities.

PLAN DEVELOPMENT AND MAINTENANCE

A. Each law enforcement agency is responsible for developing and maintaining plans that reflect the operational capabilities of that respective department or agency.

B. The Sheriff should ensure compatibility of the various jurisdictional law enforcement plans into a cohesive county law enforcement operational plan.

C. All plans should be reviewed at least annually and tested in exercises. Resources may be inventoried semi-annually to include personnel, equipment, and supplies.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX K: FIRE SERVICE

Related Federal ESFs

ESF #4: Firefighting

Related State Annexes

Annex I: Fire Services

Annex K: Fire Service Purpose

The purpose of this annex is to provide Doddridge County with firefighting capabilities that are ample to meet the demands of a disaster situation. In addition to firefighting responsibilities, rescue and warning are addressed.

Primary Agencies

Local Fire Departments

Support Agencies:

Doddridge County Office of Emergency Management (DCOEM)

WV Division of Forestry

WV Division of Homeland Security and Emergency Management (WVDHSEM)

WV State Fire Marshal

US Department of Agriculture (Forest Service)

Authorities

WV Code, §29-3, as amended

References

WV Emergency Operations Plan, WVDHSEM, as amended.

National Mobilization Guide, National Interagency Coordination Center, 2006

National Response Framework, USDHS, as amended.

SITUATION AND ASSUMPTIONS

A. Situation

1. Fire prevention, control, and rescue operations are daily problems faced by fire service personnel. These problems become more significant during emergency situations.
2. Several hazards present difficulties concerning fire protection, including conflagrations, forest fires, and hazardous material incidents.

B. Assumptions

1. Existing fire personnel and equipment will be able to handle most emergency situations with existing mutual aid agreements.
2. When additional support is required, assistance can be obtained from neighboring counties and state and federal agencies.

CONCEPT OF OPERATIONS

A. General

1. The responsibilities of fire service personnel in emergency situations are basically the same as in daily operations. Their primary responsibility is fire control. They are also involved on a regular basis with rescue operations and hazardous material incidents.
2. Their supplemental emergency service duties include operation of public warning system, search and rescue activities, and assisting other agencies when needed. They advise other agencies and the EOC staff on the dangers involved with technological hazards and fires during emergencies.
3. West Virginia Code (Chapter 29, Article 3A, Section 1) states that the jurisdictional fire chief shall act as the Incident Commander (IC) for hazardous material incidents. The fire chief, as the IC, may request specific assistance from such agencies as law enforcement and emergency medical services, depending on the type of emergency.

B. EOC Fire Service Coordinator (FSC)

1. The FSC is responsible for supporting fire operations from the EOC during an emergency. This individual should maintain coordination with all responding departments on manpower, firefighting, and rescue vehicles in the county.

2. The FSC position coordinates external resource requests through the Administration Section Chief and ensures that overall fire objectives are consistent with the objective of the entire response.
3. All field emergency operations should be handled by standard protocol.
4. The FSC should keep the Operations Section Chief informed on the status of major operational activities.
5. The Executive Section should be briefed periodically on the status of emergency operations and problems confronting the Fire Services Coordinator.
6. State and federal support may be called upon as needed.

C. Miscellaneous

1. Rescue squad(s) participating in these operations should receive mission assignments from the Incident Commander (IC) in overall charge at the Incident Command Post (ICP).
2. The release of information concerning detailed fire control operations at the scene is the responsibility of the IC in charge at the ICP. Appropriate EOC staff may issue public information releases on overall fire control operations.

D. Resource Support for Firefighting

1. State

- a. Various state agencies may play a role within the “fire service area” during or following large scale disasters.
- b. Generally, the assistance provided as a result, of those roles could be the following.
 - I. Provision of liaisons to local areas
 - II. Detection of wild land fires
 - III. Investigation
 - IV. Provision of links to specialized equipment
- c. More details are contained in Annex I of the West Virginia Emergency Operations Plan.

2. Federal support of local and state rural and urban firefighting operations is outlined by Emergency Support Function (ESF) #4 of the National Response Framework (NRF).

a. Federal firefighting response support is coordinated by the National Interagency Coordination Center (NICC) in the National Interagency Fire Center (NIFC).

b. ESF #4 personnel use established firefighting and support organizations, processes, procedures outlined in the National Interagency Mobilization Guide.

3. Coordination with federal fire suppression resources is through the State Forester, in cooperation with the State Fire Marshal and the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).

4. The responsibility for situation assessment and determining resources needs lies primarily with local, on-scene IC.

ROLES AND RESPONSIBILITIES

A. Local Volunteer Fire Departments

1. Provide firefighting services throughout the county.
2. Control and prevent fire.
3. Control hazardous materials.
4. Operate warning systems.
5. Support other public safety operations.
6. Conduct rescue operations.
7. Provide fire protection to all facilities used as shelters.

B. Doddridge County Office of Emergency Management (DCOEM)

1. Ensures that the county EOC is in a state of readiness.
2. Recruits volunteer staff members for the county EOC to serve as a fire representative.
3. Activates and operates the county EOC during emergency situations.

C. WV division of Forestry

1. Coordinates the response efforts of on-scene federal responders with state activities.
2. Coordinates state activities during woodland fire events.

D. WV Division of Homeland Security and Emergency Management

1. Receives local requests for fire suppression resources.
2. Coordinates requests for federal resources.

E. WV State Fire Marshal

1. Enforces fire code violations.
2. Supports local fire suppression operations as necessary and requested.
3. Coordinates requests, with the WVDHSEM, for federal resources.
4. Coordinates the deployment of Regional Response Teams (RRTs).

F. US Department of Agriculture (Forest Service)

1. Assumes full responsibility for the suppression of fires in national forest system lands in a unified command with the jurisdictional fire department.
2. Provides liaison with local fire chiefs of ICs to coordinate federal assistance in the structural or industrial fire protection operations.

CONTINUITY OF GOVERNMENT

A. Lines of succession to the fire chief are in accordance with the departments Operating Guidelines (OGs).

B. Essential records should be kept as safe as possible from fire, water, and other destructive forces.

ADMINISTRATION AND LOGISTICS

A. Administration of fire department affairs should continue per internal OGs.

B. Pre-disaster logistical channels should be utilized until the FSC approves a decision implementing emergency protocols with the EOC Executive and Operations Sections.

C. Resources

1. County – Complete information for Doddridge County fire departments can be found in the county resource listing.
2. State – When the county's firefighting resources have been fully utilized and additional assistance is needed, the DCOEM Director should request assistance through the WVVDHSEM.

PLAN DEVELOPMENT AND MAINTENANCE

- A. It is the responsibility of each fire department to ensure its own operational capabilities.
- B. The DCOEM Director should coordinate the planning of all fire services related to emergency management operations with the various fire chiefs.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX L: PUBLIC WORKS

Related Federal ESFs

ESF #3: Public Works and Engineering

ESF #12: Energy

Related State Annexes

N/A

Annex L: Public Works Purpose

To provide direction and control for the utility providers, public works and transportation departments in Doddridge County, and to outline their functions, responsibilities and activities during periods of emergency.

Primary Agencies

Public Works Organizations

Examples: City wastewater departments, city street department, county maintenance department, etc.

Support Agencies

Water Providers

Electricity and Gas Providers

WV Division of Highways (WVDOH)

WV Division of Homeland Security and Emergency Management (WVDHSEM)

WV National Guard (WVNG)

US Army Corps of Engineers (USACE)

US Department of Energy (USDOE)

SITUATION AND ASSUMPTIONS

A. Situation

1. Several types of emergencies could occur, the response to which may involve engineering and public works organizations.
2. Coping with damage from snow/ice, windstorms, tornadoes, utility failure, terrorist attacks, fires and explosions, or cleaning up after a hazardous material spill will often require more personnel and equipment than the well-equipped engineering and public works departments will have available.
3. During an emergency, certain demands may be placed upon public utilities, public works, and transportation services.
 - a. Utilities may be increased to serve a hosted population or decreased in an evacuated area.
 - b. Public works may be called upon to repair roads, levees, bridges, etc.
 - c. Transportation may be required to expedite an evacuation or transfer resources and supplies.
4. Throughout this annex, the terms “public works ‘unit’, ‘organization’, etc.” refers to the municipal street department, county maintenance department, public service districts, electric and gas companies, and any contractors associated with these organizations.

B. Assumptions

1. All public works equipment and personnel will be available to cope with an anticipated disaster.
2. Without assistance, local public works departments will not have sufficient resources to manage a disaster.
3. Local contractors may have enough resources to supplement public works recovery efforts in any foreseen disaster.

CONCEPT OF OPERATIONS

A. General

1. During an emergency, a Resources Group Leader may be designated in the Administrative Section at the Emergency Operations Center (EOC).
2. Public works representative(s) in the EOC should coordinate resource needs to the Resource Group Leader, Operations Section Leader, or directly to the Doddridge County Office of Emergency Management (DCOEM) Director as the emergency warrants.
3. Large scale involvement by the public works sector is most likely to occur during incidents for which the EOC is activated. In such an instance, participating public works personnel may send a representative to the EOC to coordinate resource needs and other aspects of the public works response with other emergency personnel.
 - a. During incidents that are being managed by an on-scene Incident Command System (ICS), public works officials may be contacted by the Incident Commander (IC), or another authorized command staff member, to request such activities as utility shut-offs in the affected area, materials and assistance for road closures, etc.
 - b. Unless the public works response makes the incident significantly more complex, the EOC (or DCOEM Director) does not have to be specifically notified if public works resources are requested by on-scene command officials.

B. When the forces of two (2) or more public works organizations are mutually engaged in activities resulting from an emergency, an official from the affected jurisdiction should maintain direction and control of public works units. This individual should make mission assignments to the leaders of the other departments that may be assisting in the response.

1. All activities at the incident should be done at the direction of the on-scene Incident Commander (IC) in accordance with response objectives.
2. Communications between field public works units and a public works representative at the EOC may be direct or channeled through the Incident Command Post (ICP). The IC should determine which is appropriate and communicate instructions to public works leaders on-scene.

C. Damage Assessment

1. Damage assessment personnel in the Administrative Section of the EOC should work closely with public works organizations when development initial and other damage assessment reports because the restoration of infrastructure is a priority during the recovery and subsequent phases.

2. Personnel affiliated with public works organizations should conduct “windshield damage assessments” of, at a minimum, the following:

- a. Public buildings
- b. Homes
- c. Businesses
- d. Roads
- e. Bridges
- f. Other infrastructure

3. Some buildings may require inspection to determine if they are safe or if they are damaged. Requests for inspectors may be made to the EOC or procured via existing agreements.

D. Public works organizations may be requested to assist in debris removal from emergency sites.

1. Often, times, such equipment as dump trucks, backhoes, wheel loaders, etc. is requested.

2. Public works officials should coordinate with the DCOEM and other in the EOC regarding disposal sites, etc.

3. Other emergency services personnel (e.g. fire service, hazmat specialists, etc.) should be contacted if contamination is suspected. If these individuals are unavailable on-scene, they may be requested through the incident command post and/or EOC.

E. Temporary Repairs and Restoration

1. Public works organizations are expected to make timely temporary repairs to critical facilities and other infrastructure essential to response and recovery operations.

2. Generally, personnel with the DCOEM and/or responders in the field should notify public works organizations of those facilities or systems that are considered “essential”.
3. Major repairs to facilities should commence upon the conclusion of the recovery from the initial emergency. Major re-construction and repair may be contracted out.

F. Federal Support

1. Emergency Support Function (ESF) #3 of the National Response Framework (NRF) provides federal public works and engineering support when an incident or potential incident overwhelms state and local capabilities or when other federal departments of agencies require such assistance while in response.
2. As with all federal resources, local officials must request their use through state authorities (unless other arrangements have been made).
3. If activated by the US Department of Homeland Security (USDHS), ESF #3 personnel report to the Joint Field Office (JFO) to prepare statements of work, provide cost estimates and completion dates for mission assignments, track ongoing mission assignments, determine resource requirements, assist local and state officials in the setting of priorities, and disseminating public works/engineering related information to appropriate officials.
 - a. Priorities are developed jointly between federal, state, and local officials.
 - b. ESF #3 personnel in the JFO relay incident-related reports and information to ESF #5 personnel working in higher level federal multi-agency coordination systems.
 - c. ESF #3 may deploy from the JFO to a unified command post, if needed and appropriate for the situation, to assist in coordinating public works/engineering needs.
 - d. ESF #3 may also deploy to a Regional Response Coordination Center (RRCC) if a JFO has not been established or while waiting for a JFO to be established. From this location, ESF #3 personnel will likely coordinate upcoming federal public works/engineering assignments and actions.
4. Local and state governments are responsible, at all time, for their own public works and infrastructures. Federal resources can only support their operation.

5. While local entities are responsible for the maintenance of their own critical infrastructure systems, US Department of Energy (USDOE) personnel may deploy under ESF #12 to restore critical infrastructure or energy systems, which may include coordination with local public works officials.

ROLES AND RESPONSIBILITIES

A. Roles

1. During emergencies, public works units support the emergency response as outlined above.
2. Public works units work within their specialty (i.e. road maintenance, building maintenance, water system, wastewater system, electric lines, gas lines, etc.) in accordance with incident objectives developed by the on-scene command staff.

B. Responsibilities

1. Primary Agencies

a. Public Works Organizations

- I. Monitor normal services and ascertain damage.
- II. Perform maintenance on regular systems based on a priority based (as communicated by incident command and/or the EOC).
- III. Assist, as available, with debris clearance efforts.
- IV. Coordinate heavy equipment, as needed.
- V. Obtain portable power equipment for vital services.
- VI. Provide traffic signs, barricades, and cones, as needed.
- VII. Provide for increased utilities demand in reception areas by adding personnel, adding equipment, restricting non-essential usage, etc.
- VIII. Ensure that utilities are shut off or reduced to evacuated areas, but that essential facilities have utilities available to remain in operation.
- IX. If Doddridge County is being utilized as a reception area, ensure that adequate water, sanitation, and sewer services are available.

X. If necessary, increase the frequency of regular garbage and sanitation pickups.

XI. Monitor the restoration and decontamination of utilities, if necessary.

2. Support Agencies

a. Water Providers

I. Restores water service during emergencies.

II. Coordinates, as necessary, with local emergency management personnel and/or on-scene command.

III. Repairs damage to the water distribution system caused by emergency incidents.

b. Electricity Providers

I. Restored electric service during emergencies.

II. Coordinates, as necessary, with local emergency management personnel and/or on-scene command.

III. Repairs damage to the electric system caused by emergency incidents.

c. Natural Gas Providers

I. Restores gas service during emergencies.

II. Coordinates, as necessary, with local emergency managements personnel and/or on-scene command.

III. Repairs damage to the natural gas distribution system caused by emergency incidents.

d. WV Division of Highways

I. Coordinated damage repair and, if necessary, inspections of state roadways.

II. Assists in the movement of supplies and equipment.

e. WV Division of Homeland Security and Emergency Management

I. Receives local resource requests.

II. Coordinates state resources in response to an incident from the State EOC (SEOC).

III. Requests federal resources from the SEOC, if necessary.

f. WV National Guard

I. If appropriate, assists in public works activities through heavy equipment support.

g. US Army Corps of Engineers

I. Coordinates ESF #3 activities.

II. Implements the ESF #3 Field Guide as necessary.

h. US Department of Energy

I. Coordinates ESF #12 activities.

II. Assists in the restoration of critical infrastructure systems.

DIRECTION AND CONTROL

A. Pursuant to the National Incident Management System (NIMS), Doddridge County should provide general guidance for the public works function and, when necessary, approve requests for state and/or federal resources.

B. If large scale debris removal operations are necessary, the Incident Commander may establish a Debris Removal Group” under the Operations Section to coordinate debris removal and disposal.

CONTINUITY OF GOVERNMENT

A. Public works resources are generally deployed via a call-out system. As such, if the first agency is unavailable, emergency managers continue to down the call-out list until an appropriate organization is contacted.

B. Lines of succession for individual public works organizations should be detailed in departmental Operating Guidelines (OGs).

C. The public works position in the EOC is filled on an as-needed basis. As such, pre-determines lines of succession cannot be developed.

ADMINISTRATION AND LOGISTICS

A. Administration

1. Documentation of all work done at work sites should be in the form of Situation Reports (SITREPS) and include man-hours committed, equipment hours, materials and supplies consumed, and any damages incurred.
2. Before entering or clearing private property, emergency officials should encourage the landowner to sign a right of entry and/or debris removal agreement.
3. All documentation and agreements should be turned into DCOEM Director within ten (10) days of the conclusion of response operations.

B. Logistics

1. Any resource request from higher levels of government should be made in accordance with NIMS types and categories, where applicable.

PLAN DEVELOPMENT AND MAINTENANCE

A. Public works representatives should review this annex periodically with the DCOEM Director to determine the need for changes.

B. As always, the DCOEM Director coordinates the distribution of revised elements.

LIST OF APPENDICES

Appendix 1: Debris Management

Appendix 2: Emergency Generator Forms

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ANNEX M: ANIMAL CARE

Related Federal ESFs

ESF #11

Related State Annexes

N/A

Annex M: Animal Care Purpose

This Annex identifies and organizes the resources available to Doddridge County to address animal care in the event of either a natural or manmade disaster. The intent of this annex is to protect the public health, the public food supply, domesticated and wild animal resources, the environment, the agricultural economy, and to ensure the humane care and treatment of animals in case of an emergency.

Primary Agencies

N/A

Support Agencies

Doddridge County Office of Emergency Management

Doddridge Health Department

Doddridge Humane Society

West Virginia Department of Agriculture

West Virginia Division of Natural Resources

INTRODUCTION

This annex describes the provisions that have been made to ensure that animals receive appropriate care and describes the responsibilities that have been tasked to specific individuals and organizations.

Doddridge County recognizes a need for pro-active disaster planning for its agencies, farms, businesses, and individual citizens. This animal disaster annex has been developed primarily for

the safety of residents of Doddridge County. It also supports the continuance of vital agriculture operations, promotes responsible animal care and companionship, and reduces harmful interactions between humans and non-domestic animals in the event of a disaster. It is intended to organize a system to allocate proper and pertinent resources.

Failure to plan for the animal population will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animals or will delay their own evacuation to first make preparations for animals they must leave behind. These refusals or delays begin a chain reaction that can seriously jeopardize the overall disaster plan.

Further, failure to plan for animals prior to an emergency may lead to serious public health concerns during an incident. Injured, ill or, dead animals can pose disease and injury hazards to the public, which may add strain to an already over-taxed emergency medical system.

This annex partially fulfills requirements necessary to obtain federal reimbursement associated with animal care.

A. Scope of Work

1. This annex is intended for use by Doddridge County as a guideline for implementing immediate action to provide care of animals, thereby minimizing animal suffering in the event of an emergency, care and control measures outlines herein will apply to all animals regardless of ownership.
2. Doddridge County has a significant number of animals ranging from an abundance of household pets, a variety of captive wildlife animals to a limited number of commercial livestock operations.
3. The vulnerability of these animals in the event of a disaster or emergency is not only a personal issue, but a commercial issue with the potential for long range effects on our county's economy. There is also the likelihood that animals could be brought into the area during an evacuation of other jurisdictions.
4. Specifically, this Annex addresses:
 - * Resources available for sheltering domestic animals.
 - * Identification of expedient care for lost and missing animals.

- * Animal nutritional services (determining nutrition assistance needs, obtaining food supplies and arranging delivery).
- * Animal food supply safety and security (inspection and verification of food safety).
- * Natural resource protection and restoration (protection of natural and cultural resources and historic properties).

B. Allowable Animals

1. Household Pets – A domesticated animal, such as a dog, cat, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes, can travel in commercial carriers, and be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.
2. Service Animals – Any guide dog, signal dog, or other animal individually trained to, provide, assistance, to an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.
3. Unallowable Animals – It is important to note that requirements associated with the PETS Act do not apply to reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes. Counties can decide to provide care for these animals but will be unable to seek reimbursement under the PETS Act.

SITUATION AND ASSUMPTIONS

A. Situation

1. The animal population within Doddridge County includes: service animals, pets, livestock/agriculture, wildlife, and animals for retail.
2. Housing is provided by individual households, veterinary facilities, boarding facilities, and other congregate care facilities. In these circumstance, animals may roam freely, or be leashed or caged for climatic and/or security purposes.

3. Animals may also be found in transit within Doddridge County. They may be moved individually, or together intra-county or interstate for commercial purposes.
4. The animal population has a recognized social value in our community. Pets are considered companions.
5. Emergency service animals associated with law enforcement and search and rescues are an integral component of the community's Public Safety infrastructure.
6. Animals also have an economic value in our community. They are a commodity in agriculture, they appear in our retail market, and they are in our wholesale market as consumables.
7. Animals are regulated by local, state and federal laws. They may be subject to licensing, registration, and/or inspection by government agents.
8. Animals can affect Public Health. They can be disease vectors for other animals, and they can infect humans.
9. Animals can be equally affected by emergencies that adversely impact the human population within Doddridge County. Animals can also generate emergency conditions within the region, e.g. disease which prompts emergency activity through the WV Emergency Operations Plan.
10. There are organizations within our community for animal advocates and professional caregivers.

B. Assumptions

1. Under normal circumstances, domestic animals are the responsibility of their owners and, they are under their care and control. During an emergency, owners will take reasonable steps to shelter and provide care for their animals.
2. Emergency conditions may impose hardships on animal populations as well as the human population within Doddridge County.
3. Animals may need community resources for rescue, emergency medical treatment, temporary housing/shelter and mass care & feeding. These resources may or may not be readily available for their needs.
4. Business interruptions within the community may cause hardship for animals and/or animal owners.

5. Animals may need specialty resources that are not readily available within our community.
6. Animal resources within our community may be utilized to their limits.
7. The movement of animals and/or animal products may be disrupted or curtailed by an emergency or by government regulations.
8. Animal protection planning should ensure the proper care and recovery of animals impacted during an emergency. This should include measures to identify housing and shelter for animals, establish methods of communicating information to the public, collect stray or lost animals, procure necessary supplies for the care of the animals, and plan for animal release and return to owners or to natural habitat for non-domestic animals.
9. Public information statements, including locations where animals may be accepted during emergency situations, will be issued through various media outlets.
10. A large-scale emergency in Doddridge County may warrant an immediate response from state and local personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and may also require activation of additional specialized agencies through mutual aid agreements.

CONCEPT OF OPERATIONS

A. General

1. Animal protection operations will be managed using the Doddridge County Comprehensive Emergency Plan (or correct title of county's plan) and NIMS – the National Incident Management System. Public health concerns will be managed in accordance with appropriate Doddridge County plans and procedures.

The county will regularly review and update this annex and assess the associated current capability and capacities.

Doddridge County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision making, including all activities as required by the event.

The Primary Agencies will work with the EOC staff to ensure necessary agriculture and natural resources tasks can be accomplished. The Support and Partnering Agencies will

provide resources and personnel to assist in accomplishing these activities as required by the event.

The Incident Commander will assess the need for resources from outside the county to support operations and request assistance as needed. Depending on the event, state and federal agencies may become critical members of the response team or EOC staff.

The sheltering, protection, and identification of domestic animals (including livestock) are the responsibility of their owners. In times of emergency or disaster, public interests may take precedence with regard, to sheltering, evacuation, and care of animals.

Domestic animals that are lost, stray, incapable of being cared for by their owners, or a danger to themselves or the public will be the responsibility of the Humane Officer. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, their disposition will be handled in accordance with established animal control guidelines and the WV State Code. The animal control guidelines regarding holding periods may need to be extended to provide time to locate owners during a time of disaster.

Owners should be prepared and have medical records for animals available when bringing to a shelter.

Wildlife should be left to their own survival instincts. Wildlife out of their natural habitats that are a danger either to themselves or the public will be the responsibility of the WV Division of Natural Resources. These animals may be returned to their natural habitat if possible.

A. Organization

1. Animal Health Care

Doddridge County has limited local capability for providing expedient health services to injured response animals, pets and livestock that includes local veterinary hospitals and clinics.

Animal control services have a very limited capability to transport injured animals to veterinary relief facilities. Assistance with animal transportation may be available from surrounding counties through established mutual support agreements. The state Veterinary Medical Association may also be able to provide listings of available

transportation resources. In addition, local veterinarians can coordinate with the American Red Cross or other mass care providers to pick-up any animals arriving at general population shelters and transport them to kennels or other temporary holding facilities.

Specialized facilities (i.e., animal shelters, veterinary hospitals and clinics, boarding facilities, etc.) are responsible for making their own arrangements for emergency energy sources to provide proper environmental conditions, food and water to highly vulnerable animal populations.

Families/households are encouraged to prepare all of their family members for disaster situations. Local veterinarians can assist in educating pet owners of the need to prepare by distributing brochure and fliers in disaster preparedness for pets. Pet owners can assist locating lost or missing pets by providing a description of the lost animal or a picture.

Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, the county must commit all local resources prior to requesting assistance from the state.

To the extent possible, the Doddridge County Emergency Management Agency will coordinate efforts to meet any additional or unforeseen circumstances. Critical suppliers will be available either locally or regionally. Should additional critical supplies be needed, local and state Veterinary Medical Associations can provide listings of resources available and assistance with their procurement and delivery.

A significant animal population in the county is comprised of pets. Pet ownership corresponds, for the most part, with general population density. An approximate number of companion animals in Doddridge County can be estimated multiplying the number of households by 62% (those having pets) and then adding an additional 50% (those having multiple pets).

In general, physical methods of euthanasia will be in accordance with established Animal Control guidelines. Where large numbers of livestock or pets are involved, these procedures may have to be modified, but will adhere, to the extent possible, to guidelines for humane euthanasia of animals.

Local law enforcement may assist local veterinarians and animal control officers if the decision is made to employ euthanasia for critically injured animals. Law enforcement officials may have to make these decisions in the early part of the disaster before animal

medical care specialists are available. The primary job of law enforcement is the protection of emergency responders and disaster victims. As such, decisions may have to be made that would require putting down animals that may create a danger to responders or victims.

2. Livestock

Contact the West Virginia Cooperative County Extension Service for information regarding production animals in the county. Additional information can be obtained by contacting the West Virginia Department of Agriculture. It is important to note that requirements associated with the PETS Act do not apply to livestock and counties will not be able to seek reimbursement under the PETS Act.

3. Stray Pets

Unclaimed animals or situations where the owners are unavailable require special consideration. To the extent possible, the local Animal Control offices will retain this responsibility within their own jurisdictions per state, county, and local codes and ordinances. Should the problem exceed local capability, assistance may be available from surrounding counties through established mutual support agreements. If additional resources are required, the state Veterinary Medical Association and the Humane Society may also be able to assist with locating and obtaining these services.

4. Sheltering of Animals

The county has identified facilities located in the county who can board pets and livestock. These locations are divided into two types:

a. Temporary Shelters

Potential pre-designated locations for temporary shelters for animals have been identified as suitable for serving for no more than a period of ten (10) days. A map of these locations is shown here. Availability of these temporary sites will be dependent on the extent of the disaster, the cooperation of local officials, and the determination of need.

Except in catastrophic level incidents, animals that have not been claimed within the time, period as identified in state, county and local codes and ordinances after being received at a temporary shelter will be considered abandoned.

b. Long Term Shelters

Pet owners who no longer have a home to take their pets to or whose temporary living quarters will not accept animals (such as American Red Cross authorized shelters), should be prepared to make arrangements to board their animals with other facilities.

C. Notification and Communication

County Emergency Management may determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies. Doddridge County Emergency Management will maintain a call down notification system.

Communications among the emergency management coordinator, the County Animal Response Team, and support agencies will occur primarily through telephone, facsimile, and cellular telephone transmission. Amateur radio will be used as a backup system if other communication is impossible due to the nature of the emergency, situation. Doddridge County Emergency Management will maintain a list of radio and TV stations for the purpose of public notification when necessary.

Step 1 – Emergency Management Coordinator contacts the designated lead member of the County Animal Response Team (CART), who will serve as part of EOC structure.

Step 2 – The lead Member of the CART initiates call-down procedure to members.

Step 3 – The lead member of CART or his/her designee from the CART membership will contact additional support agencies as needed.

D. Public Information

The Doddridge County Public Information Officer will be responsible for the coordination of all media activities and press releases associated with the protection of animals. Responsibilities may include:

- * Notifying the public of appropriate shelters at which to leave lost/stray animals, animals that citizens cannot care for, or animals that need immediate medical assistance.
- * Delivering instructions to the public to prepare their pets or farm animals for an impending emergency.

- * Obtaining animal-related information from members of the CART and/or its support agencies.
- * Promoting public awareness and instructing animal owners on how to prepare and react to all types of disasters through literature, community relations and/or seminars.
- * Disseminating public messages for, the purpose of recruiting of volunteers to assist where needed in the event of a disaster.

E. Volunteers and Identification

Doddridge County may rely upon volunteers to assist in the care and identification of animals separated from their owners.

Such volunteer assistance may include CERT volunteers, FFA, 4-H, Boy Scouts, Girl Scouts and individuals who may act as “foster” families.

***Need to determine policy on minors.**

The Humane Society has examples of documentation that may be utilized to assist in the identification and tracking of animals.

CONDUCTING ANIMAL CARE SERVICES

This section describes how animal care services will be conducted in Doddridge County and in cooperation with other jurisdictions, other services, and the state and federal governments.

A. Pre-Disaster

The foundation piece is the identification of pet-friendly shelters. The resources needed for animal survival during a disaster, are as follows:

- * Kennels
- * Food
- * Pet Friendly Shelters/Hotels

1. Facility Recommendations

A Pet Friendly Shelter should adequately address the following:

- * Source of water and power

- * Adequate lighting
- * Ingress and egress through all doors, including emergency exits
- * Facility Restrooms
- * Showers
- * Impervious floors, this will minimize the possibility of contamination
- * Obtain prepackaged pet-shelter start up kit
- * Contact HVAC authorities to ensure adequate ventilation for facility

B. Preparedness

1. Community emergencies may affect the well-being of animals.
2. Local preparedness follows federal mandates, state guidelines and involves planning and training designed to save lives and minimize damage. It occurs prior to an emergency to facilitate appropriate response when an emergency occurs.
3. Americans have a strong sense of responsibility toward animals, and many consider their pets as family members:
 - a. Sixty-two percent (62%) of American households have pets.
 - b. Fifty percent (50%) of American households have multiple pets.
 - c. Animals are personal property with high emotional value. Many people will not leave their pets during emergency conditions, and/or they return for them placing themselves at risk.
 - d. Service animals are protected within the Americans with Disabilities Act.
4. When notified of an impending emergency, the owners of pets or livestock will take reasonable steps to shelter and provide care and/or control for their animals.
5. Plan coordinated relief efforts with the county emergency preparedness office, local animal control department, humane organizations, local law enforcement agencies, local chapter of the American Red Cross, and others providing emergency services.
6. Determine which agencies/department/organizations will be responsible for search and rescue efforts for injured, stray, or abandoned animals.

7. Determine which agencies/departments/organizations will be responsible for transportation of injured animals to veterinary facilities and back after treatment.
8. Determine which agencies/departments/organizations will provide feeding, sheltering, and routine care of stray or abandoned pets, livestock of exotics.
9. Coordinate with the American Red Cross and other local mass care providers in developing a plan to transport animals to animal care facilities when owners are evacuated to shelters.
10. Develop list of registered veterinary service volunteers.
11. Provide listing of animal clinics, shelters, and their supervisors to the County EMA Coordinator.
12. Provide maps of affected area and prepare overlays plotting locations of veterinary hospitals/clinics, animal shelters, animal control facilities, fairgrounds, feedlots, and supply distribution points.
13. Establish anticipated staffing plan and/or work schedules.
14. Form mobile veterinary response teams and assign areas of responsibility. Response teams may be organized by city, county, or multi-county, depending on the extent of the disaster and the number of veterinary personnel participating.
15. Coordinate the veterinary logistical supply system: Determine requirements, identify supply sources, method of acquisition, fund requirements, shipping methods, storage, and method of distribution.
16. Identify communications equipment for use during a disaster.
17. Involve veterinary, humane society, and animal control personnel in emergency exercises and training.
18. Determine high-density animal populations at high risk in the event of a disaster.
19. Develop a list of vehicles and trailers to provide transport of personnel and animals.
20. Provide means for identification of lost or abandoned animals.
21. Develop a plan for rapid disposal of dead domestic animals and contaminated carcasses. (Plans for collection and disposal of dead wildlife must be coordinated with proper state agencies.)

C. Shelter Operations – Check in Procedures

1. A specific agency will be responsible for the operation of each shelter established.
2. Each animal brought into the shelter will be checked in and documented. A card will be kept on each animal and a description of the animal, including any distinct markings or identifying scars, colors or injuries. If there is no known owner, the record should include information on where the animal was found, by whom and on what date. Each animal will be assigned a number that will be recorded on the card.
3. A digital photo will be taken of each animal and the assigned number will be placed on the photo. The photo will be placed on the card and the card will be placed in a book. Owners can then look at the book to find their pets instead of walking through the shelter. This will limit the amount of human traffic through the shelter and reduce the stress on the animals.
4. If the owner requests short term sheltering, the photo should include both the pet and the owner. Information will be documented including the owner's address, phone number and where the owner is currently staying. Also, contact information will be needed on other family members or friends who could help locate the owner if necessary.
5. Photographs will be taken with a digital camera and the picture, description, and basic information can be put on the Internet. Pet owners can then search for their pet by computer. Note: Counties would need to find a site for posting this information.
6. All dead animals will be photographed, and information detailing locations and possible cause of death will be documented.
7. A scanner will be used for identification through animals with micro-chips implanted.
8. Doddridge County will assist in locating a veterinarian or certified veterinary staff member to support each congregate household pet shelter set-up during a disaster or emergency, situation. More than one veterinary professional may be required to deal with such things as triage, first aid, or advanced veterinary procedures. During a disaster or emergency, situation, certified veterinary staff may be responsible for the following activities:
 - * Animal decontamination (basic soap and water application)
 - * Triage

- * First aid
- * Diagnosis and treatment of transmissible diseases
- * Isolation and quarantine of animals for various reasons
- * Prescribing medications
- * Administering vaccinations
- * Educating shelter staff and volunteers on proper animal care (handling, feeding, and watering)
- * Euthanasia
- * Dead animal disposal

Additional information related to emergency veterinary care planners can be found in the American Veterinary Medical Association's Disaster Preparedness and Response Guide¹. This guide addresses emergency veterinary operations, agency coordination, memorandums of understanding (MOUs), planning and preparation, and animal care and handling.

Doddridge County should coordinate these activities and credentialing with the West Virginia Veterinarian Medical Board.

¹American Veterinary Medical Association. Disaster Preparedness and Response Guide, 2008. (http://www.avma.org/disaster/responseguide/responseguide_toc_pf.asp).

D. Operations

1. General Operating Procedures²

- a. Shelter staff, volunteers and manager must have completed proper training.
- b. Volunteers must be at least eighteen (18) years old. Need to determine policy on minors.
- c. Staff will wear proper identification.
- d. The Pet Shelter Supervisor is in charge, of the operation of the pet friendly shelter and has the authority to set shelter specific rules, approve variance to policies, dismiss volunteers, determine staffing levels, and refuse to accept animals.
- e. Only pet owners and staff may remove animals from crates.
- f. Unless needs dictate, owners are responsible for administering all medications to pets.
- g. Pets in the emergency pet shelter will not have contact with other pets.
- h. Owners will be asked to provide proof of vaccinations such as shot records or rabies tag; this will be noted on the registration and intake forms. During disaster or evacuations, it is recognized that pet owners may not always remember to bring proof of rabies vaccination or bordello shots. The registration forms will indicate that the pet owner accepts the risks of boarding their pet in the emergency pet shelter.
- i. Only staff, pet owners, shelter personnel and building maintenance workers is allowed inside the pet accessible shelter.
- j. the pet accessible shelter will be locked at night.
- k. At least two staff members will be present at, all times. When animals are in residence, the facility will never be left unattended.
- l. The Pet Shelter Supervisor will devise and post an emergency evacuation plan for the pet friendly shelter in case of fire, severe weather, or power failure.

²Refer to <http://www.nacanet.org/> or <http://www.avma.org/>

m. Pet owners must be officially registered in the mass care shelter, in order, to place their pet in the pet friendly shelter. If a shelter facility with a pet accessible shelter is at capacity, evacuees staying in other shelters and officially registered there may register their pet in the pet shelter. Pet owners will feed, walk, and care for their animals. The exception will be those animals whose owners are unable to do so.

n. Animals will be fed once a day and walked at least twice a day. Pet owners who do not adhere to the minimum care schedule will be notified through the Shelter Manager that they must care for their animal or leave the shelter. Pet owners who do not perform the minimum care for their animals or allow them to run free in the designated area(s) will be reported to Animal Control and may result in being asked to leave the shelter.

o. Each crate or kennel will be cleaned and disinfected before being used for another animal. All food and water bowls will be cleaned, and disinfected and new bedding provided for the next resident.

p. The staff will perform regular “poop patrol” walks to ensure pet owners have cleaned up the Dog Walk area.

q. The facility will be left as clean as or cleaner than before the pet shelter was set up.

r. Spontaneous volunteers will not be allowed to work directly with animals in the pet friendly shelter.

2. Establish Adequate Signage

- a. Clearly mark all doors to the area as “Pet Friendly Shelter”.
- b. Clearly mark one door for “Animal Intake”.
- c. Post policies and procedures for pet shelter care and feeding.
- d. Designate and clearly post a “dog walk” area (flagging is best for this).

3. Animal Areas

- a. Registration Desk: Intake form and assessment are completed; animals are photographed.
- b. Triage Area: Animals are examined and assigned to the appropriate area.

4. Animal Housing

- a. Line floor with heavy gauge plastic in one continuous piece where all cages will be placed. Plastic will be taped six to seven feet (6'-7') up walls or to the height of the tops of the doorways. Hallway floor will receive a double lining of plastic to insure no contamination of flooring underneath the plastic.
- b. Place cages on top of the plastic.
- c. Place rubber runner rugs onto the floor on top of the plastic in front of the cages.
- d. Each individual caged area will have waste containers, paper towels, spray bottles of disinfectant, deodorizer, food dishes, disposable litter pans, water, food, litter, and bedding for animals.
- e. No animal will be outside its crate/kennel without a leash and identification tag. Only designated volunteers or animal owners will be allowed to remove any animal from its crate/kennel.
- f. Species should be separated (dogs/cats/birds) as well as those animals with special needs, are sick or under stress, or are aggressive.

5. Dog Care

- a. If space permits, crates or kennels should be 12" or more apart.
- b. Crates should be oriented to keep animals facing away from each other.
- c. Provide food and water bowls, ID tag, leash, and bedding for each crate.
- d. For dogs that are sensitive to noise, activity or other dogs, provide a sheet to keep the sides of the crate covered.
- e. The dog area should be close to an exit door to facilitate reaching dog walk areas; provide all owners with plastic bags for clean-up each time they walk their dog.
- f. If necessary because of weather or dangerous conditions, a dog walk area can be created indoors in a separate room. Assign a CART volunteer specifically for maintaining this area.
- g. Provide separate areas for dogs that are sick and for those without proof of vaccination.
- h. Dogs that are seriously ill or pose a health risk to others should be transported to a local vet. Contact the on-call CART veterinarian for assistance.
- i. Aggressive animals must be securely contained. The owner will be responsible for care and feeding of an aggressive animal. If the owner does not have a muzzle, provide one for the duration of the stay in the shelter.
- j. Staff may refuse admittance to any animal that appears uncontrollable or dangerously aggressive.
- k. Isolate dogs that are in heat.

6. Cat Care

- a. Cats should be kept in a separate area from dogs, in the quietest part of the area, away from doors and other activity.
- b. Cats that are sick or without proof of vaccination should be kept separate.
- c. Provide food and water bowls, ID tag, and bedding for each crate.

d. Provide kitty litter boxes in an area where owners can take their cats out of the crates for exercise and/or feeding or provide a litter box inside the crate. Litter boxes should be cleaned (scooped) regularly.

e. Isolate cats that are in heat.

7. Bird Care

a. Designate an area for birds away from drafts and temperate extremes.

b. All birds must be in cages, fully ventilated. Provide food, water, ID tag, and newspaper for all cages.

c. Contact a CART member with bird expertise to assess the bird and the bird area location.

d. Cages may accommodate up to three birds if the birds are socialized, free of disease, and ample mobility is allowed for each.

e. Provide a sheet to cover the birdcage to deter noise, and cover at night.

f. Transportation of pet birds is best accomplished using small, secure, covered carriers to avoid injury.

g. If traveling on cold weather, always warm the interior of your vehicle before moving your bird(s) from the house to the vehicle.

h. Transfer your bird(s) to a standard cage upon arrival at the evacuation site; covering the cage may reduce stress; this transfer should occur in a small, enclosed room to reduce the risk of escape.

i. Birds should be kept in quiet areas and not allowed out of the cage in unfamiliar surroundings.

j. Fresh food and water should be provided daily.

k. In addition to the pertinent items list under small animal evacuation kit, include:

1) necessary dietary supplements

2) plant mister for cooling birds in hot weather

- 3) hot water bottle for warming birds in cold weather
- 4) materials to line the bottom of the cage
- 5) cage perch
- 6) toys

8. Small Mammals

- a. Transportation of most small mammals (ferrets, hamsters, gerbils, rats, mice, guinea pigs, etc.) is best accomplished using a secure, covered carrier or cage to reduce stress.
- b. In addition to the pertinent items listed under small animal evacuation kit, include:
 - 1) necessary dietary supplements
 - 2) extra bedding materials
 - 3) appropriate exercise equipment

9. Reptiles³

- a. Transportation of small reptiles can be accomplished using a pillowcase, cloth sack, or small transport carrier.
- b. If possible, promote defecation before transporting the animal (for example, allow tortoises, lizards, or snakes to soak in a shallow water bath before bagging or caging).
- c. Transfer your pet to a secure cage at the evacuation site as soon as possible and if appropriate.

³In, terms of reptiles, the PETS Act only applies to turtles.

d. In addition to the pertinent, items listed under small animal evacuation kit, include:

- 1) essential dietary supplements
- 2) water bowl for soaking
- 3) spray bottle for misting
- 4) extra bags or newspapers
- 5) heating pad
- 6) battery-operated heating source or other appropriate heat source
- 7) extra batteries
- 8) appropriate handling gloves/supplies

e. Since most reptiles do not eat daily, feeding during evacuation circumstances may increase stress. Determine if feeding is in the animal's best interest, especially if the container may become fouled.

f. Housing at the evacuation facility should be consistent with that required by the reptile. The enclosure should, if possible, be placed in a controlled environment, away from areas of heavy traffic, loud noises, and vibrations.

g. Make sure that the container housing the reptile is escape proof. Nonetheless, plan for escapes.

E. Emergency Response

Implementation of the actions outlined in this annex begins as soon as an animal emergency is identified or reported. The numbering sequence is not meant to establish priority as all actions should be undertaken as soon as possible.

1. In the event an agency other than 911 receives a call reporting an animal emergency, that agency will immediately relay this information to 911 or the county Emergency Operations Center.
2. 911 will dispatch/notify emergency responders as specified in their protocol.
3. The first responder on scene will make a preliminary assessment and notify the dispatcher of any need for specialized animal resources identified in this plan.
4. The Incident Commander will assess the need for additional resources.
5. All animals will be handled in accordance with established animal control regulations and procedures.
6. Care for wild animals is the responsibility of the WV Division of Natural Resources.
7. The seriousness, and/or the magnitude of the emergency may require additional resources. Requests for mutual aid and additional resources will follow local protocol and the Emergency Management chain of command.
8. County Emergency Operations Center (EOC) is activated, requests for assistance and resources will be coordinated at that location. The EOC will maintain communication with response agencies.
9. Public information will be coordinated through the Public Information Officer established by the Incident Command System structure for the emergency.
10. The "Animal Emergency Plan" may be used in conjunction with other emergency response plans, i.e. the animal emergency could be a consequence of the primary incident.

F. Post-Disaster

1. Pet Friendly Shelters will remain open for as long as emergency public shelters are open. Upon closure of the pet friendly shelter, all agencies involved with pet sheltering will participate in the clean-up and general restoration of the facility to pre-activation

conditions. This includes washing the pet cages and other equipment used. Agencies must be cautious when doing general clean-up and use proper personal protective equipment, as needed. **The county needs to determine a policy related to when the shelters will open and when they will close. The determination to close might be affected by the duration of the incident, staffing, and reimbursement.**

AUTHORITIES AND REFERENCES

West Virginia Emergency Operations Plan

Pets Evacuation and Transportation Standards Act of 2006. H.R. 3858, signed by President Bush on October 6, 2006, which amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act

National Response Framework, Emergency Support Function 11

Annex 1 – Forms

Insert Form #1

Insert Form #2

Insert Form #3

Insert Form #4

Insert Form #5

Insert Form #6

Insert Form #7

Annex 2 – Equipment

Veterinary Supplies

- * Latex Gloves
- * Medications
- * Vaccines
- * IV Fluids
- * Leg Wraps
- * Bandages
- * Shot Box
- * Leather Gloves (large up to the elbow)
- * Ambulatory Clinics

Office Supplies

- * Necessary Forms
- * Trail Marking Tape (can be used to make collar)
- * Duct Tape
- * Microchip Scanner
- * Camera/Film
- * Pens/Pencils
- * Permanent Markers
- * Binders
- * Staplers
- * Hole Punch
- * Paper

- * Computer/Printer

- * Copy Machine

- * Fax Machine

- * Cell Phone

- * Flashlights

Non-Medical Animal Care Supplies

Small Animals

- * Pet Carriers (different sizes)

- * Cat Litter

- * Collars

- * Leashes

- * Cages

- * Shovels

- * Food and Water Dishes

- * Chlorine Bleach

- * Disinfectant

- * Water Hoses

- * Muzzles (dog and cat; all sizes, small to ex-large)

- * Fishing Nets (with the long to medium silver aluminum handles; to handle feral or other stressed cats safely)

Large Animals

- * Halters

- * Lead Ropes

- * Blankets

- * Bedding
- * Wheelbarrows
- * Rakes
- * Pitchforks
- * Buckets
- * Hoses
- * Fly Spray
- * Chlorine Bleach
- * Disinfectant
- * Lime
- * Water Hoses

Volunteer Fire Departments

Doddridge County

West Union Volunteer Fire Department (WUVFD), Company 1

Greenwood Volunteer Fire Department (GVFD), Company 2

Smithburg Volunteer Fire Department (SVFD), Company 3

McClelland District Volunteer Fire Department (MVFD), Company 4

BANCS Volunteer Fire Department (BANCSVFD), Company 6

Ritchie County

Pennsboro Volunteer Fire Department (PVFD)

Harrison County

Salem Volunteer Fire Department (SVFD), Company 9

Tyler County

Shirley Volunteer Fire Department (SVFD)-Station 40

Emergency Services

Doddridge County

Doddridge County Ambulance Authority (DCAA), Company 60

Ritchie County

Ritchie County Ambulance Authority (RCAA), Harrisville EMS & Pennsboro EMS

Harrison County

Salem Volunteer Fire Department, Company 9

Tonkin Station

Pre-Plan Instructions

Situation: Fire or Explosion at or in the Station

Assignment: Companies One (1) and Two (2) (EMS will stage in station)

1. The West Union Volunteer Fire Department (WUVFD), Company 1, will establish a “danger zone” on the South end, of Route 18 at the old Rock Quarry.
2. The Greenwood Volunteer Fire Department (GVFD), Company 2, will establish a “danger zone” at the intersection of Maston Road and Route 18.
3. The WUVFD will send one (1) unit to retrieve any workers from the relocation point at the end of the iron, bridge. This trip will also be used to survey the scene and assist in, making, a plan of operation.

Plan of Action:

1. No injuries, the fire is small, and will burn out; safety shut-down is working. Action: Wait
2. Injured moved to the safe zone and fire is out. Action: Wait
3. Injuries on scene and safety system not working. Plan for rescue, only. Set up a water supply, and other equipment required for this action. This setup is only to protect the rescue personnel. Action: Move victims to safety zone and wait.
4. Last resort; set up at the gate of the plant and lay hose to fight fire. Activate the safety shutdown system and fight fire. This is only to stop the spread and control of the fire. Action: Move victims to safety zone and wait.

Additional fire companies may be requested as follows:

1. Smithburg Vol. Fire Dept. (SVFD)
2. Ritchie County Pennsboro Vol. Fire Dept. (PVFD)
3. BANCS Vol. Fire Dept. (BANCSVFD)

Equitrans & Dominion Station

Pre-Plan Instructions

Situation: Fire or Explosion at or in the Station

Assignment: Companies One (1), Two (2) and Three (3) (EMS will stage in station)

1. The West Union Volunteer Fire Department (WUVFD), Company 1, will establish a “danger zone” on the South end of Route 18, at Crystal Lake.
2. The Greenwood Volunteer Fire Department (GVFD), Company 2, will establish a “danger zone” at Camp Mistake, on the North end of Route 18.
3. The Smithburg Volunteer Fire Department (SVFD), Company 3, will establish a “danger zone” at the last residence on Nutters Fork Road, East of Route 18.
4. The WUVFD will send one (1) unit to retrieve any workers from the relocation point at the bottom of the hill, below the plant. This trip will also be used to survey the scene and assist in, making, a plan of operation.

Plan of Action:

1. No injuries, the fire is small, and will burn out; safety shut-down is working. Action: Wait
2. Injured moved to safe zone and fire is out. Action: Wait
3. Injuries on scene and safety system not working. Plan for rescue only. Set up a water supply, and additional equipment required for this action. This setup is only to protect the rescue personnel. Action: Move victims to safety zone and wait.
4. Last resort; set up at the gate of the plant and lay hose to fight fire. Activate the safety shutdown system and fight fire. This is only to stop the spread of and maintain control of the fire. Action: Move victims to safety zone and wait.

Additional fire companies may be requested as follows:

1. Ritchie County Pennsboro Vol. Fire Dept. (PVFD)
2. BANCS Vol. Fire Dept. (BANCSVFD)

MarkWest Plant

Pre-Plan Instruction

Situation: Fire, Leak/Spill, or Explosion in or near the Station.

Assignment: Companies One (1), Three (3) and Harrison County Company Nine (9) (EMS will stage in station)

1. West Union Volunteer Fire Department (WUVFD), Company 1, will establish a “danger zone” on the West end, at the intersection of US Route 50 and Morgans Run Road.
2. Smithburg Volunteer Fire Department (SVFD), Company 3, will make the pass, through to survey the injuries and the danger, as far as fire, leak/spill, and/or explosion.
3. Salem Volunteer Fire Department (SVFD), Harrison County Company 9, will establish a “danger zone” on the East end, at Antioch Road and US Route 50.

Plan of Action:

1. No injuries, the fire is small, and will burn out; safety shutdown is working. Action: Wait
2. Injured moved to the safe zone and the fire is out. Action: Wait
3. Injuries on scene and safety system is not working. Action: Move victims to safe area, if possible, and wait.
4. Last resort; Set up at the closest point possible to the plant and lay hose to fight fire. Activate the safety shutdown system manually, if possible, and fight fire. This is only to be able to remove victims to the safe zone. Action: Move victims to the safety zone and wait.

Additional fire companies may be requested as follows:

1. Greenwood Vol. Fire Dept. (GVFD)
2. BANCS Vol. Fire Dept. (BANCSVFD)
3. Ritchie County Pennsboro Vol. Fire Dept. (PVFD)
4. McClellan District Vol. Fire Dept. (MVFD)

EQT Saturn Plant

Pre-Plan Instruction

Situation: Fire, Leak/Spill or Explosion in or near the Station.

Assignment: Companies One (1), Two (2) and Ritchie County Pennsboro Volunteer Fire Department (PVFD) (EMS will stage in station)

1. Greenwood Volunteer Fire Department (GVFD), Company 2, will establish a “danger zone” on the West end, and start evacuating residents West to US Route 50, toward Greenwood.
2. West Union Volunteer Fire Department (WUVFD), Company 1, or GVFD, Company 2, will make a pass through to survey the injuries and the danger of the fire, leak/spill or explosion.
3. WUFVD, Company 1, will establish a “danger zone” on the East end, and start evacuating residents East to US Route 50, toward West Union.

Plan of Action:

1. No injuries, the fire is small and will burn out; safety shutdown is working. Action: Wait
2. Injured moved to the safe zone and the fire is out. Action: Wait
3. Injured on scene and safety system not working. Action: Move victims to safe zone, if possible, and wait.
4. Last resort; Set up at the closest point possible to the plant and lay hose to fight fire. Activate the safety shutdown system manually, if possible, and fight fire. This is only to be able to remove victims to the safe zone. Action: Move victims to the safety zone and wait.

Additional fire companies may be requested as follows:

1. Smithburg Vol. Fire Dept. (SFVD)
2. BANCS Vol. Fire Dept. (BANCSVFD)
3. McClellan District Vol. Fire Dept. (MVFD)

Hazmat Plan for the Middle & Elementary Schools

Answer these questions first:

1. Verification: you must verify the cargo in question.
2. Location: you must locate the accident scene; East, West or in front.
3. Weather: wind direction and approximate speed.
4. Time & Date
5. Victims: are there people in the building; who and how many?

When the above questions have been answered and appropriate decisions made for an action plan, start with the first of the three (3) steps below:

Step 1: Company 1 will close US Rt. 50 at the intersection of US Rt. 50 & Rt. 18

Company 3 will close US Rt. 50 at the intersection of US Rt. 50 and the Smithburg exit; routing all traffic onto Smithton Road (old Rt. 50). This will include everyone, except emergency personnel.

Step 2: Establish a “danger zone” and make decisions regarding student evacuations.

- a. Do students need to be moved: yes or no
- b. If students must be move what directions should be used to evacuate them: north, south, east, or west
- c. How will students be moved: on foot or by bus
- d. What preparations need to be made at the designated hold facility to prepare for students: decontamination procedures, re-clothing, and/or check and release

Step 3: Activate “Plan C” of the County Disaster Plan and begin one (1) of the following plans of operation:

Plan 1: The accident scene is in front of the school complex entrance; Students are safer where they are and should be sheltered in place.

Instruct the school personnel to perform the following steps:

1. have someone remain on the phone with dispatch until emergency personnel arrive.

2. Close all windows, doors, and other outside sources of ventilation.
3. Turn off all heating/air units and any other air handling equipment.
4. Do not allow anyone to leave the building.
5. Move all students to the area of the building that is farthest from the hazard.
6. Call roll to make sure that all students are accounted for.

Plan 2: The accident scene is East of the school complex entrance; evacuate students and staff (approximately 950 people).

1. Perform all steps in Plan 1 and prepare to move students and staff at appropriate time.
2. Removal of students, staff and other individuals in the school by bus; notify all bus drivers to return to duty and stage at the High school.
3. Establish a designated route in and out, as well as a turning area for buses. All buses will transport occupants to the High school for decontaminate and/or release.
4. Removal of students and staff on foot; move students and staff in an orderly manner along the designated pathway behind the Elementary school and the pond to the highway. Buses will then transport them to the High school for decontamination and/or release. Staff will remain with their designated classes.

*Note: School Board Personnel will take responsibility for students once they have arrived at the High school and been decontaminated, if necessary. School Board Personnel will be responsible for the release of students who do not require emergency transport to a medical facility.

Plan 3: The accident scene is West of the school complex entrance.

1. Perform all steps in Plan 1 and prepare to move students and staff at appropriate time.
2. Removal of students, staff and other individuals in the schools by bus; notify all bus drivers to return to duty and stage at the High school.
3. Establish a designated route in and out, as well as a turning area for buses. All buses will transport occupants to the High school for decontaminate and/or release.

4. Removal of students and staff on foot; move students and staff in an orderly manner out the rear of the building and behind the Middle school to the gate in the fence, and then along the highway to Snowbird Road. Buses will then transport them to the Doddridge County Park. Staff will remain with their designated classes.

*Note: School Board Personnel will take responsibility for students once they have arrived at the Doddridge County Park and been decontaminated, if necessary. School Board Personnel will be responsible for the release of students who do not require emergency transport to a medical facility.

Additional sources of assistance that may be used as needed:

School cooks, kitchen staff, office personnel and janitors.

Any parent or other authorized individuals that might be in the building at the time of the incident.

All individuals must be removed from the school facilities in question, when the move is deemed necessary and/or safe.

Doddridge County Emergency Operations Plan

ANNEX N: Terrorism

Related Federal ESFs

Related State Annexes

State Emergency Function Annexes

Annex N: Terrorism Purpose

Terrorism is defined as a premeditated, unlawful act dangerous to human life or public welfare that is intended to intimidate or coerce civilian populations or governments, or any segment thereof, in furtherance of political or social objectives.

The purpose of this plan is to outline a concept of operations for coordinated awareness, prevention, preparedness, response and recovery related to a terrorism/weapon(s) of mass destruction incident by defining roles and responsibilities of state agencies in assisting local governments with technical and resource support.

Primary Agencies

Support Agencies

SITUATION AND ASSUMPTIONS

A. Situation

Within Doddridge County there are a number of facilities, special events, and population groups that are vulnerable and could be potential targets for terrorist attacks. The awareness, prevention, preparedness, response and recovery related to terrorism will involve local, state, federal, and private entities. No single agency/organization has the expertise or resources to unilaterally act in the complex situations associated with terrorist threats, physical and cyber acts of terrorism, or the use of weapons of mass destruction (chemical, biological, radiological/nuclear and explosives (CBRNE). Terrorist acts may include, but are not limited to, kidnapping, hijacking, shootings, conventional bombings, attacks involving chemical, biological,

nuclear/radiological weapon(s), cyber-attacks, sabotage, assassination, extortion, contamination of food, agricultural crops, livestock, water, and the air, and threats to commit such acts.

Terrorism awareness, prevention, preparedness, response and recovery can generally be categorized into two major components, which may operate concurrently. They are:

1. Crisis Management, awareness, prevention, and preparedness, includes measures to anticipate requirements and to react effectively, to stop an incident from occurring, or to mitigate an incidents effects, and to build and sustain performance across all other domains. Law enforcement is a major aspect of crisis management. The FBI has primary responsibility for the investigation of all domestic and international terrorism incidents. In addition, local law enforcement agencies, the West Virginia Division of Homeland Security and Emergency Management (DHSEM), West Virginia State Fire Marshal's Office (WVSFM) and the West Virginia State Police (WVSP), play key roles in investigating terrorist acts.

2. Consequence Management, response and recovery, includes measures to protect public health and safety, restore essential government services, and provide emergency relief to affected communities and governments, commercial businesses, agricultural industries, and individuals affected by an act of terrorism, and bring perpetrators of an intentional incident to justice. Response and recovery will primarily occur at the local jurisdictional level with the state playing a supporting role by assisting in the coordination of state and federal supplemental resources.

B. Assumptions

1. Terrorists seek to inflict the maximum impact with the minimal expenditure of resources.
2. Local and State Emergency Operations Centers (EOC) will likely be activated, and the Incident Command System (ICS) implemented should a terrorist event occur.
3. The federal government will determine whether an incident is a terrorist event. Multiple sites of foreign animal disease (FAD) incursions may be considered a terrorist act.
4. Local police, fire, medical, and health personnel will be the first to respond to an incident.

5. Incident management cannot be event driven. Preventing an incident from ever occurring reaps far more dividends than simply reducing the costs of post-incident response and recovery. Awareness, prevention and preparedness must be given similar emphasis to that traditionally afforded to response and recovery domains. Efficient awareness, prevention, and preparedness require effective public and private partnerships.
6. Response to an emergency or disaster caused by a terrorist act will involve many of the same organizations and skills used in other emergency responses. In any incident, responses must address the possibility or actuality of CBRNE materials that are not typically encountered in natural disaster response operations.
7. Response to a terrorist incident will be determined by the CBRNE material involved and by the authorities, plans and operations triggered by the event.
8. In a terrorist incident, the area of operations may be a crime scene, a hazardous materials site, and a disaster area, and it may involve multiple jurisdictions.
9. Counties and municipalities may need assistance to monitor, clean up, and dispose of hazardous materials and debris, including animal carcasses, after a terrorism/weapon(s) of mass destruction incident.
10. In the event of a large-scale incident, federal assistance may arrive before local and/or state declarations are made.
11. For biological agents and radiological materials, the West Virginia Department of Health and Human Resources (DHHR) public health guidelines will apply. In FAD cases, the West Virginia Department of Agriculture and the United States Department of Agriculture will assist in the primary agency responsibilities.
12. Biological agents pose a unique threat since their effects are not readily detected until well after an agent has been released. Bio-terrorism awareness, prevention, preparation, response, and recovery issues will be addressed by the DHHR.

C. Responsibilities

1. The West Virginia Division of Homeland Security and Emergency Management (DHSEM) will be the lead state agency for terrorism crisis management and will be accountable to the Governor's Office.

2. The West Virginia Division of Homeland Security and Emergency Management (DHSEM) will be the lead state agency for terrorism consequence management and will be accountable to the Governor.

a. DHSEM will act as liaison between the Governor and the Federal Emergency Management Agency (FEMA), as representative of the President. They will assist the county in this capacity.

b. DHSEM will assist the county in coordinating priorities and action plans for the on-scene consequences management response.

c. DHSEM will assist Doddridge County in preparing situation reports and briefings.

d. DHSEM will assist in the coordination of state response measures.

3. State agency responsibilities are generally the same for a terrorist incident as they are for any other emergency or disaster (see State Emergency Function Annexes in State Emergency Operations Plan (SEOP) for further details). There are, however, the added complications of protecting a potentially large crime scene and securing CBRNE contaminated materials.

4. Local response; the Incident Commander on the scene operating under the ICS will determine the local response. As state and federal assets arrive to assist, the command system may change to a Unified Command structure.

5. Public Information; during a terrorism/weapon(s) of mass destruction incident a critical element is the information released to the news media for further release to the general, public. The lead Public Information Officers (PIO) for terrorist incidents will be from the Governor's Office. State agency and local PIO's will cooperate and coordinate with the Governor's Office on what is released to assure that accurate, timely and no contradictory information is provided.

CONCEPT OF OPERATIONS

A. Awareness. Prevention and preparedness activities include:

1. Identification of threat and threat organizations.

a. The first step in any preventive operation is to identify possible threats. In today's environment, Doddridge County and the State of West Virginia must recognize that threats may be either domestically or internationally based.

2. Identification of Critical Infrastructure

a. DHSEM is responsible for identifying West Virginia's critical infrastructures. Through appropriate public and private partnerships, DHSEM will identify infrastructures for every level of government and within each critical infrastructure sector defined in the national and state homeland security strategies. DHSEM will assist in coordinate public and private activities to protect critical infrastructures from terrorist attacks.

b. An objective of Doddridge County's Emergency Management and LEPC is to identify the county's critical infrastructures and key assets.

c. During planning, local jurisdictions, the LEPC and Emergency Management need to identify critical infrastructures and key assets within the communities and territories.

d. Besides critical infrastructures and key assets, there are venues that could be tempting targets because of their large potential for casualties or their psychological significance to West Virginia and Doddridge County, e.g., concerts, sporting events, county fair, monuments and icons.

3. Information Sharing

a. Effective terrorism preparedness is contingent on comprehensive information sharing. Information relevant to thwarting terrorism can be derived from a variety of channels, e.g., law enforcement, immigration, public health, transportation, among others. That information has, to be managed, translated and transmitted to state and local officials throughout West Virginia to optimize their anti-terrorism awareness, prevention, preparedness, response and recovery capabilities.

4. Terrorist Threat Condition Advisories

a. As described in the Basic Plan, the federal government has developed an advisory system recommending actions to be taken at five (5) levels of terrorist threat.

b. State, county, and municipal governments retain the right to increase their threat conditions, based upon the evidence they possess.

5. Public Awareness

a. Public awareness is a critical component to any prevention program. By keeping the public apprised of possible threats to our society or to different elements of the state's infrastructure, the public can assist in identifying suspicious activity.

6. Protection

a. The identification of critical infrastructures is an essential element of an effective anti-terrorism program. Efforts must be taken to protect areas that could be exploited. Possible measures include security systems, improved communications, access restriction, etc.

B. Response and Recovery

1. Response activities by fire, law enforcement, emergency management, hazardous materials, emergency medical services, public health, livestock specialists, etc. will initially be the same as practiced in the all hazards approach. Upon recognition of a manmade event, response agencies will need to consider the possibility of a terrorism related incident.

2. In consultation with the Governor's Officer, DHSEM will activate the State's Emergency Operations Center (SEOC) and will notify all appropriate agencies.

3. As the situation develops, additional agencies/organizations may be brought in to assist with the response and recovery operations.

4. Communications

a. Initial notification to the State of West Virginia, other than by Doddridge County Emergency Management, law enforcement, fire and EMS radio, should be by use of the State twenty-four (24) hour emergency line (304) 558-5380.

b. The jurisdiction in command of an incident will designate one person to maintain communications with the SEOC.

c. DHSEM will monitor common frequencies (Basic Plan, Annex B) being used for an emergency.

5. Follow-On Activities

- a. Once all casualties have been removed and the criminal investigation has shifted from the scene, clean-up, removal, and the proper disposal of debris (contaminated and uncontaminated) must occur. To insure, that adequate public health/safety precautions are in place, this may take a considerable amount of time.
- b. Damage assessment will continue.

6. Investigation

- a. One of the challenges faced by law enforcement after a terrorist/weapon(s) of mass destruction incident is the collection of evidence for possible prosecution. First responders must cooperate to ensure that all evidences are preserved to maximize the potential for a successful prosecution.

7. Recovery from a terrorist incident would employ the same general procedures to a natural disaster. A significant difference would be the potential amount of CBRNE materials that may have to be processed.

APPLICABLE DECLARATIONS

A. In the formal declaration process, Doddridge County will need to declare a disaster emergency as a prerequisite for requesting state assistance.

B. The state must declare an emergency or disaster to request federal assistance. For a terrorism/weapon(s) of mass destruction incident, the Department of Military Affairs and Public Safety (DMAPS), DHSEM will jointly draft a declaration for the Governor's signature.

C. The President may declare an "emergency" under Title V of the Stafford Act or a "major disaster" under Title VI of the Stafford Act if the incident causes "damage of sufficient severity and magnitude to warrant major disaster assistance under the Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby".

Insert Page

KEY DEFINITIONS

1. **Awareness** refers to the continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and react effectively.
2. **Critical Infrastructures** refers to systems and assets, whether physical or virtual, so vital to the United States, West Virginia, and its communities that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.
3. **Key Assets** refers to individual targets whose destruction would not endanger vital systems, but, could create local disaster or profoundly damage the Nation's, West Virginia, or its communities, morale or confidence. Key assets also include individual or localized facilities that deserve special protection because of their destructive potential or value to West Virginia and its communities.
4. **Preparedness** refers to the activities necessary to build and sustain performance across all, of the other domains.
5. **Prevention** refers to actions to avoid an incident, to intervene to stop an incident from occurring, or to mitigate an incident's effects.
6. **Recovery** refers to those actions necessary to restore the community back to normal and to bring the perpetrators of an intentional incident to justice.
7. **Response** refers to the activities necessary to address the immediate and short-term effects of an incident, which focus primarily on the actions necessary to save lives, to protect property, and to meet basic needs.

Doddridge County Emergency Operations Plan

ANNEX O: Hazardous Material

Related Federal ESFs

Related State Annexes

Annex A: Direction and Control

Annex C: Notification and Warning

Annex D: Public Information

Annex F: Sheltering

Annex O: Hazardous Material Purpose

The purpose of this annex is to establish policies, guidelines and an organization for response to a hazardous materials incident in Doddridge County.

Primary Agencies

Support Agencies

SITUATION AND ASSUMPTIONS

A. Situation

1. Doddridge County is vulnerable to a variety of hazardous materials incidents due to transportation, storage and use in the area.
2. Several transportation routes (highway and pipeline) parallel streams and transverse through Doddridge County.
3. There are a number, of fixed facilities located in the city that use, produce and/or store hazardous materials. Additional information regarding these facilities is on file with the Doddridge County Emergency Management Agency, the Doddridge County

Local Emergency Planning Committee (LEPC), and the fire departments. Included in the information are the material safety data sheets (MSDS), Tier II information, etc.

4. Resources (trained personnel and equipment) in Doddridge County for response to a hazardous material incident are limited.

5. Response to a serious chemical incident will require outside resources, i.e., adjacent counties, cities, state and federal government and the private sector.

B. Assumptions

1. The Local Emergency Planning Committee (LEPC) recognizes the responsibility for public health and safety, and the need to exercise the guidelines and policies set forth in the Hazardous Materials Emergency Response Plan for Doddridge County.

2. Proper implementation of these plans and guidelines will reduce or prevent releases and related exposure to the public and environmental damage.

3. The use of local and outside resources will require substantial coordination.

4. Awareness of hazards and appropriate training may reduce some incident damage, but incidents may occur with little or no warning.

5. Protective actions for the general population may include in-place sheltering and/or evacuation.

CONCEPT OF OPERATIONS

A. Initial response to a hazardous materials incident will be by local officials. The first responder (agency) will make an assessment, of the situation and classify the emergency as specified below and in the Basic Plan.

Level I – No evacuation other than from the immediate scene. This level of incident does not pose a chemical exposure hazard to first responders in fire service using dermal and respiratory gear. Examples of Level I incidents are, minor releases of fuel from vehicular accidents, small releases of corrosives, and illegally discarded chemical containers which are not in danger of releasing substances.

Level II – An incident/accident involving a greater hazard or larger area which poses a potential threat of life or property and which may require a limited evacuation of the surrounding area. These incidents may require the use of special chemical protective

gear to Level B. Examples of this level may be releases of significant quantities of volatile organics at fixed facilities or cargo tank releases in transportation.

Level III – An incident/accident involving severe potential exposure for the responders or the general, public. Mitigation may require a large-scale evacuation and the expertise or resources of private industry and state and federal governments.

B. Depending on the classification of the incident additional notifications will be made in accordance with the notification list as provided in Annex A. Support agencies will be alerted and/or requested to provide, assistance as necessary. (The immediate notification of appropriate public agencies of a hazardous chemical release is the responsibility of the spiller.)

C. Public warning will be issued in accordance with guidelines set forth in Annex C. Response Actions will be based on the following population protection options:

Evacuation – Evacuation can be completely effective, if accomplished prior to the arrival of the toxic cloud.

1. In-Place Shelter – In some cases, advising people to stay indoors and attempting to reduce the air flow into a structure may be the most effective protective action.

2. Ingestion Advisory – Drinking water and food crops may be contaminated by chemical release. A threat to food and water supplies must be identified and information released to the public.

3. Sewage and Runoff – A hazardous chemical release may contaminate sewage systems or area streams and lakes. Such contamination could create a public health threat and serious environmental problems.

In order, to make sound decisions regarding evacuation, indoor protection, etc. these decisions must be based on a thorough analysis of the hazards involved, the characteristics of the surrounding community, and an assessment of atmospheric conditions.

D. Response activities will be documented by the LEPC. This documentation will be evaluated for development of new training sessions. Data on overall incident occurrence will be provided to all participating organizations and used for plan revisions.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. The organization for Hazardous Materials Response will be set up along the same functional lines as explained in the Basic Plan.

B. Assignment of Responsibilities; any or all, of the participating agencies/organizations of Doddridge County emergency operations may be called on in response to a hazmat incident. Each organization/agency has the responsibility to develop and maintain Standard Operating Guidelines (SOGs) for their task assignments as specified in this annex, and the Basic Plan.

C. Task Assignments for Hazardous Materials Incidents

The following assignments relate to hazardous materials response:

1. Local Emergency Planning Committee

- a. Hold scheduled meetings to establish short and long, range plans subject to TITEL III Hazardous Materials Chemical Emergency Preparedness Program.
- b. Provide support and focus on the hazardous materials in fixed facilities and transportation routes by performing a hazards analysis or updating the current analysis utilized.
- c. Give guidance and manage the development of a Hazardous Materials Response Annex to the Doddridge County Emergency Operations Plan for the service area that utilizes the expertise and resources of public and private organizations and provides for safe, timely and cost, effective response by public and private groups.
- d. Outline methods and schedule training and exercises on hazardous materials in coordination with local government officials, academic institutions and available private participants.
- e. Serve as the point of contact for Community Right-to-Know.

2. Elected City Officials

- a. Appoint a representative to manage hazardous materials systems, and to report all chemical incidents/accidents to both the LEPC and other agencies as required by state and federal laws.

b. Set policy and adopt budgets to allow administrators with the technical skills and authority to be responsible for Incident Management in the event of a hazardous materials incident/accident.

c. Advise responsible city officials to insure, that the best measures will be taken to protect the general, public, property and the environment.

3. City Attorney

a. Act as legal advisor on items related to public health and safety.

b. Assist in resolution of legal problems that may arise due to Title III implementation or specific chemical release incidents.

c. Provide enforcement of regulations and initiate legal action against parties responsible for the release of chemical hazards that violate state and/or federal regulations.

4. City Clerk

a. Maintain an accurate and responsive data bank for all vital information arising from a chemical release incident in/or affecting their jurisdictions.

5. Fire Services

a. Determine the hazard level of the incident, and direct response operations including:

1) Establish site security areas and hazard exclusion zones within the hazardous sector(s).

2) Determine the nature of the hazardous material.

3) Based on estimates of likely harm, establish options for mitigation, selecting appropriate options and managing the mitigation effort.

b. Coordinate with all private and public agencies on-site at the Incident Command Post. Provides information sources as necessary for law enforcement and medical authorities on the material, hazard evaluation and environmental damage assessment.

c. Develop and maintain the Fire Service Haz-mat Team SOGs. This effort should also include mutual aid resources.

d. Direct facility personnel to remove any chemicals that may increase or catalyze the fire, cause explosions, create toxic gas releases, or cause potential environmental damage.

6. Incident (On-Scene) Commander

a. The Incident Commander is the individuals in charge on site, in accordance with the Doddridge County EOP, Annex A to the Basic Plan. The Incident Commander will coordinate all actions including, but not limited to, the following:

- 1) Provide initial hazard assessment to response personnel and the general, public.
- 2) Lead the initial environmental assessment.
- 3) Prescribe personnel protective measures.
- 4) Issue public warning.
- 5) Establish an on-scene command post.
- 6) Determine when re-entry is possible.

7. Health Department

- a. Coordinate guidelines for temporary storage of stabilized hazardous materials and manage legal disposal.
- b. Provide personnel safety information to the Incident Commander, and if necessary, serve as site safety officer.
- c. Provide an environmental analysis of the situation and recommend property, epidemiological and toxicological solutions to deal with the public health issues involved with hazardous materials incidents.
- d. Monitor response personnel and general, public exposures to chemical, biological and radiological agents.
- e. Manage the distribution and use of health resources. Allocate medical supplies in short supply.

f. Inform the public health risks associated with chemical related hazards and identify the appropriate self-help or first aid actions and other suitable survival measures.

8. Emergency Medical Services

- a. Assign priorities of medical treatment on the basis, of urgency and for transporting casualties from the incident site to appropriate medical facilities.
- b. Transport, treat, and distribute victims to medical facilities.
- c. Provide a liaison between medical personnel and the Incident Commander. Notify the area hospitals that receive victims of what chemicals are involved, and what decontamination and exposure situations will be necessary for proper handling and care of victims.
- d. Provide medical assistance in the hazard or contamination reduction sector for response personnel.

9. All Emergency Services

- a. Each emergency responding agency shall report to the Incident Commander upon arrival on scene and confer with this individual for coordination of all activities. The Incident Commander has the authority to direct the overall operations, select mitigation concepts and methods, and resolve conflicts.
- b. It is the responsibility of the Incident Commander to recommend evacuation actions, after close coordination with all agencies involved and in-depth discussion with the appropriate officials to assure proper warning, transportation, shelter and care for the evacuees.
- c. The cleanup, removal and disposal of contamination is the responsibility of the manufacturer or carrier who released the materials. Assistance in removal and disposal oversight, technical considerations and funding may be obtained through the West Virginia Department of Natural Resources and the U.S. Environmental Protection Agency.
- d. A post-incident analysis report and critique shall be the responsibility of the Incident Commander with input solicited from all involved agencies. Copies of all

post-incident reports shall be submitted to the LEPC within thirty (30) days of incident stabilization for review, conducting debriefs, plan modifications and future use in training and exercise programs.

(Additional assignments are listed in the Basic Plan.)

D. Sheltering and Mass care activities are covered in Annex F.

E. Public Information Activities are covered in Annex D.

PRIVATE SECTOR RESPONSIBILITIES

A. Fixed Facilities

1. Designate a hazardous materials coordinator responsible for assisting in the preparation of this plan and for the preparation of compatible on-site contingency plans and SOGs. These plans will include specific responsibilities, notification and emergency response guidelines and available mitigation resources.
2. Alert the Doddridge/Ritchie 911 Center in the event of a hazardous materials incident.
3. Provide technical support as requested in the development of off-site risk assessments and contingency planning.
4. Provide support to the Incident Commander at the command post during an incident.
5. Provide personnel, technical expertise and equipment support and participate in chemical hazard exercises, drills, and other training activities.
6. Initiate notification of a chemical release incident and provide information to the appropriate officials/agencies as specified in the Superfund Amendments and Reauthorization Act of 1986 (SARA0, as amended).

B. Pipeline Industry

1. Responsible for a plan that outlines the general actions and establishes the policies to be followed in the event of a chemical release incident.
2. The company's Hazardous Materials Coordinator will contact each site and direct the company's mitigation activities and support off-site efforts during any chemical release emergency.

3. Provide technical guidance, personnel and hardware to support the comprehensive training and exercise program directed by the LEPC.

C. Highway Hazardous Materials Carriers

1. Develop a chemical incident emergency response plan.
2. Maintain a response capability in the event of a hazardous material incident involving their stock.
3. Provide technical assistance, personnel and resources to the Incident Commander to mitigate incident(s) involving their stock or property.
4. Provide proper identification of all hazardous materials carried.
5. Provide technical expertise, personnel, and hardware to support the training and exercise program of the LEPC.
6. Provide a useful list of major hazardous material commodities shipped, and periodically update this list.

D. State and Federal Support

1. Planning, training and on-site assistance are available through state and federal agencies. Details of these resources and methods of acquisition are described in the State Emergency Response Commission Chemical Emergency Plan.
2. Notification of releases to state and federal agencies is the responsibility of the person or organization releasing regulated chemicals.
3. Access to State resources for support during an incident/accident is through the Incident Commander of Doddridge County Emergency Manager.

CONTAINMENT AND CLEANUP

- A. The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander in coordination with appropriate technical resources.
- B. The spiller is responsible, according to state and federal law, for the costs of all cleanup and countermeasures. The local Health Department, in conjunction with requested state and

federal resources, is responsible for determining these measures and monitoring the cleanup and disposal of contaminated materials.

C. The Incident Commander is responsible for monitoring the response activity to ensure that appropriate containment and control measures are implemented. Containment and control measures may include, but are not limited to:

1. Dikes
2. Berms and drains
3. Trenches and pits
4. Booms
5. Barriers in soil
6. Stream diversion
7. Patching and plugging of containers and vessels
8. Over-packing of leaking containers
9. Portable catch basins
10. Reorientation of containers
11. Hydraulic and mechanical dredging
12. Excavating
13. Skimming or pumping
14. Dispersion or dilution
15. Vacuuming

D. Treatment of released hazardous chemicals can be physical, chemical, or biological in nature. Treatment operations are the responsibility of the operator. State and federal technical resources are readily available to provide technical assistance on selection or overview of treatment activities.

E. The initial assessment of a release incident should be performed by the fixed facility operators. It should be recognized that industrial capability to assess the situation may be

supported by in-depth knowledge of the chemicals, facility and environmental effects. The fixed facility is responsible for damages resulting from the release and should provide timely and accurate information on a release situation.

F. Restoration

- a. The local jurisdiction, in conjunction with state and federal experts, is in charge, of managing restoration efforts.
- b. Treatment of contaminated soils or waters is the responsibility of the spiller.
- c. Off-site transportation for storage, treatment or disposal may be provided by the spiller subject to state and federal regulations.

TRAINING

A. Hazardous materials training can be divided into four categories for employees responding to hazardous substance releases or incidents as follows:

1. First Responder Training – This category pertains to individuals who are likely to witness or discover a hazardous substance release. Persons in this category are required to have sufficient training-exact hours are not specified to demonstrate the following:
 - a. An understanding of what hazardous materials are, and the risks associated with them in an accident.
 - b. An understanding of the potential outcomes of an emergency where hazardous materials are present.
 - c. The ability to recognize the presence of hazardous materials in an emergency.
 - d. The ability to identify the hazardous materials, if possible.
 - e. An understanding of the role of the first responder awareness individual in the employer's emergency response plan.
 - f. The ability to recognize the need for additional resources.
2. First Responder Operations – At this level, employees should have at least eight (8) hours of training. Employees are considered, to be at the operations level if they respond to releases for the purpose, of protecting nearby persons, property, or the environment without actually trying to stop the release.

3. Hazardous Materials Technicians – At this level, hazardous materials technicians are individuals who respond to releases for the purpose, of stopping them. Their role is generally to plug, patch, or otherwise pursue measures to stop a release. Hazardous materials technicians should have at least twenty-four (24) hours of training.

4. Hazardous Materials Specialists – This category of responder is defined as an individual whose duties require a direct or specific knowledge of the various substances that they may be called on to contain. Hazardous materials specialists should have at least twenty-four (24) hours of training equal to the technician level and have employer certification that they are able to perform specialized control, containment or confinement functions.

B. To achieve the necessary training levels, emergency response personnel should take advantage of training courses offered through local, state and federal agencies (i.e., State Emergency Management Agency, Department of Natural Resources, etc.).

C. Each of the hazardous materials training categories should have continued training to maintain competency.

ANNEX MAINTENANCE

A. The Doddridge County Emergency Operations Plan will be tested and evaluated annually. These guidelines are explained in the Basic Plan.

B. The Doddridge County Emergency Management Director will work with the LEPC to see that the guidelines and policies set forth in this annex are included and tested in the exercises. A critique will follow each exercise to identify deficiencies so that revisions can be made if needed.

Doddridge County Emergency Operations Plan

ANNEX P: Search and Rescue

Related Federal ESFs

Related State Annexes

Annex P: Search and Rescue

The purpose of this annex is to establish policies, guidelines and an organization for response to a search and rescue incident.

Primary Agencies

Support Agencies

SITUATION AND ASSUMPTIONS

CONCEPT OF OPERATIONS

A. The Doddridge County Office of Emergency Management is responsible for the coordination of all Emergency Support Functions (ESF) administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the EOP.

B. All personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all planning and response operations.

C. Coordination with all supporting and other appropriate departments/agencies and organizations will be a continual process.

D. The Doddridge County Office of Emergency Management shall organize, train, equip, and employ county teams and resources; conduct periodic testing of team capabilities; and coordinate the integration of county efforts with State and Federal assistance teams.

E. Doddridge County Office of Emergency Management is responsible for the activation of plans and coordination of resources requested by the Incident Commander. The Incident Commander in all search and rescue operations will be the Fire Chief or Sheriff in the case of missing persons. The Emergency Manager will coordinate with State EOC for support operations and coordinate with adjacent counties for additional support.

F. Request for State support. The Emergency Manager will coordinate the request for state support resources. When county assets are exhausted, or anticipated the Emergency Manager will coordinate requests for state or federal assets. The Emergency Manager will integrate the use of all search and rescue personnel and resources made available. Implementation of a county search and rescue response will be in accordance with the Incident Command System structure.

G. All resource requests by municipal or county volunteer fire departments will be requested through the EOC. The County Emergency Manager will coordinate with State EOC to obtain these requested fire and rescue resources.

ESF ACTIONS

Actions necessary to insure readiness to respond are divided into four mission areas of emergency management. These are: preparedness, response, recovery, and mitigation. Each area requires actions to be planned to insure total readiness. Considerations to be planned for are, but not limited to:

A. Preparedness/Preventive Phases

1. Maintain a current inventory of resources, including qualified trained personnel, which could support search and rescue operations. Maintain records reflecting capabilities.
2. Participate in county exercises and conduct, at least annually, an ESF-9 exercise to validate this annex and supporting SOPs.
3. Maintain liaison with state urban search and rescue assets and plan for reception of external assets.

4. Maintain personnel and equipment in a state of readiness appropriate to existing and anticipated emergency conditions.
5. Assist in training of personnel and rescue organizations for search and rescue operations.
6. Be prepared to receive such specialty teams as US Army Corps of Engineers structures specialists and System to Locate Survivors (STOLS).
7. Annually review the Department of Homeland Security Universal Task List and integrate new tasks as appropriate, into this plan and/or supporting SOPs.
8. Ensure all personnel integrate NIMS principals in all planning. All ESF personnel will complete all required NIMS training.
9. Determine staffing requirements for performing EOG duties at the three levels of EOG activation and coordinate needs with Emergency Management Director.

B. Response Phase

1. Support appropriate resources, to include mobilizing and deploying teams and equipment, as needed.
2. Assume command of the incident. Insure necessary tracking of all resources committed to the incident. This may include placing personnel at a forward command post and staging areas.
3. Maintain liaison with county EOG.
4. Plan for and establish relief resources to replace or rotate committed resources for extended operations.
5. Coordinate requested state and federal support. ESF-9 will plan for their reception, sheltering, feeding, and deployment, to search areas.
6. Coordinate with State ESF-9 for the appropriate time to request US Army Corps of Engineers structures specialists and System to Locate Survivors (STOLS).
7. Coordinate with ESF-1 for use of buses to transport rescue teams or rescued victims or persons evacuated from an emergency area to a safe location or emergency shelter.

C. Recovery Phase

1. Continue to support operations and plan for a reduction of operations.
2. Inventory any lost or damaged equipment and record any personnel injuries or equipment accidents.
3. Anticipate and plan for arrival of, and coordinate with, SEOC and FEMA ESF-9 personnel in the EOC and the Joint Field Office (JFO), if established.
4. Insure the reporting of costs type equipment used and manpower resources used during the event.
5. Document matters that may be needed for inclusion in County EOC briefings, situation reports and action plans. This information will become valuable in future mitigation considerations.

D. Mitigation Phase

1. Support and plan for mitigation measures.
2. Support requests and directives concerning mitigation and/or re-development activities.

RESPONSIBILITIES

A. County Fire Administration

1. Identify, train, and assign personnel to staff ESF-9 in the EOC.
2. Establish notification procedures for those designated to staff ESF positions and implement upon activation notification.
3. Identify and maintain a current resource inventory of all search and rescue assets within the county, i.e., Civil Air Patrol, Volunteer organizations, Law Enforcement, GIS, County Engineers, etc.
4. Coordinate search and rescue team deployment to incident area.
5. Coordinate logistical support for search and rescue assets during field operations.
6. Develop policies and procedures for the effective use and coordination of search and rescue assets.

7. Coordinate procedures for requesting citizen volunteers to aid in search operations.
8. Develop policy on citizen liability in volunteer status for search operations.
9. Incorporate CERT members in search and rescue operations.

B. County Volunteer Fire Departments:

1. Identify and train personnel in search and rescue operations.
2. Be prepared to execute missions in supports of search and rescue operations.
3. Plan, coordinate and execute rural search and rescue operations.
4. Provide search and rescue teams, technical assistance, equipment, and communications support.

C. Liaison and Staff Augmentation Personnel

1. Develop necessary skills, knowledge and training to support functions for which assigned during periods of activation.
2. Provide technical information and hazardous materials technical assistance teams.

STATE/FEDERAL INTERFACE

A. This annex is supported by State EOP. The State EOC is authorized to provide state assets in search and rescue operations and the Regional Director of the Federal Emergency Management Agency (FEMA) is authorized to provide federal assistance as emergency protective measures under the emergency and major disaster provisions of the National Response Plan.

B. State and Federal agencies will rapidly deploy components of the Search and Rescue (US&R) Response System to provide specialized lifesaving assistance. Operational activities include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

C. State emergency management will coordinate with Federal Authorities to obtain federal assistance as required.

Doddridge County Emergency Operations Plan

ANNEX Q: Special Needs/Vulnerable Populations

Related Federal ESFs

Related State Annexes

Annex Q: Special Needs/Vulnerable Populations

The purpose of this annex is to provide special care, during an emergency, which may include evacuation assistance, attention to special dietary needs, and special medical care, for the following persons:

- * Persons who are frail or housebound
- * Persons with disabling mental illness or conditions
- * Persons with physical disabilities, including sight or hearing limitations or mobility impairment
- * Persons who are medically fragile

Primary Agencies

Doddridge County Office of Emergency Management

Department of Health and Human Resources (DHHR)

Board of Education, Transportation Department

Support Agencies

DHHR/Health Department

Mon-Power

Sheriff's Department

Board of Education

Waste/Wastewater Utility

OPERATIONAL CONCEPTS

A. Doddridge County will provide emergency services without regard to race, color, national origin, religion, English proficiency, sex, age, marital status, personal appearance, sexual orientation, familial status, disability, economic status, or any affiliation or perception thereof.

B. The Office of Emergency Management (OEM) will maintain a database of locations of vulnerable populations to be updated annually in coordination with local partners.

C. Vulnerable residents living independently and identified within the OEM's database will be encouraged to have a disaster kit that includes personal and medical information, and a list of necessary medical supplies, medications, and assistive services.

D. Adult day care facilities are required to establish evacuation plans, which are to be included in their all-hazards emergency plan and on file with the Municipality.

E. The Doddridge County School District will provide appropriate care for vulnerable students and staff during a disaster that occurs during school hours and may request assistance from the EOC if necessary to augment services.

F. The County will ensure that emergency notifications include methods accessible to persons with disabilities including open captioning by door-to-door notifications, mobile loudspeakers, or other available means.

G. During a wildfire or other emergency requiring immediate evacuation, all residents needing evacuation transportation assistance will be given equal priority. Following an incident, where immediate danger has passed, vulnerable populations will be given priority for evacuation transportation assistance.

H. The county will make every effort not to separate users from wheelchairs, walkers, and other durable medical equipment. If a person who has been separated from their medical equipment is unable to return home, the Municipality will make every effort to retrieve or replace the equipment as quickly as possible.

I. Agencies wishing to deliver services to vulnerable populations in evacuated or otherwise restricted areas should contact the EOC, community services and health department to coordinate access. If conditions for limited entry are appropriate, the EOC will identify a process to expedite the travel of approved service providers.

J. Individuals and voluntary organizations may enhance emergency response by assisting vulnerable residents within their own neighborhoods.

K. The county will strive to meet the needs of all populations, including vulnerable populations, within each of its activated congregate care facilities.

RESPONSIBILITIES

The responsibilities listed herein are not intended to be departmental checklists. Each agency will develop internal policies and procedures to perform its assigned duties. At the discretion of the incident commander not all functions may be performed, nor all agencies used.

Doddridge County Office of Emergency Management/Emergency Operations Center

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through state and federal agencies.
3. Coordinates with and supports requests from field agencies during a major emergency or disaster.
4. Assumes strategic long-term emergency planning for vulnerable populations.
5. Disseminates public information concerning assistance for vulnerable populations during an emergency.
6. Coordinates outreach to vulnerable populations to encourage personal preparedness in advance of an emergency.
7. Maintains a voluntary registry of vulnerable persons living within the Municipality.

Department of Health and Human Resources (DHHR)

1. Coordinates with Public Transportation and other agencies during relocation of vulnerable populations.
2. Coordinates with emergency medical services and local hospitals to provide evacuation information and special instructions for vulnerable populations.
3. Assists the Municipality's self-registration campaign for populations who have aging and disability-specific needs.

Board of Education – Transportation Dept.

1. Transports vulnerable populations during an emergency as directed by the EOC.

2. Ensures that accessible transportation is available to persons with disabilities to congregate care facilities or initial care centers.
3. Assists the Municipality's self-registration campaign for populations who have aging and disability-specific needs.

DHHR/Health Department

1. Assists the EOC with information about where non-resident medically fragile populations may be located.
2. Ensures that congregate facilities are accessible to persons with disabilities.
3. Coordinates with the Office of Emergency Management to ensure that emergency plans meet requirements of non-discrimination and public accommodation.

Mon-Power

1. Maintains an inventory of households that rely on utility services for special support, including life support, and provides this information to the EOC upon request.
2. Assists the county's self-registration campaign for populations who have aging and disability-specific needs.

Sheriff's Department

1. Assists the EOC, as able, with identification of vulnerable populations who may need assistance during an emergency.
2. Coordinates with the EOC to assist relocation of vulnerable populations as able.

Board of Education

1. Provides care for vulnerable students and staff during a disaster that occurs during school hours.
2. Assists in the provision of transportation for vulnerable populations.

Water and Wastewater Utility

1. Assists the Municipality's self-registration campaign for populations who have aging and disability-specific needs.

State or Federal Assistance

All state and federal assistance is coordinated through the County and State Emergency Operations Center.